

Loomis Public School



1:1 Device Policies and Procedures 2019-2020

Policies and Procedures for 1:1 Device Program Loomis Public School

Loomis Public School is proud to offer our Loomis High School Students 1:1 devices for use at school and at home. The 1:1 Device Program, which provides mobile computing and wireless technology to Loomis Public School Students, has been designed to enhance the delivery and individualization of instruction.

For students and parents/guardians, the following information is provided to help everyone understand the expectations and the responsibility of care and use related to receiving a 1:1 device.

- Students will receive instruction from school staff on the proper use of the 1:1 devices.
- Students will be able to take the devices home during the school year if the student signs and pays the required insurance premiums.
- Students are expected to treat the 1:1 device as a valuable piece of equipment.
- Students must take all precautions to prevent theft; for example, do not leave the device unattended or in the passenger area of a car.
- Students must take precautions to prevent damage to the device; for example do not leave the 1:1 device where there is danger of coming in contact with moisture or excessive cold or heat. Including protecting the device from inclement weather.
- Students must not use the device to purchase goods and services via the Internet. (Parents/students are charged with full responsibility for any financial obligations incurred from the inappropriate use of the device.)
- Students are to use the device in accordance with the Loomis Public School Technology and Internet Access Policies and to maintain the device in accordance with the procedures and information provided.
- Students are expected to adhere to any additional requirements set forth by the classroom teacher.
- 1:1 devices are the property of Loomis Public School and must be returned at the end of the academic year, upon withdrawal from Loomis Public School, or at the request of a teacher or administrator. Willful failure to return the 1:1 devices in accordance with the stated conditions will result in criminal prosecution.
- **Since the devices are the property of Loomis Public School, officials of the school have the right to review all material stored on or accessed by any device. School officials may revoke a student's 1:1 device use privileges for misuse or violation of policies.**

The 1:1 device initiative, which has been adopted by Loomis Public School, will enhance learning for our students using 21st Century Skills. Learning results from continuous dynamic interaction among students, educators, parents, and the extended community. To prepare our students for their future and the increased importance of technology we need to integrate technology into their daily learning. More specifically with the growing use of mobile devices and cloud computing we must prepare our students for college and a global economy that values these abilities. Effective teaching and learning with 1:1 devices integrates technology into the curriculum anytime, anyplace.

Table of Contents

1. Receiving and Check-In of Your 1:1 device.....	4
1.1. Receiving Your 1:1 device.....	4
1.2. 1:1 device Check-In.....	4
1.3. Check-In Fines.....	4
2. Taking Care of Your 1:1 device.....	4
2.1. General Precautions.....	5
2.2. Carrying & Storing Your Mobile Device.....	5
2.3. Screen Care.....	5
3. Using Your 1:1 device at School.....	5
3.1. 1:1 devices Left at Home.....	6
3.2. 1:1 device undergoing Repair.....	6
3.3. Charging Your 1:1 device's Battery.....	6
3.4. Screensavers and Backgrounds.....	6
3.5. Sound, Music, Games, and Accessories.....	6
3.6. Printing.....	6
3.7. Home Internet Access.....	7
4. Managing Your Content/Files and Saving Your Work.....	7
4.1. Saving Your Contents/Work with the 1:1 device.....	7
4.2. Network Connectivity.....	7
5. iOS Software, Apps, Inspection, Restoration of 1:1 device.....	7
5.1. Originally Installed Software/Apps.....	7
5.2. Student Installation of Apps.....	7
5.3. Inspection.....	8
5.4. Procedure for Restoring Software.....	8
5.5. iOS and App Upgrades.....	8
5.6. Digital Books.....	8
6. Acceptable Use.....	8
6.1. Parent/Guardian Responsibilities and Terms.....	9
6.2. School Responsibilities and Terms.....	9
6.3. Student Responsibilities and Terms.....	10
6.4. Student Activities Strictly Prohibited.....	10
6.5. Appropriate Classroom Use.....	11
6.6. Classroom Procedures for Correction.....	12
6.7. Student Discipline.....	12
7. Repairs, Replacements & Related Costs.....	13
7.1. School District Technology Insurance Fee.....	13
7.2. Repair or Replacement Costs.....	13
8. Other 1:1 devices/Mobile Devices that Remain at School.....	14
9. BYOD (Bring Your Own Device).....	14
LPS Student and Parent/Guardian Pledge.....	14
LPS 1:1 device Insurance Agreement Form.....	17

1. RECEIVING AND CHECK-IN OF YOUR 1:1 DEVICE

1.1. Receiving Your 1:1 device

Devices will be distributed each fall during 1:1 Device Orientation. Parents and students must attend a yearly Information Session. Before receiving a 1:1 device, students and parents must sign and return copies of the following documents:

- Loomis Public Schools 1:1 Device Policy & Insurance Agreement Form, top of page 17
- 1:1 Device Insurance Agreement Form, middle or lower portion of page 17

If a student wishes to take the 1:1 device out of the building they will be required to pay the fee for insurance.

1.2. 1:1 Device Check-In

Devices will be returned during the final week of school during student checkout so they can be examined for serviceability. If a student transfers out of the Loomis Public School District during the school year, their 1:1 device will be returned at that time.

1.3. Check-In Fines

Individual school devices and accessories must be returned to Loomis Public School at the end of each school year. Students who withdraw, are suspended or expelled, or terminate enrollment at Loomis Public School for any other reason must return their 1:1 device by the date of termination. If a student fails to return the device at the end of the school year or upon termination of enrollment, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the device, or if applicable, any insurance deductible. Failure to return the 1:1 device will result in a theft report being filed with the Phelps County Sheriff Department.

The student will be responsible for any damage to the 1:1 device, consistent with the District's Insurance Agreement Form and must return the 1:1 device and accessories in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the 1:1 device and accessories.

2. TAKING CARE OF YOUR 1:1 DEVICE

Students are responsible for the general care of the 1:1 device they have been issued by the school. 1:1 devices that are broken or fail to work properly must be taken to the Technology Department for an evaluation of the equipment.

2.1. General Precautions

- The 1:1 device is school property and all users will follow this policy (*1:1 Device Policies and Procedures*) and the *Student and Parent/Guardian Pledge Form, 1:1 Device Insurance Agreement, Acceptable Use Policies* for technology.
- Carefully insert/remove cords and cables to prevent damage.
- Students are responsible for keeping their 1:1 device's battery charged for school each day.
- Maintain a clean mobile device by keeping the unit free of any writing, drawing, stickers, or labels that are not the property of Loomis Public School. Loomis Public School's labels should never be removed or defaced.
- 1:1 devices must never be left in an unattended or unsupervised area.

- Responsibly keep your mobile device's battery charged for school each day.
- Food/drink is not recommended while using the mobile device.

2.2. Carrying & Storing Your Mobile Device

The mobile device should always be affixed and carried in the District issued case. The District issued a case that protects the mobile device during normal use and provides protection for carrying within the school. Care must be taken when placing the mobile device within its case into lockers, backpacks, folders and/or workbooks to avoid placing pressure and weight on the mobile device screen or bumping the 1:1 device against any surface.

Secure your mobile device at all times. Never leave the mobile device in an unlocked locker, any vehicle at home or school, or any unsupervised area.

Unsupervised areas: (include but are not limited to)

- School grounds and campus
- Lunchroom, computer lab, locker rooms, media center, unlocked classrooms, dressing rooms, and hallways.

Do NOT leave your 1:1 device in a place that is experiencing extreme hot or cold conditions (i.e. car in summer or winter). Extreme heat will damage the unit itself and extreme cold will cause severe screen damage.

Any mobile device left in these areas is in danger of being stolen. A mobile device found in an unsupervised area will be turned in to the Office, Principal, or Technology Department Office. A discussion will be held with the student regarding responsible care. Excessive incidents will result in fines to obtain the 1:1 device back or 1:1 device suspensions.

- When not using the mobile device, students should store the device in a locked locker. Do not place items on top of the mobile device.
- If a student needs a secure place to store their mobile device, the student may check it in with the Principal's Office.
- Students in athletics and activities must take care to ensure their mobile device is secured if they bring the device to practice or events.

2.3. Screen Care

The 1:1 device screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Clean the screen with a clean, soft, dry cloth or anti-static cloth.
NO Cleansers/Chemicals of any type should be used.
- Do not lean on the top of the 1:1 device when it is open or closed.
- Do not place anything on or near the device that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the screen.
- Avoid "bumping" the 1:1 device against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

3. USING YOUR 1:1 DEVICE AT SCHOOL

1:1 devices are intended for use at school each day. In addition to teacher expectations for 1:1 device use; school messages, announcements, calendars, and schedules may be accessed using the device. Students must be responsible to bring their device to all classes, unless specifically instructed not to do so by their teacher. **The 1:1 device is the property of Loomis Public School, therefore, school staff and administration have the right to check any material stored or accessed on a student's device at anytime.**

3.1. 1:1 devices Left at Home

If students leave their device at home, they are responsible for getting the course work completed as if they had their device present. If a student repeatedly (three or more times as determined by any staff member) leaves their device at home, they will be required to "check out" their device from the Principals's Office/Technology Department for three (3) weeks.

3.2. 1:1 device Undergoing Repair

Loaner devices may be issued to students when they leave their devices for repair with the Technology Department. There may be a delay in getting a device should the school not have enough to loan.

3.3. Charging Your 1:1 device's Battery

1:1 devices must be brought to school each day in a fully charged condition. Students need to charge their devices each evening/night. Only charge your device with the provided charger. It is required to have the device fully charged to start the school day to avoid having to bring the charger to school and risk loss or theft while at school.

3.4. Screensavers and Backgrounds

- Inappropriate media may not be used as a screensaver or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, tobacco, and gang related symbols or pictures will result in disciplinary actions.
- *Passwords are not to be used.*

3.5. Sound, Music, Games, and Accessories

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Music is allowed on the 1:1 device and can be used at the discretion of the teacher.
- Headphones that are non-obtrusive to classroom proceeding are allowed at the discretion of the teachers and may be confiscated if they become disruptive.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures will result in disciplinary actions.
- 1:1 device accessories including but not limited to: stylus, keyboards, headphones, etc. may be allowed at the discretion of teachers provided they are used appropriately and don't become a distraction to the user or others.

3.6. Printing

Printing will not be available directly from all devices. If students need to print anything from their iPad, they will need to email the document to themselves or their teachers to print from the email or use one of the computers in the building and open their file from a cloud storage based system (google drive, dropbox).

3.7. Home Internet Access

Students are allowed to set up wireless networks on the devices. This will assist them with 1:1 device use while at home. Printing at home will require the student to follow the same steps as if printing at school. Internet filtering will not be provided when using networks other than Loomis Public School networks but the same policies for acceptable use pertain to use while at home.

4. MANAGING YOUR CONTENT/FILES AND SAVING YOUR WORK

4.1. Saving Your Contents/Work with the 1:1 device

It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. **1:1 Device/Technology malfunctions are not an acceptable excuse for not submitting work.** Students may save work to the 1:1 device but should have a backup plan to use cloud storage systems, a flash drive, email files to themselves, or multiples of these options. Students are highly encouraged to use their Google drive account for storage.

It is the Student's responsibility to manage the 1:1 device storage space available. If the 1:1 device becomes full, the student will need to delete any personal items (ex: music, pictures, videos, emails) or App(s) to make room for Loomis Public School required items or App(s).

4.2. Network Connectivity

Loomis Public School makes no guarantee that the network will be up and running 100% of the time. In the rare case that the network is down, the district will not be responsible for lost or missing data.

5. iOS SOFTWARE, APPS, INSPECTION, RESTORATION OF 1:1 device

5.1. Originally Installed Software/Apps

The software/apps originally installed by Loomis Public School must remain on the 1:1 device in usable condition and be easily accessible at all times. Additionally from time to time the school may purchase additional apps that will be distributed to students as needed for their coursework. These apps may be purchased by the school but loaded by the student with the use of a redemption code emailed to them. The app would then be owned by the student through their individual AppleID as soon as they redeem the code.

5.2. Student Installation of Apps

- Students are allowed to load extra Apps on their 1:1 devices.
- Students are responsible for managing their allocated storage availability on their 1:1 device. Personal apps, pictures, music, and/or movies may need to be removed to allow for needed storage on the 1:1 device.

- *Students who have excessive amounts of game/non-school use apps will be subject to device inspection and apps will be deleted. The school will not accept responsibility for losses of apps or data in this process.*
 - *Students that are repeatedly distracted from school work because of the device and installed apps may face suspensions of their device.*
- *Students who are on the ineligible list (probation or ineligible) are not allowed any social media, games/non-school issued apps so as to limit distractions. These students will be placed on a restricted profile until the following weeks ineligible list comes out. Students who have not completed the required AR points will be subject to the same restricted profile!*
 - *Students who do not abide by this policy may be subject to further suspensions of their 1:1 device based on their incidences.*

5.3. Inspection

Students may be selected at random to provide their 1:1 device for inspection by Administrators, Tech Personnel, or other Loomis Public School Staff. These inspections may include an inspection of all materials saved or accessed on the device.

5.4. Procedure for Restoring Software

If technical difficulties occur or non-authorized or inappropriate apps are discovered, the 1:1 device will be restored from backup to its original state. The school does not accept responsibility for the loss of any apps/software, documents, or data deleted due to a restoration.

5.5. iOS and App Upgrades

- Students can and are expected to update the iOS software when updates are made available but it is recommended to not update immediately after release and make sure you have ample time for the update to install.
- Students are permitted to update their apps as well. App updates should also be done with caution with the same concern as with updating the iOS given above.

5.6. Digital Books

- Only school-appropriate material (books, etc.) will be allowed on 1:1 devices.
- Students must manage the storage space to allow for required digital books and may have to remove personal books to make room for school required items.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures will result in disciplinary actions.

6. ACCEPTABLE USE

These guidelines are provided here so that students and parents are aware of the responsibilities students accept when they use Loomis Public Schools owned 1:1 devices as well as other technology devices.

The use of Loomis Public School's technology resources is a privilege, not a right.

The privilege of using the technology resources provided by the District is not transferable or extendible by students to people or groups outside the District and terminates when a student is not longer enrolled in the Loomis Public School. This policy is 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 User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The Loomis Public School's Acceptable Use Policy as well as the Student Handbook shall be applied to student infractions.

Violations may result in disciplinary actions up to and including suspension/expulsion for students. *When applicable, law enforcement agencies may be involved.*

6.1. Parent/Guardian Responsibilities and Terms

- Will read the Acceptable Use Policy and discuss it with my child.
- Will supervise my child's use of the 1:1 device at home.
- Will make sure my child charges the 1:1 device nightly and begins the school day with a fully charged battery.
- Will make sure my child brings the 1:1 device to school each day and keeps it in their locker when not using it for a class.
- Will discuss appropriate use of the Internet & supervise my child's Internet use.
- Will not attempt to repair the 1:1 device.
- Will report any problems or damage to the 1:1 device to the building administrator or member of the Tech Team.
- Will report loss/theft of the 1:1 device to school and proper authorities (police) within 24 hours.
- Will not change or attempt to change the configuration of software or hardware.
- Will not remove apps or certificates on the device except personal apps of my child.
- Will provide to the school or have the school help the student generate valid and appropriate Apple ID and email accounts.
- Will not alter or remove the device management certificates at any time (Mosyle).
- I agree to allow the school administration and faculty to inspect and examine the device, apps and content at any time.
- I agree to make sure that the 1:1 device is returned to the school when requested and upon my son's/daughter's withdrawal from Loomis Public School.
- Signing this agreement gives permission to the student to create online accounts under the Loomis Public School staff direction and guidance only for educational purposes.
- Should you want your student to opt out of having a 1:1 device, you will need to sign a letter indicating this, stating the reason(s) why, and understand that your student is still responsible for meeting the course requirements (may take longer/require time after school).

6.2. School Responsibilities and Terms

- Within the building provide Internet and email access to its students during the school day.
- School will provide Internet blocking of inappropriate materials as able within the building.
- School will provide training on how to appropriately use the 1:1 device.
- School will provide staff guidance to aid students in doing research and help assure student compliance of the Acceptable Use Policy.

6.3. Student Responsibilities and Terms:

- Will read the Acceptable Use Policy and discuss it with my parent/guardian.
- Will adhere to the terms of the Loomis Public Schools Acceptable Use Policy and District guidelines each time the 1:1 device is used, at home or at school.
- Will recharge the 1:1 device nightly and begin the school day with a fully charged battery.
- Will bring the 1:1 device to school each day and keep it locked in my locker when not using it for a class.
- Will keep the 1:1 device in its assigned protective case at all times.
- Will make the 1:1 device available for inspection by an administrator or other staff member upon request.
- Will use the 1:1 device in a responsible and ethical manor including but not limited to: obeying general school rules concerning behavior and communication, use appropriate language in all communications, and abide by copyright laws.
- Will report loss/theft of 1:1 device to parents, school and proper authorities (police) within 24 hours.
- Will not use the 1:1 device to photograph/record (audio or visual) others without their permission.
- Will report all problems and damage immediately to the administrator or technology staff.
- Students will use all technology resources in an appropriate manner so as not to damage school equipment. This “damage” includes, but is not limited to, the loss of data resulting from delays, non-deliveries, miss-deliveries or service interruptions caused by the student’s own negligence, errors or omissions. Use of any information obtained via Loomis Public School’s designated Internet system is at your own risk. Loomis Public School specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Students will help the Loomis Public School protect its computer system/devices by contacting an administrator about any security problems they may encounter or witness.
- Students will monitor all activity on their account(s).
- If a student receives any communication containing inappropriate or abusive language or media, it is necessary to
 - Show a teacher or administrator immediately.
 - Save a copy for the teacher/administrator.
 - Delete the material from the device IN THE PRESENCE of the teacher/administrator.
- Students will report loss/theft of device to parents, school and proper authorities (police) within 24 hours.
- Follow all the timelines for collection of 1:1 devices at the end of school year and as requested by District personnel.
- If I am to transfer, withdraw, am suspended or expelled, or terminate enrollment at Loomis Public School the 1:1 device and accessories will be turned in by the date of termination.

6.4. Student Activities Strictly Prohibited

- Illegal installation, the use of or transmission of copyrighted materials. If you are unsure, ask a Teacher.
- Any action that violates existing Board policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of chat rooms, sites selling term papers, book reports and other forms of student work.
- Will not participate in any bullying, threatening, or harassing of others online.
- Will not use the 1:1 device to photograph/record (audio or visual) others without their permission.
- Will not use or attempt to use another student's assigned hardware, subscriptions, logins, files, or personal information.
- Use of the school's Internet/email for financial or commercial gain or for any illegal activity.
- Giving out personal information (name, address, photo or any other identifying information), for any reason, over the Internet, including, but not limited to, setting up Internet accounts for personal use (chat rooms, EBay, email).
- Certain apps are absolutely not to be on the school 1:1 device and will land you on the restricted list. The list of absolutely not apps is subject to additions as new apps are created & discovered throughout the year.(Ex: Snapchat, AfterSchool, Whisper, Kik)
- Participating in credit card fraud, electronic forgery or other forms of illegal behavior.
- Attempting to alter harm or destroy hardware, Apps or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage components of school equipment.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing the LPS web filter through a web proxy or any other means.
- Students Will **NOT**:
 - Change or attempt to change the configuration or settings of the 1:1 device. Any attempt will result in disciplinary action.
 - Attempt to repair, alter, or make additions to the 1:1 device.
 - Remove or attempt to remove Loomis Public School identification on the 1:1 device.
 - Deface device &/or case with any type of stickers or marking pens.

Violations of these responsibilities and terms and prohibited activities will result in consequences as shown in **Section 6.7 Student Discipline**.

6.5. Appropriate Classroom Use

- Each class will begin with the 1:1 device put face down on the desk or below the desk to begin each period.
- Teachers who begin the period with a 1:1 device activity will give specific instructions for the activity or for the beginning of class.
- Teachers will use the following language to ensure the students know the

expectations:

- Instructional Time- when there is direct instruction.
- Independent Study Time- when students may work independently.
- 1:1 device appropriate- when students may use their 1:1 devices for the instructional or independent study time.
- 1:1 device inappropriate- when students must have their 1:1 devices turned over or under their desk and are not to be using them.
- ***Students may not use any gaming or social media applications during a scheduled class time unless teacher has expressed consent of the activity.***
- Students must keep volume on mute or will use headphones if approved by the teacher.

6.6. Classroom Procedures for Correction

- **Redirection-** if student is not using the 1:1 device appropriately for the classroom situation the teacher may redirect them letting them know this and guiding them back to on task behaviors.
- **1:1 device Confiscation-** student is not using the 1:1 device appropriately despite redirection and an interaction with the teacher. The teacher may confiscate the 1:1 device and turn it into the Principal with documentation.

6.7. Student Discipline

The discipline procedures in the Loomis Student handbooks address serious and major offenses such as stealing and destruction of school or personal property, which also apply to the 1:1 devices. Depending on circumstances and the seriousness of the offense, students will be held responsible for their actions. The table gives general guidelines for 1:1 device suspensions. Students may also be placed on the restricted apps profile for 1:1 device violations.

Violation	1st Offense	2nd Offense
Unattended 1:1 device or Charging Fee	\$5 each time	
Minor Infractions (games, social media, volume, etc.)	Possibly rest of day	Rest of day
* Move to major infractions on 3 rd offense of minor infractions		
Major Infractions (these will also involve a conference with parents)		
Inappropriate-unauthorized apps or device usage	3 school days	5 school days
Inappropriate music (administrative discretion)	3 school days	5 school days
Inappropriate voice recording	3 school days	5 school days
Abuse of 1:1 device or Accessories	3 school days	5 school days
Inappropriate Pictures or Video	3 school days	5 school days

Inappropriate Internet Site	3 school days	5 school days
* 3 rd offense may result in longer suspensions of 1:1 device privileges or complete termination.		

This table is just a guideline and the administration retains the right to suspend the student's 1:1 device for a longer period of time if the offense warrants or for any offense not listed on this sheet. This includes suspension of the 1:1 device for the remainder of the semester or school year.

Any online activity on the part of a student that violates district policy may be grounds for revocation of 1:1 device take home privileges. All policies for the 1:1 device pertain to use outside of the building as well as within the building and are thus punishable by the school as they retain ownership of the device.

7. REPAIRS, REPLACEMENTS & RELATED COSTS

7.1. School District Technology Insurance Fee

- A \$35 non-refundable technology insurance fee is required for each student along with the signed *1:1 Device Insurance Agreement Form* in order for the student to be allowed to take the 1:1 device out of the building. This insurance fee is defined in more detail in section 7.2.
- If parent/guardian refuses to pay the non-refundable technology insurance fee the 1:1 device will remain at school and the student is not allowed to take the device out of the building. (This may mean that an assignment takes longer to complete or will require extra time at school.)
- The technology insurance fee is valid for one/current school year and must be paid each year.

7.2. Repair or Replacement Costs

Students will be held responsible for ALL damage to their devices resulting from misuse, neglect, or accidental damage including but not limited to: broken screens, cracked plastic pieces, inoperability, etc. Depending on the damage and whether or not the damage was accidental or due to a malfunction of maintenance issue, the Loomis Public School District Protection Plan will be used to determine the cost of the repairs. In the case of intentional damage and/or neglect, the student will pay the full repair or replacement cost of the device.

- Those paying the \$35 annual insurance fee will be subject to the repair costs using the table below based on the actual cost of the repair.
- For those refusing the \$35 annual insurance fee the devices will be checked in and out at school each day. Damage cost resulting from misuse, negligence, or accidental for these will follow this table.

Claims	iPad with Pepko case	iPad with keyboard case	MacBook Air with bag	Without Insurance (Device stays in school building)
Lost 1:1 Device	\$320	\$400	\$890	Full Replacement Cost

Destroyed 1:1 device (total loss)	\$250	\$310	\$800	Full Replacement Cost
Stolen 1:1 Device (Police Report Required)	\$200	\$250	\$600	Full Replacement Cost
1:1 Device Repairs- Less than \$100	Covered	Covered	Covered	Full Repair Cost
Device Repairs- More than \$100	Cost - \$100	Cost - \$100	Cost - \$100	Full Repair Cost

*Power adapters, cases, bags or any school-owned accessories are not included in insurance coverage. These items require a full replacement cost with the exact same item.

Claims	iPad with Pepko case	iPad with keyboard case	MacBook Air with bag	Without Insurance (Device stays in school building)
Case/Bag replacement	\$20	\$100 (\$50 keyboard only)	\$40 bag	Full Replacement Cost
Charger components	\$10+\$10	\$10+\$10	\$79	Full Replacement Cost

The Superintendent, Principal, and/or the Tech personnel will determine if misuse or negligence was involved in the incident and will review each case. Fees may be possibly waived/reduced and/or payment plans accepted based on the merits of each case.

The school district will contact the designated vendor to send in devices that malfunction or receive damage.

8. OTHER MOBILE DEVICES THAT REMAIN AT SCHOOL

There are iPads/iPods/laptops/chromebooks/mobile devices that are owned by Loomis Public School. These devices will remain in the school at all times. These devices will be managed by the Loomis Public School Technology Department in regards to restrictions and installation of apps and content.

- No Student will be allowed to install apps or digital books.
- Students will follow all the guidelines in this Policy while device are loaned out to the classroom.
- Internet access may or may not be provide to devices.
- No printing will be allowed.
- Screen savers – changes will not be allowed.

9. BYOD (BRING YOUR OWN DEVICES)

The Loomis Public School does not support a Bring Your Own Device program. Personal devices will not be supported, maintained, or repaired by the District Technology Department or be given access to the Loomis Public School wireless network. Best practice is to not bring personal devices to school and risk damage or theft as Loomis Public School will not be held responsible. Personal devices will not be allowed to be used in a classroom setting or in place of school issued devices.

Loomis Public Schools Student and Parent/Guardian Pledge

Parent/Guardian Responsibilities and Terms:

- Will read the Acceptable Use Policy and discuss it with my child.
- Will supervise my child's use of the 1:1 device at home.
- Will make sure my child charges the 1:1 device nightly and begins the school day with a fully charged battery.
- Will make sure my child brings the 1:1 device to school each day and keeps it locked in their locker when not using it for a class.
- Will discuss appropriate use of the Internet and supervise my child's use of the Internet.
- Will not attempt to repair the 1:1 device.
- Will report any problems or damage to the 1:1 device to the building administrator or member of the Tech Team.
- Will report loss/theft of the device to school & proper authorities (police) within 24 hours.
- Will not change or attempt to change the configuration of software or hardware.
- Will not remove any apps or certificates on the 1:1 device except for personal apps of my child.
- Will provide to the school or have the school help the student generate valid and appropriate Apple ID and email accounts.
- Will not alter or remove the school device management certificates at any time (Mosyle).
- I agree to allow the school administration and faculty to inspect and examine the device, apps and content at any time.
- I agree to make sure that the 1:1 device is returned to the school when requested and upon my son's/daughter's withdrawal from Loomis Public School.
- Signing this agreement gives permission to the student to create online accounts under the Loomis Public School staff direction and guidance only for educational purposes.
- Should you want your student to opt out of having a 1:1 device, you will need to sign a letter indicating this, stating the reason(s) why, and understand that your student is still responsible for meeting the course requirements (may take longer/require time after school).

Student Responsibilities and Terms:

- Will read the Acceptable Use Policy and discuss it with my parent/guardian.
- Will adhere to the terms of the Loomis Public Schools Acceptable Use Policy and District guidelines each time the 1:1 device is used, at home or at school.
- Will recharge the 1:1 device nightly and begin the school day with a fully charged battery.
- Will bring the device to school each day & keep it locked in my locker when not using it for a class.
- Will keep the 1:1 device in its assigned protective case at all times.
- Will make the 1:1 device available for inspection by an administrator or other staff member upon request.
- Will use the 1:1 device in a responsible and ethical manor including but not limited to: obeying general school rules concerning behavior and communication, use appropriate language in all communications, and abide by copyright laws.
- Will not use or attempt to use another student's assigned hardware, subscriptions, logins, files, or personal information.
- Will not give out personal information, such as name, address, photo, or other identifying information online.
- Will report loss/theft of 1:1 device to parents, school and proper authorities (police) within 24 hours.
- Will not use the 1:1 device to photograph/record (audio or visual) others without their permission.

- Will not change or attempt to change the configuration or settings of management certificates (Mosyle).
- Will not attempt to repair, alter or make additions to the 1:1 device.
- Will report all problems and damage immediately to the administrator or technology staff.
- Will not remove or attempt to remove identification tags on the 1:1 device or deface with stickers, marking pens, etc.

Your child has been loaned a 1:1 device mobile device to improve and personalize his/her education this year. It is essential that the Loomis Public Schools Acceptable Use Policy be followed to ensure the safe, efficient and ethical operation of the district’s device. The use of the device is a privilege, not a right and thus will be subject to certain terms and responsibilities. Violation of any of the agreement terms and/or responsibilities may result in termination of the loan of the device or other appropriate disciplinary action based on the guidelines of the student handbook.

In order for your child to use the 1:1 device in class and to take it home, you must be willing to accept the following responsibilities and terms. In addition there is a \$35 annual insurance fee, payable to Loomis Public Schools. This fee is required before your child will be allowed to take the device home. Until the fee is paid in full, the student may use the device only while at school.

- **Students/Parents will be held responsible for all damages to their device resulting from misuse, negligence, or accidental damage.**
- **Those paying the \$35 annual insurance fee will be subject to the repair costs in the table below based on the actual cost of the repair.**
- **For those refusing the \$35 annual insurance fee the devices will be checked in and out at school each day. Damage cost resulting from misuse, negligence, or accidental for these will follow this table.**

Claims	iPad with Pepko case	iPad with keyboard case	MacBook Air with bag	Without Insurance (Device stays in school building)
Lost 1:1 Device	\$320	\$400	\$890	Full Replacement Cost
Destroyed 1:1 device (total loss)	\$250	\$310	\$800	Full Replacement Cost
Stolen 1:1 Device (Police Report Required)	\$200	\$250	\$600	Full Replacement Cost
1:1 Device Repairs- Less than \$100	Covered	Covered	Covered	Full Repair Cost
Device Repairs- More than \$100	Cost - \$100	Cost - \$100	Cost - \$100	Full Repair Cost

*Power adapters, cases, bags or any school-owned accessories are not included in insurance coverage. These items require a full replacement cost with the exact same item.

Claims	iPad with Pepko case	iPad with keyboard case	MacBook Air with bag	Without Insurance (Device stays in school building)
Case/Bag replacement	\$20	\$100 (\$50 keyboard only)	\$40 bag	Full Replacement Cost
Charger components	\$10+\$10	\$10+\$10	\$79	Full Replacement Cost

The school district will contact the designated vendor to send in devices that malfunction or receive damage.

The Superintendent, Principal, and/or the Tech personnel will determine if misuse or negligence was involved in the incident and will review each case. Fees may be possibly waived/reduced and/or payment plans accepted based on the merits of each case.

Loomis Public School 1:1 Device Policy & Insurance Agreement Form 2019-2020

I agree to the terms and responsibilities in the above documents as well as the *Loomis 1:1 Device Policies and Procedures*, the *Acceptable Use Policy*, the *1:1 Device Insurance Agreement Form*, and the *Student and Parent/Guardian Pledge*.

Student Name (please print first and last name): _____

Student Signature: _____ Date: _____

Parent/Guardian Name (please print first and last name): _____

Parent/Guardian Signature: _____ Date: _____

All 1:1 devices & accessories issued are owned by the school and must be returned to Loomis Public School at the end of each school year. If a student transfers, withdraws, is suspended or expelled, or terminate enrollment at Loomis Public School the device and accessories must be turned in by the date of termination.

• ***Insurance Agreement- YES to Insurance***

I, _____, agree that my student and I have read and will comply with all policies
(parent/guardian)
and procedures within the *1:1 Device Policies and Procedures* document. We wish to purchase the school-provided insurance policy for a \$35 fee. I understand that this policy covers one (1) technology device that is the property of Loomis Public School described within for one student. I also understand that by purchasing this insurance, my child is allowed to take their school issued 1:1 device out of the building. I also understand that students are held responsible for ALL damages to the device and accessories resulting from misuse, neglect, or accidental damage. The costs of damages will be based on the repair cost breakdown within the *1:1 Device Policies and Procedures* as well as other documents. **This insurance/technology fee is a non-refundable fee and valid for one student for one device for the current school year only.**

Parent/Guardian (please print first & last name): _____

Parent/Guardian Signature: _____ Date: _____

Student Name (please print first and last name): _____

Student Signature: _____ Date: _____

Student Grade: _____ Phone Number:_(_____)_____

• ***Insurance Agreement- NO to Insurance***

I, _____, agree that my student and I have read and will comply with all policies
(parent/guardian)
and procedures within the *1:1 Device Policies and Procedures* document. We do not wish to purchase the school-provided insurance policy for a \$35 fee. I understand that my student and I are responsible for the costs incurred to one (1) technology device that is property of Loomis Public School described within for the prescribed student. I also understand that the 1:1 device will not be allowed to leave the school building. Although the device will not leave the building I understand that my student is responsible for the devices care while in the building.

Parent/Guardian (please print first & last name): _____

Parent/Guardian Signature: _____ Date: _____

Student Name (please print first and last name): _____

Student Signature: _____ Date: _____

Student Grade: _____ Phone Number:_(_____)_____