Student Device Information and Policy 2024-2025

As part of the 6-12 grade programming, students will be issued a device for their use.

I. Student Responsibilities

1. Students are expected to use their device for educational purposes only.
2. Students are not to share their device or account password.
3. Students are not to reconfigure the device.
4. Students are not to eat or drink while using their device. Please keep food and liquids away from the device.
5. Students are expected to have their device fully charged before each school day. The device charger should be kept at home for overnight charging (grades 6-12 only).
6. Students are to alert the media specialist immediately if the device is malfunctioning.
7. All district rules apply even when using the device away from school.
8. Students must be permitted to take pictures and/or videos of other students and staff. Students may not post photos or videos to social media without the consent of the students and staff involved. Please respect the privacy of other students and staff.
9. Students must notify the media specialist immediately if their device is missing or stolen. It may be possible for us to locate the device if we are notified immediately. A police report must be submitted to report a device as stolen.

St. Cloud Area School District 742!

II. Parent/Guardian Expectations

1. Parents/Guardians are encouraged to review the handbook and be aware of technology policies
2. The school asks for parent/guardian support in communicating proper electronic device use while at home.
3. Parents/guardians and students are responsible for signing and returning applicable forms.
4. The school will be offering a device protection plan for accidental damage to the device. The various options are available online. Families also have the option to personally insure the device for accidental damage. **Families who choose to opt-out will be required to cover ALL repair costs.**
5. Intentional damage to any provided technology and components will not be covered under the district device protection plan and will be handled on an individual basis.
6. Lost/stolen devices and most liquid damages are not covered by the district's device protection plan.
7. The device protection plan fee can be paid online. Directions and access to pay online can be found at https://www.isd742.org/Page/7712.

III. Terms of the Device Loan

1. Acceptance of the provided technology by the student indicates agreement with the terms and conditions of the handbook by students and parents/guardians.
2. Legal ownership of the device remains with District 742. The use of the device is a privilege extended to the students and is conditional upon compliance with this agreement, and all other District 742 policies.
3. All devices and chargers will be checked in at the end of the school year. Students withdrawing from the district will return the device and accessories at the time of withdrawal without a refund if a district device protection plan has been purchased.
4. The school reserves the right to repossess the device and accessories at any time if the student does not fully comply with the terms of this agreement. The school may also choose to limit and/or withdraw home use privileges for failure to comply.
5. Failure to return the device in a timely fashion will result in a fee being assessed.
6. The device will be subject to routine monitoring by teachers, administrators and/or technology staff at any time. Users should have no expectation of privacy when using District 742-owned devices.
7. If technical difficulties arise with the device or non-conforming content is discovered, the device will be restored by the technology department. If the technology department needs to restore the device, District 742 is not responsible for any content added by the student such as apps, music, video, photos, documents, etc.
8. The use of the device during the school day is directed by the classroom teacher. Failure to follow the instructions of the teacher may result in disciplinary action.

IV. General Care Instructions

1. Screens on the device should only be cleaned with a soft, clean cloth. Chemical cleaners or liquids, including water, should not be used for any reason.
2. Students should not put weight on the device. They should not be stacked or wedged tightly into a backpack.
3. Liquids, food, and other debris can damage the device, and should be away from such materials at all times.

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4. Devices should not be exposed to extreme temperature conditions. Students should not leave the device in an area that would have

   temperatures below 32 degrees Fahrenheit or above 95 degrees Fahrenheit.

5. Battery life is shortened by using Wi-Fi, Bluetooth, a high screen brightness, and video. Students should learn to manage these settings to help improve battery life.

V. Security and Theft Protection

1. The device may ONLY be used by the student to whom it was assigned. The student may not loan it to another student.
2. The student is responsible for the security of the device at all times. When not with the student, the device should be secured or stored in a locked location out of view.
3. Students should not put personal information on the device. It is the responsibility of the student to keep his or her information secure.
4. Students/families are responsible for the replacement cost of a lost or stolen device.

VI. Damage, Theft, and Repair

1. Parents/guardians may opt to purchase an annual district device protection plan for each device. The district device protection plan is structured to significantly offset the cost of most "First Incident" damages that occur. Please see the chart at the end of the section to the right for details
2. The district device protection plan is non-refundable and non-transferable.
3. Damage or hardware issues must be reported immediately. For instances of hardware failure or accidental damage, a temporary device will be provided, if available, for the student throughout the repair/replacement process.
4. Any device that malfunctions or is damaged must be reported to the Media Specialist.
5. Devices needing repair must be returned to the school. Do not bring the device to a third party for repair.
6. Intentional damage may result in non-replacement by the school district until damage fees have been resolved. An action plan may be implemented with the student, parents/guardians, and administration. Disciplinary action may apply.

Chromebook (Grades 6-12)		
	Cost if district protection plan was purchased	Cost if no district protection plan was purchased (Opted Out)
Loss of Device	$375 First Incident / $440 each subsequent incident	$440 each incident
Theft of Device **Must accompany a police report**	No Charge First Incident/ $440 each subsequent incident	$440 each incident
Broken screen	No Charge First Incident/ $50 each subsequent incident	$50 each incident
Liquid Damage	No Charge First Incident/ $200 each subsequent incident	$200 each incident
Lost or Damaged Charger	$25 each incident	$25 each incident
Fees for other damages will be assessed accordingly. *Replacement devices are subject to district inventory		

Limited Expectation of Privacy

By authorizing the use of the School District electronic technologies, the St. Cloud Area School District does not relinquish control over content or data transmitted or stored on the network or contained in files. Users should expect only limited privacy in the contents of personal files on the District's electronic technologies.

Parents have the right to investigate or review the contents of their child's files and email files. Parents have the right to request the termination of their child's individual account at any time.

District staff are advised that the School District retains the right at any time to investigate or review the contents of their files and email files. In addition, District staff is advised that data and other materials in files maintained on or transmitted through the District's electronic technologies may be subject to review, disclosure, or discovery under the Minnesota Government Data Practices Act.

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ELECTRONIC TECHNOLOGIES ACCEPTABLE USE AGREEMENT- POLICY 524

The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents, and staff.

Permission of and supervision by school staff is required before a student may use a school account or resource to access the Internet.

All users are responsible for the protection and security of their passwords. Users may change passwords to maintain their confidentiality.

Should a user violate the District's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.

The St. Cloud School District may provide students with an individual email address required to access instructional resources. Use of student email is subject to the acceptable use policy.

All provisions of the Electronic Technologies Responsible Use Policy are subordinate to local, state, and federal laws.

For more information see Board Policy 524:
https://bit.ly/742policy524