



Oak Hill United School Corporation Student Device Handbook

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OVERVIEW

Oak Hill United School Corporation implements a 1:1 Digital Learning Initiative. This initiative is to provide equitable 21st century tools and resources necessary for our students to be successful and engaged learners. In order to achieve academic excellence, today's students require access to educational experiences that seamlessly integrate technology throughout the educational program. This initiative seeks to provide our students with learning opportunities beyond the normal school day through the use of student devices: Apple iPads (Grades K-2) and Google Chromebooks (Grades 3-12).

The individual use of student devices is a way to empower students to maximize their full potential and to prepare them for their educational and career future. Teaching and learning through the integration of student devices not only increases student engagement and ownership of learning, but it allows for effective transformation of curricula that can take place anywhere and at any time. Further, this initiative leads to more student-centered, project-based learning where students have more choice and ownership of their learning. We believe that the effective use of technology increases student engagement, which increases student achievement in all areas. All students will be immersed in a technology-rich environment which motivates, engages, and challenges students to learn 21st century skills.

The information contained within this document applies to all Oak Hill United School Corporation student devices used in our schools and any other device deemed by the administration to come under these guidelines. The information and agreements found here represent a clear and comprehensive attempt to explain to our parents and students the level of responsibility necessary to participate in this initiative. Oak Hill United School Corporation reserves the right to make any additions or alterations to these guidelines, as necessary, in order to ensure the effectiveness of this initiative, as well as the safety and well-being of our students.

This *Oak Hill United School Corporation Student Device Handbook* is intended to promote responsible use and to protect students and the school from liability resulting from any misuse of the school-issued devices. Technology, on or off-campus, must be used in accordance with the mission and philosophy of Oak Hill United School Corporation and the *Student Internet Acceptable Use Policy* found on the corporation website, as well as the policies set within each school's student handbook. Teachers may set additional requirements for use in their respective classes.

The student device remains the property of the Oak Hill United School Corporation at all times; therefore, there is no assumption of privacy. Oak Hill United School Corporation reserves the right to inspect student devices at any time during the school year. Misuse of the student device may result in disciplinary action.

Above all, the 1:1 student device program at Oak Hill United School Corporation is an academic program, and the policies governing the use of the device support its academic use. To maintain the integrity of the student device program, all students and parents/guardians must acknowledge and agree to the following conditions:

1:1 DIGITAL LEARNING INITIATIVE GOALS

- To increase student engagement in his or her learning.
- To prepare learners with digital resources that they will experience within their future, whether in the workforce or postsecondary education. To enrich the curriculum through the use of digital resources.
- To differentiate instruction for all learners by using technology.
- To promote student pride through creative learning opportunities.

1.0 GENERAL INFORMATION

The procedures and information within this document apply to all student devices used at Oak Hill United School Corporation. Teachers may set additional requirements for use in their classroom.

1.1 Receiving Your Device

For Grades 5-12, students are issued a Chromebook at the beginning of Grades 5 and 9. Students in grades 6-8 and 10-12 need to return to school in August with their assigned Chromebooks in good, working order. Students in Grades 3-4 will use classroom-assigned Chromebooks that they will be responsible for the duration of their Grades 3-4 years.

For Grades K-2, each student is assigned an iPad on the first day of kindergarten to use through Grade 2 throughout the school day.

Parents and students must sign and return the OHUSC Student Internet and Technology Responsibility Use Policy before the device can be issued to the student. This is completed as a step in online enrollment for new students.

1.2 Returning Your Device

If a student withdraws from Oak Hill United School Corporation during the school year, the student device must be returned at that time. Depending on the time of withdrawal, the student may be eligible for a partial refund of the device rental fee (applicable to Chromebooks only), minus any costs for damage. Students who withdraw, who are expelled, or who terminate enrollment at Oak Hill United School Corporation for any other reason must return their individual student device with accessories on the date of termination. Failure to return the student device will result in a theft report being filed with local law enforcement.

Students in Grades 5-12 will retain their Chromebook over the summer, keeping them in a safe place at home to prevent unnecessary damage to the device. If a student plans to transfer from Oak Hill for the following school year or moves over the summer, the device must be returned to the Oak Hill Administration Office when withdrawing.

Students in Grades K-4 will return their device to their teacher on the last student day, which are labeled by student's name, then stored safely for the summer. When students return the following school year, they will receive their assigned device on the first day of school.

1.3 Personal Device

In order to provide a unified and equal experience in all classrooms, students are not allowed to use personal devices in place of district-issued devices.

2.0 CARE OF THE STUDENT DEVICE

2.1 General Care

- Cords and cables must be inserted carefully into the device to prevent damage.
- Students are responsible for keeping their device battery charged for school each day using the appropriate device charger and cord.
- Devices should be stored in the provided cases and placed away from food and liquids when students are eating.
- Avoid exposure to long-term temperature extremes.
- Do not alter the devices in any manner that will permanently change the device. Students are strictly prohibited from adding markings, stickers, writing, or defacement of any kind on the device or case.
- Do not attempt to repair a damaged or malfunctioning device. All damaged and malfunctioning devices will need to be taken to the appropriate school media centers (elementary, junior high, and high school).
- Do not remove or circumvent the management system installed on each device. This includes removing restrictions or “jailbreaking” the device.
- Do not use the local storage on the device as critical file storage. Student documents or files will need to be emailed or saved to Google Drive.
- Students at Swayzee, Oak Hill Junior High, and Oak Hill High School will be permitted to take their school-issued Chromebooks home.

2.2 Carrying and Transporting Devices

- When not in use, devices must always remain within the protective case provided by the school.
- Do not leave the device unattended at any time during class, extracurricular activities, lunch, locker room, etc.

2.3 Screen Care

- When cleaning the device screen, use a soft, dry, anti-static cloth.
- Do not lean on or place anything heavy against the screen. This includes when it is in its case. There should be nothing but the Chromebook inside the case.
- Do not drop the student device.
- Never lift the device by the screen or carry the device with the screen open.

2.4 Security and Identification

- Students are responsible for the safety and security of their school-owned device.
- Devices should not be stored in a vehicle and should never be left in view inside a vehicle, locked or unlocked.
- Labels, stickers, screen protectors, or cases placed on the device by the technology department shall not be removed.

- Each device will be registered with the district by an asset tag, along with a serial number, which should never be altered or removed.
- While it is easy to log in to a friend's or family members Chromebook in the event you need a "backup plan" when an assignment is due, please be aware you are ultimately completely responsible for your own device and its condition.

3.0 USING YOUR DEVICE AT SCHOOL

Student devices are intended for use during school each day. Students must bring their device to all classes, unless specifically instructed not to do so by their teacher.

3.1 Devices Left at Home

Not having a device or not having a working device will not be an excuse for not participating in class or not completing assignments. Loaner devices **will not** be available to students who forget to bring their device to school or who fail to charge their device.

3.2 Devices Undergoing Repair

Loaner devices may be issued to students when their assigned device has been sent in for repair.

3.3 Charging Your Device

Students are responsible for ensuring that their device is charged and ready to go for school each day. Charging the device at home each night is an expectation.

3.4 Screensavers/Background Photos

A standard screensaver or background will be preset on the device. Any changes to the background must be school appropriate.

3.5 Sound, Music, Games, or Programs

Sound must be muted while in class unless permission is obtained from the teacher. All content (music, games or programs) on the device must be appropriate and used responsibly at the teacher's discretion.

3.6 Use of Camera and Video

Each student device is equipped with a digital camera feature that includes the ability to take HD video. The camera will allow students to utilize a 21st century tool to develop 21st century learning skills.

Examples of Responsible Use Including, but Not Limited to:

- Recording and/or taking pictures for project-based learning assignments.
- Assisting in taking accurate notes in class.
- Submitting work digitally

Students are not allowed to take pictures/video of staff and/or students without expressed permission by those individuals. All pictures/video taken must be school appropriate. Any violation of this directive will result in disciplinary measures.

3.7 Photos and Videos

All videos, photos, and images that are taken or reside on the device must be appropriate and are subject to inspection by district staff at any time.

3.8 Home Internet Access

Students are allowed to connect their device to wireless networks at home or establishments with public wireless access (i.e. restaurants, libraries). Parental supervision is an expectation while the device is used at home. The Children's Internet Protection Act requires that schools have a content filter in place onsite, and the school will make every effort to block objectionable sites both on and off Oak Hill United School Corporation's local network.

4.0 MANAGING FILES & SAVING WORK

4.1 Saving Documents

Students may save work directly on Google Drive. Device malfunctions are not an acceptable excuse for loss of important documents.

4.2 Printing from Devices

Printing will not be supported on OHUSC student devices. If a student requires a print form of a document, they will need to access a traditional Windows computer and access their document on Google Drive for the purpose of printing.

4.3 Network Connectivity

Oak Hill United School Corporation makes no guarantee that their network will be up and running 100 percent of the time. In the rare case that the network is down, the district will not be responsible for lost or missing data.

5.0 CONTENT MANAGEMENT

5.1 Originally Installed Software

The software, apps, and profiles originally installed by Oak Hill United School Corporation must remain on the student device in usable condition and be easily accessible at all times. From time to time, the district may add and/or remove apps for use in a particular course. Devices will be monitored through our administration systems to ensure that students have not removed required apps or added apps that are not appropriate for school use.

5.2 App Management

- All downloaded apps and music must be age-appropriate and recommended for educational use.
- Store apps may be limited to pre-approved selections made by Oak Hill staff.

5.3 Inspection

- The Oak Hill United School Corporation-owned student devices may be inspected by district staff at any time, both while in possession of the machine or remotely.

- The Oak Hill United School Corporation staff maintains the right to delete any app, song, video, picture, book, or file that is not deemed appropriate for student use.
- Storage space on the student device is limited. Any non-required Oak Hill United School Corporation apps, songs, videos, pictures, books, or files will be subject to removal and be deleted to preserve storage space.

5.4 Restoring of Student Device

If technical difficulties occur or non-authorized software/apps are discovered, the student device may need to be restored. The school does not accept responsibility for the loss of any software or documents deleted due to a reformat and reimage of the device.

5.5 Operating System Upgrades

Upgrade versions of licensed apps and software are available from time to time. Students will be expected to check the operating system update icon on their device to run periodical updates to the system. Failure to upgrade can lead to the student's inability to properly use the device.

5.6 Student Assigned Email Address and Google Account

Each Oak Hill student is assigned and uses a Google account as part of his or her educational environment at OHUSC, which includes an Oak Hill email account at some grade levels. The Oak Hill email account will only permit mail to pass between @ohusc.k12.in.us accounts and other pre-approved addresses. This Oak Hill email account will not have the capability of sending or receiving messages from unauthorized email domains. The school will be able to investigate all emails for bullying or other inappropriate uses.

6.0 RESPONSIBLE USE

6.1 Statement of Responsibility

The use of the Oak Hill United School Corporation technology resources (hardware, software, etc.) is a privilege, not a right. The privilege of using the technology resources provided by the district is not transferable by students to people or groups outside the district and terminates when a student is no longer enrolled in the district. These guidelines are provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the guidelines contained within this document, privileges may be terminated, access to the Oak Hill United School Corporation technology resources may be denied, and appropriate disciplinary action may be applied. **Violations may result in disciplinary action, up to and including, suspension/expulsion for students. When applicable, law enforcement agencies may be contacted.** Disciplinary action will follow corporation policy and the guidelines contained within each school's student handbook.

Though not an inclusive list, the following are examples of activities that are not permitted:

- Using the school network for illegal activities, such as copyright and/or license violations.
- Using the device as the vehicle for plagiarism.
- Unauthorized downloading of apps and/or jail-breaking of the device.
- Accessing and/or using websites or materials that are not in direct support of the curriculum and/or inappropriate for school.
- Vandalizing equipment and/or accessing the network inappropriately. Applications that are designed to intentionally harm network resources should not be possessed or used.

- Gaining unauthorized access anywhere on the network.
- Invading the privacy of individuals.
- Using and/or allowing use of another person's login/password to access the network.
- Being a passive observer or active participant with any unauthorized network activity.
- Participating in cyber bullying of any person.
- Using objectionable language, photos, or other content (e.g. racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning or slanderous).
- Obtaining, modifying, or using username/passwords of others.
- Modifying files belonging to another student.
- Attempting to access or accessing websites blocked by the school's Internet filter.
- Downloading apps, streaming media, or playing games without permission of a teacher or administrator.
- Sending and/or forwarding emails that are chain letters, forwards, etc. via school mail.

6.2 Parent/Guardian Responsibilities

- Discuss with your children the values and the standards you expect them to follow with regard to the use and care of the device and the use of the Internet.
- The parents release Oak Hill United School Corporation and its personnel from any and all claims and damages of any nature arising from their child's use of, or inability to use the district technology, including but not limited to claims that may arise from the unauthorized use of the device to purchase products or services.
- The parents understand that it is impossible for Oak Hill United School Corporation to restrict access to all controversial materials, and will not hold the school responsible for materials accessed on the network; they agree to report any inappropriate device use to the respective building administration.
- Parental supervision is an expectation of the 1:1 Digital Learning Initiative. Despite our best efforts, the corporation cannot control all aspects of student use while the student is off-site. Please, remember that students are subject to the same guidelines while not in school as they are while in school.

6.3 School Responsibilities

Oak Hill United School Corporation reserves the right to review, monitor, and restrict information stored on or transmitted via district owned equipment and to investigate inappropriate use of resources. In addition, the corporation may at any time utilize tracking resources available within our mobile device management solution to monitor or attempt to locate stolen or missing devices. The school also agrees to provide:

- Internet access to its students.
- Curricular apps and content.
- Blocking of inappropriate materials as able.
- Support using cloud-based storage.
- Staff guidance to aid students in doing research and help assure student compliance of the guidelines contained within this document and those within the Corporation's Student Technology Responsible Use Guidelines.

6.4 Student Responsibilities

- Use computers and devices in a responsible and ethical manner.
- Follow the guidelines within this document.
- Report to a building administrator any email containing inappropriate or abusive language or questionable subject matter.

- Return the device at the end of each school year if student does not plan to attend Oak Hill for the following school year.
- Students who withdraw, are suspended or expelled, or terminate enrollment at Oak Hill United School Corporation for any other reason must return the district-issued device and all additional items (case, charger, and cable) by the date of termination to their respective building media center.
- Students are prohibited from plagiarizing (using as their own without citing the original creator) content, including words or images, from the Internet.
- Students should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online.
- Research conducted via the Internet should be appropriately cited, giving credit to the original authors.
- Students are prohibited from accessing sites that promote plagiarism. These sites should be reported to school personnel.

6.5 Cyberbullying

The National Crime Prevention Council defines cyberbullying as “when the Internet, cell phones, or other devices are used to send or post text or images intended to hurt or embarrass another person.”

- Cyberbullying will not be tolerated and is strictly forbidden.
- The user should remember that digital activities are monitored and retained.
- Report cyberbullying immediately to school personnel.

6.6 Student Discipline

If a student violates any part of the above guidelines and procedures, he or she will be subject to consequences as listed in the Corporation Student Technology Responsible Use Guidelines, the respective school student handbook and board policy.

7.0 Behaviors and Discipline Related to Student Device Use

Technology Related Behavior Violations	Equivalent Traditional Classroom Violations
<ul style="list-style-type: none"> • Failure to bring device to school • Missing case • Email, texting, Internet surfing, etc. • Damaging, defacing, placing stickers, etc. on the device • Using account belonging to another student or staff member • Accessing inappropriate material • Cyberbullying • Using profanity, obscenity, racist terms • Sending/forwarding assignment to another student to use as their own and/or copy 	<ul style="list-style-type: none"> • Coming to class unprepared • Not having required supplies • Passing notes, reading magazines, games • Vandalism/property damage to school-owned equipment • Breaking into someone else's locker or classroom • Bringing inappropriate materials to school in print form • Bullying/harassment • Inappropriate language, harassment • Cheating, copying an assignment, plagiarism

Violations Unique to the OHUSC 1:1 Digital Learning Initiative

- Not having a device fully charged when brought to school
- Attempts to defeat or bypass the district's Internet filter and/or security settings
- Modifying the district's browser settings or other techniques to avoid being blocked from inappropriate sites or to conceal inappropriate Internet activity
- Unauthorized downloading/installing of apps

7.1 Progressive Discipline

Possible Discipline Procedures

- Warning
- One school detention issued by teacher. Parents are contacted.
- One Friday night school. Parents are contacted.
- Administrative discipline referral. Student loses device privileges, which could include potential loss of take home privileges.
- Administrative discipline referral and one day of in-school suspension for insubordination.
- All further infractions require administrative discipline referral to be issued, and consequences will be determined by administrator.

8.0 Liability

The parent/guardian/student is responsible for the cost to repair and/or replace, at the date of incident, the device, case, or charging cable/charger if the property is:

- not returned.
- intentionally damaged.
- lost or damaged because of negligence.
- stolen, but not reported to school and/or police by the end of the next school day.

9.0 Damaged and Lost Devices

The Oak Hill United School Corporation recognizes that with the implementation of the 1:1 Digital Learning Initiative, there is a need to protect the investment by both the Corporation and the student/parent.

The following outlines the various areas of protection.

- Student/Parent must report any damaged or lost devices to school authorities by the end of the next school day.
- Student/Parent will bring damaged device or report to the school's media center for assessment.
- The media center staff and/or a trained group of students will be able to do minor troubleshooting.
- Technology Department and/or administrative staff will make final determination of what needs to be done with the device.
- ***Damaged OHUSC student devices that are not in a corporation-issued case will automatically be the financial responsibility of the student/parent.***

Lost/Stolen Student Device:

Full replacement cost of device and case (costs will vary depending on model/year purchased)

Damaged Devices - Chromebooks

All OHUSC purchased Chromebooks come with a manufacturer-provided four-year [accidental damage service](#). This service covers the student for the full cost of one incident of accidental damage per year that occurs due to a drop, liquid spill, etc. The once per year limitation resets at the time of the incident (your year starts over when you file a claim). It does NOT cover negligent or intentional damage. Damage that occurs outside of this service (for example, a second drop before your year has reset) will be billed to the parent/guardian/student. The cost of laptop components varies often and will be determined at the time of the purchase of the replacement parts. If you would like coverage on the device above and beyond the manufacturer's provided plan, please feel free to consult your preferred insurance company.

Damaged Case

All cases purchased for students at OHUSC are covered by warranty against manufacturing defects or failures. Negligence or normal wear and tear are not covered under this warranty. We have performed an exhaustive search to find the most dependable vendor that can provide a four-year case for our devices. That being said, we understand things happen with cases that may fall outside the normal warranty situation. If your case has become unusable and you require or would like better protection for your device, spares are available in the library for purchase. With such a large fleet of devices, it is required that you use a case provided by OHUSC and do not provide your own replacement. This is done to help protect families against inadequate drop protection or an accidental improper fit between case and laptop.

Additional Information:

In cases of theft, vandalism, and other criminal acts, a police report must be filed. A copy of the police/fire report must be provided to the principal's office. The student and parent understand they are responsible to pay the full replacement cost of any stolen student device and accessories (case and charger).

Intentional or Negligent Damage:

Students/Parents are responsible for full payment of intentional or negligent damages to their individual device or to another student's device. The standard warranty or accidental damage service **DOES NOT** cover intentional or negligent damage of the devices. Administrators or the manufacturer will make final determinations as to what constitutes intentional or negligent damage and what costs will be passed onto the student/parent on a case by case basis.

10.0 Device Payment

The cost for the device rental varies from year to year, as prices often experience minor fluctuations as the device or case model changes over time. If you have a question about the specific textbook fee for your student's device, please contact our administration office.

DEVICE AGREEMENT & SIGNATURE FORM

Please note: This form will be filled out through our Skyward Online Registration for current and new students to the district. This form just serves as documentation record for families.

In order to provide richer learning opportunities and access to even more learning resources, Oak Hill United School Corporation students in Grades K-12 are issued a device for educational use. These devices are absolutely vital to the success of your child in the classroom, as they are used daily at school.

By signing below, the student and the parent/guardian agree to follow, understand, and accept our OHUSC 1:1 Device Handbook and Internet Acceptable Use Policy:

- [Internet Acceptable Use Policy](#)
- OHUSC 1:1 Device Handbook
- The device, software, and issued peripherals issued to the student are owned by the school.
- The parent/guardian provides consent that the student will be assigned and use a Google account as part of his/her educational environment at OHUSC. The specific services used by his/her Google account may change during the school year as educational needs change. Google has provided [further information](#), if you'd like to learn more about the legalities and use of your child's data when using a Google account in K-12 education.
- If the student withdraws or is expelled from school, the student agrees to return the student device, charger, and case in good working condition at the time of withdrawal/expulsion; if these items are not returned, the parent/guardian agrees to pay the full replacement cost for the device, case, and charger.
- In the event that a student's take-home device is stolen while assigned to student, the student/parent agrees to file a police report to report the theft, and understands that the student/parent is responsible to pay the full replacement cost of the stolen device and any accessory items (case and charger).
- In no event shall OHUSC or Oak Hill employee be held liable to any claim to damage, negligence, or breach of duty.

STUDENT NAME: _____

STUDENT SIGNATURE: _____

Date: _____

PARENT SIGNATURE: _____

Date: _____