

Pequot Lakes Educational Access to Technology (PLEAT)

Expectations and Agreement for Use

Our Vision... Pequot Lakes Schools is a world-class learning organization that provides a rigorous, relevant, and personalized learning experience for each student.

Overview

Pequot Lakes Schools is committed to preparing our students to succeed in the changing societal landscape. It is essential that the District provide our students with the 21st-century skills that they need to be self-directed learners. We believe that effective teaching and learning include the effective use of technology to best prepare each student for the world in which they will live. To accomplish this vision, the District is making Chromebooks available to all students in grades 7-12 as described below.

The following requirements and guidelines apply to the PLEAT initiative.

1. Student Responsibilities Grades 7-12

- a. Students are expected to use the District issued Chromebooks appropriately for educational purposes. All students must understand and comply with district policy 524, Internet Acceptable Use and Safety Policy.
- b. Students are expected to have their District issued Chromebook in school each day with a fully charged battery. Forgetting a District issued Chromebook, having a dead battery, and/or loss of privileges will not be accepted as a reason for failing to complete work or turn in assignments. Charging stations will be available in the media center and in most classrooms for students who may need a recharge during the school day. Repeated failure to bring the District issued Chromebook to school or failing to charge the battery may result in the loss of home privileges for the student. A limited number of loaner devices may be available on a first-come, first-serve basis.
- c. Students are provided a District issued Google account for document storage, school assignments, email, and/or materials from their teachers. If a family does not have wireless access at home, students must do this while at school. Students must confirm offline use of Google Drive is enabled while on the school network to make sure this works correctly.
- d. Students attempting to hack or jailbreak the District issued Chromebook will be subject to disciplinary action.
- e. Students using a District issued Chromebook may use the District-provided case or other protective case designed for Chromebooks/laptops.

- f. Students are discouraged from printing and encouraged to use email and cloud-storage solutions.
- g. District issued Google accounts are provided for school purposes only. Students must use their District issued Google account to log into the District issued Chromebook. Students need to establish and utilize personal accounts for non-school related internet activity.

2. Parent/Guardian Expectations

- a. The District asks for the support of parents in communicating with their children about the standards of appropriate content and helping to monitor the use of the District issued Chromebooks when away from school.
- b. Parents are responsible for acknowledging the PLEAT Agreement when completing the nonrefundable technology deposit associated with this document.
- c. If necessary, parents are expected to assist their child to fill out any forms needed to report theft or damage.
- d. Parents are encouraged to become familiar with the District issued Chromebook and help ensure the use of the technology to track their child's progress. The Chromebook allows parents and students to view teachers' assignment calendars, track homework, and monitor progress toward coursework completion.

3. Terms of the Chromebook Agreement

- a. District issued Chromebooks will be distributed at the discretion of the District Administration upon confirmation that the PLEAT Agreement form has been acknowledged or a form has been submitted.
- b. Legal ownership District issued Chromebooks remains with the District. The use of the Chromebook is a privilege extended to students and is conditioned upon compliance with the requirements of this agreement, the District's Acceptable Use Policy, and all other District policies.
- c. All Chromebooks and power cords will be turned in at the end of each school year and re-checked out at the beginning of the next school year. Students who transfer, withdraw or are suspended or expelled will return the Chromebook and accessories at the time of withdrawal.
- d. The District reserves the right to repossess the District issued Chromebook and accessories at any time if the student does not fully comply with the terms of this agreement. The District may also choose to limit and/or withdraw home use privileges for failure to comply.

- e. Failure to return the property in a timely fashion may result in the involvement of law enforcement or collection agencies.
- f. Due to the need to comply with licensing agreements certain software and apps will be managed by the District .
- g.. If technical difficulties arise with a District issued Chromebook, or non-conforming content is discovered, the Chromebook will be restored by District staff. If the District staff need to restore a District issued Chromebook, the District is not responsible for the loss of any content saved on the Chromebook by the student.
- h. Each District issued Chromebook has identifying labels, which must not be removed or altered in any fashion. Students may not permanently mark the District issued Chromebook in any fashion.
- i. The use of the District issued Chromebook (or any other technology device) during instructional time is governed by classroom teachers. Failure to follow the instructions of the teacher will result in disciplinary action.

4. IV. General Care Instructions

- a. Chromebooks should only be cleaned with a soft, clean cloth. Chemical cleaners or liquids, including water, should not be used on the District issued Chromebooks.
- b. Charging cables/cords should be inserted and removed carefully to prevent damage. This should be done on both ends of the cable by grasping the plugs rather than the cord. The charging cord should be plugged into the wall outlet before connecting the Chromebook. When disconnecting, remove the cable from the Chromebook before pulling the cord from the wall outlet.
- c. Students should never put weight on the District issued Chromebook, stack items on top of them or wedge them tightly into a backpack or case. The District issued Chromebook cases should not be used as a folder to carry other items, including any sharp or pointed items such as pens or pencils.
- d. Liquids, food and other debris can damage District issued Chromebook. District issued Chromebook should be closed in cases and away from food and liquids when students are eating.
- e. District issued Chromebook should not be exposed to temperature extremes. Students should not leave the District issued Chromebook in any location where the temperature falls below freezing or exceeds 95 degrees. If the District issued Chromebook is cold, it should be allowed to warm up to room temperature before use. A District issued Chromebook exposed to direct sunlight or high temperatures may overheat during use and must be allowed to cool down before subsequent use.
- f. Battery life is shortened by using wi-fi, bluetooth, a high screen brightness, and video. Students

should learn to manage these settings and apps to improve battery performance.

5. PLEAT Protection Plan, Damage, Repair

- a. Students and parents must participate in the PLEAT protection plan by paying the nonrefundable technology deposit. The deposit cost is \$20 per student/device per year with a family cap of \$100, it is provided at no cost for families that qualify for free or reduced meals.
- b. The annual protection plan fee will cover repair or replacement costs associated with accidental damage to the device. Damage due to misuse or intentional damage will not be covered by the protection plan. Chargers are not covered under the annual protection plan.
- c. Damage to the device or accessories must be reported immediately to the appropriate school personnel. The device will remain at the school and a loaner device may be issued while the repairs are completed.

6. Security and Theft Prevention

- a. The District issued Chromebook may only be used by the student to whom it was assigned or by the parents of the student. The student may not loan it to another student.
- b. The student is responsible for the security of the District issued Chromebook at all times. The District issued Chromebook should never be left unsecured. When not with the student, the District issued device should be secured or stored in a locked location out of view. During after-school activities and/or away events, students are still responsible for securing the Chromebook.
- c. Students should keep personal information about themselves and others off the District issued Chromebook. Password security for network systems should be maintained, as should the privacy of locker combinations. It is the responsibility of the student to keep his or her information secure.
- d. Families are responsible for the full replacement cost (\$250.00) of a device that is lost or stolen. This is not covered under the annual protection plan as it only covers accidental damage to the device.
- e. Families are responsible for replacement costs (\$25.00) of lost or stolen chargers.

7. Connecting to the District Network

- a. Students who own a Chromebook, laptop, or another device may use these in school in place of a District issued Chromebook subject to the following conditions:
 - i. The device is available to the student for use every day at school.
 - ii. The student/family is willing to provide the same apps and/or extensions, including any paid

apps and/or extensions that are provided on the District issued Chromebooks and required for the student's coursework. Licensing agreements for paid content prohibit the school from installing content purchased by the school account on devices not owned by the District.

iii. The District is not responsible for and cannot provide technical support for personally owned devices.

b. Students must connect to the district network to ensure district safety protocols are in place. Students are not permitted to use or share personal hotspots while in the building.

c. Student owned devices that are brought into the District must have the district security certificate downloaded and installed to work properly on the network. The certificate can be found at: <http://cert.isd186.org/>

d. The District is not responsible for the loss, theft or damage of any personally-owned devices that are brought to school.

8. General Consequences for Inappropriate Use

a. Consequences for inappropriate use of technology will be issued in accordance with the guidelines articulated in the school handbook.

b. School administration reserves the right to confiscate District owned technology devices and deny access to district technology at any time.

9. Student Eligibility for Receiving a District Issued Chromebook

a. Non-public school students, PSEO students, and home school students must attend Pequot Lakes Schools at least 1/2 time to be able to use a District issued Chromebook.

This handbook may be changed or amended at any time during the school year. Changes will be posted in the building's main office.