

## GIUFSD 1:1 Device Program – Student/Parent Handbook (Grades Pre-K-12)

The focus of the 1:1 Device Program at the Green Island Union Free School District (*GIUFSD*) is to provide tools and resources for the 21st-century Learner. Excellence in education requires that technology is seamlessly integrated throughout the learning process. Increasing access to technology is essential to build upon college and career readiness skills. Providing individual use of devices is a way to empower students to maximize their full potential and prepare them for college and the workplace.

The 1:1 Device Program is designed to cultivate and support learning that reflects contemporary exchanges and interactions. With access to a device and the ability to connect via a wireless environment, students actively participate in the consumption and production of media, build and contribute to social networks, and be active participants in developing ideas that can be utilized to solve complex problems.

Each Pre-K through 12th grade student is provided a District device. **In most cases**, students will be allowed to take their devices home. This 1:1 program provides students access to their own internet-ready devices. We believe that these students deepen the connection between the high-quality instruction our teachers deliver and the vast collection of resources, tools, and communities that exist in our children's digital worlds. This connection allows students to become creators, inventors, innovators, risk-takers, and problem solvers at a level not previously attainable without the use of technology. Our teachers are already skilled at integrating technology into their classrooms and now have even greater opportunities to facilitate their student's learning beyond the traditional school day.

### PURPOSE OF THIS DOCUMENT

This guide will provide parents and students with a thorough explanation of the district's policies and procedures and how it manages its 1:1 initiative. The success of this initiative is strongly tied to the responsibility, ownership, and pride that our students have when they receive their devices. While the district believes that technology use is critical to student success and needs to be part of the daily learning process, the ability to have a device at all times is considered a privilege that our students should not take lightly.

### 1. RECEIVING YOUR DEVICE

Devices are distributed within the first month of each school year. Parents/Guardians and students **MUST** sign and return the GIUFSD 1:1 Devices Student and Parent Agreement document before the device can be issued to their child. **Only district-issued devices may be used during the school day. Use of non-district devices may result in suspension of account and disciplinary action.**

### 2. RETURNING YOUR DEVICE

Devices (*with originally supplied chargers and cases*) must be returned during the final week of school so they can be inventoried and stored for the summer months.

- A student who graduates early, transfers, enrollment is withdrawn or is terminated for any reason, must return their individual school devices (*with an original supplied charger and case*) on the date of termination of enrollment.
- If a student fails to return the items at the end of the school year or upon termination of enrollment at GIUFSD, the parent/guardian will be responsible for the replacement costs. **In addition, the student's school Google account will be suspended until replacement costs are repaid to the district.**

- Failure to return the device may also result in a theft report being filed with the police. ***Fraudulent reporting of theft will be turned over to the police for investigation. A student making a false report may also be subject to disciplinary action.***
- If the device, charger and/or case are returned in damaged or otherwise unsatisfactory condition, a fee will be assessed to cover any repairs or replacements.
- ***This program does NOT cover damage or loss of the power cord or carrying case. This program does NOT cover intentional misuse, abuse or neglect by any household members. If the student did not exercise proper care and/or take appropriate precautions, as described in this student handbook and this behavior resulted in damage to or loss of the Equipment, the cost of the repair or replacement will be the responsibility of the student/parent.***

## 3. DEVICE CARE

Students are responsible for the general care of the device they have been issued by the school. Devices that are broken, or fail to work properly, must be taken to the Technology Dept. (Room 015) as soon as possible so that they can be taken care of properly. **Do not take district-owned devices to an outside computer service for any type of repairs or maintenance.**

### 3a. General Precautions

- Do not share your password.
- No food or drink near your device.
- Carefully insert cords, cables, and removable storage devices.
- Never transport or store your device with the power cord plugged in, or the screen open.
- No writing, drawing, or stickers on the device (*or case/charger*) that are not the property of GIUFSD. No defacing of any type is allowed.
- Do not place heavy objects on your device.
- Do not remove any GIUFSD asset tags or stickers. Disciplinary action will result.
- Devices should never be left in a car, unlocked locker, or any unsupervised area.
- Students are responsible for bringing completely charged devices to school each day.
- When charging, avoid stressing the power port by keeping the adapter at the same height.

### 3b. Carrying Devices

The provided cases are sufficient to protect the device from normal wear and tear and provide a suitable means for carrying the device within the school. These guidelines should always be followed.

- Never move a device by lifting it from the screen. Always support a device from its bottom, with the lid closed. (if applicable)
- When carrying the device in a backpack, take caution when placing other items (*notebooks, books, lunch boxes, etc.*). The screen is delicate and can crack easily.
- Use caution when placing Devices into bags, to ensure that writing utensils, earbuds, etc. do not slip between the screen and the keyboard.

### 3c. Screen Care

The device screens can be easily damaged! The screens are particularly sensitive to damage from excessive pressure.

- Do not lean or put pressure on the top of the device when it is closed.
- Do not store the device with the screen in the open position.
- Do not place anything near the device that could put pressure on the screen.
- Do not place anything in a carrying case or backpack that will press against the cover.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (*e.g. pens, pencils, or disks*).
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth.

## 4. DEVICE USE AT SCHOOL

- **Only GIUFSD-issued devices may be used during the school day. Use of devices not issued by the district may result in suspension of account and disciplinary action.**
- Devices are intended for use in classes each day.
- Students must bring their devices to all classes unless advised not to do so by their teacher.
- Devices should be in student backpacks, or locked in lockers when not in use.

### 4a. Devices Left At Home

- If a device is left at home, the student will have the opportunity to use a loaner device (*if available*) from the Technology Dept.
- Loaner devices must be returned before leaving school at the end of the day. **Failure to return loaner devices by end of the school day may result in suspension of account.**
- Failure to have the school issued devices during class is considered not being prepared for class and may result in a grade deduction for the day.
- Repeat violations of this policy may result in disciplinary action.

### 4b. Devices Under Repair

- Loaner devices (*if available*) may be issued to students when they leave their device at the Technology Dept. for repairs.
- Loaner devices must be returned before leaving school at the end of the day.
- **Loaner devices may be taken home if a Repair/Replace form has been filled out and signed by the student, guardian and Tech. Dept. (See section 10)**

### 4c. Charging Your Device

- Device must be brought to school each day fully charged.
- Students need to charge their devices each evening.
- Failure to have a charged device during class is considered not being prepared for class and may result in a grade deduction for the day.
- Repeat violations of this policy may result in disciplinary action.
- **Chargers are not loaned out to students.**

### 4d. Backgrounds

- The presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures, including screensavers, will result in disciplinary actions.

### 4e. Sound, Music, Games

- Audio must be muted at all times unless permission is obtained from the teacher.
- Headphones/earbuds may be used at the discretion of the teacher.
- All apps/music/games must be district-approved and/or educationally appropriate.

### 4f. Printing

- Digital sharing of documents is encouraged; printing is disabled on devices.

## 5. DEVICE USE AT HOME

The use of devices at home is encouraged to complete school assignments.

- Device care at home is as important as in school. Please refer to the care section (Section 3).
- It is EXPECTED that you transport your device in the case provided by this district.
- Students are allowed to connect to a wireless network when using their device away from school. Student use of the device is subject to the GIUFSD website filtering software even when accessing materials on a home connection. The filtering software **ONLY** affects GIUFSD-owned devices and its use under the district's Acceptable Use Policy.
- A Wi-Fi Internet connection is required for most device use; however, many apps can be used while not connected to the Internet, including Google Drive, Docs, Sheets, Slides, and others.

## 6. MANAGING FILES AND SAVING DIGITAL WORK

- The majority of student work is stored in Internet/cloud-based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- The district is not responsible for the loss of any student work.

## 7. DEVICE SUPPORT

Proper care and maintenance of your device will help keep a device in good working condition.

### 7a. Updating Your Device

- When a device starts up, it automatically updates itself, so it has the most recent version of the operating system without you having to do a thing. You should restart your device on a regular basis to allow for the most recent updates

### 7b. Procedures For Restoring Your Device

- If your device needs technical support for the operating system, all support is handled by the Technology Dept. ***Do not bring it to an outside repair shop.***
- GIUFSD does not accept responsibility for any loss of software/documents deleted, due to reformatting and re-imaging, technical issues, or issues resulting from inappropriate use.

### 7c. Apps And Extensions

- Searching for and applying most apps/extensions from the web store has been disabled for all students. Some mandatory apps/extensions will be automatically added.
- Some web apps will be available to use when the device is not connected to the Internet, including Google Drive apps (*Docs, Sheets, Slides, etc.*).

## 8. PROTECTING & STORING YOUR DEVICES

### 8a. Device Identification

- Student devices will be labeled in the manner specified by the school. Devices may be identified in several ways:
  - Engravings
  - District asset tag
  - Serial number
  - Student's name

All labels/markings must remain on the devices. If a label falls off, the student should report it immediately to the Technology Dept. Devices are the responsibility of the student.

### 8b. Account Security

- Students are required to use their **student.greenisland.org** domain user ID and password to protect their accounts and are required to keep that password confidential.
- Students may not loan device components to other students *for any reason*. Students who do so are responsible for any loss of components and possible disciplinary action.
- Students should lock their screens when they need to leave their device for any amount of time. This will prevent others from accessing your account.

### 8c. Storing Your Device

- When not being used, devices should be stored in student's lockers or backpacks.
- Nothing should be placed on top of the device when stored in the locker.
- When in a backpack, take care to not place heavy objects on the device. Also, do not toss a backpack with the device inside. This can end in severe damage to the device.
- Devices should not be stored in a vehicle for security and temperature control reasons.
- Students should take their devices home every day after school, regardless of whether or not they are needed, so that they can be fully charged for the next school day.

### **8d. Devices Left In Unsupervised Areas**

- Under no circumstances should devices be left in an unsupervised area.
- Unsupervised areas include the school grounds and campus, the cafeteria, gymnasium, locker rooms, stage, unlocked classrooms, bathrooms, and hallways.
- Any device left in these areas is in danger of being stolen.
- If an unsupervised device is found, notify a staff member immediately.
- Unsupervised devices will be confiscated by staff and taken to the main office or Technology Dept. Repeated violations may result in disciplinary action.

## **9. TECHNICAL SUPPORT**

Technical support will be available at the Technology Dept. (*Room 015*). Services provided include the following:

- Hardware maintenance and minor repairs
- User account support (*password recovery, file issues*)
- Coordination of outside repairs
- Distribution of loaner device

Any technical issue with the device must be brought to the Technology Dept. immediately. This includes but is not limited to OS (*operating system*), battery issues, loss of Internet connectivity, failure of apps to launch, etc.

## **10. WARRANTY AND INSURANCE**

To keep costs down for parents, GIUFSD self-insures the 1:1 Device Initiative. There is no upfront cost to parents or the need to purchase private insurance. The following guide is in place to address any accidental or intentional damage, loss, or theft of the devices during the school year:

**Lost, stolen or damaged devices must be reported to the administration or Technology Department within 24 hours of the incident. Any fees listed below must be paid by the student or parent/guardian to GIUFSD before the device will be returned to the student.**

- **Accidental Damage / 1st Instance:** No cost. A loaner (*if available*) will be issued.
- **Accidental Damage / 2nd Instance:** \$10 fee / a loaner (*if available*) will be issued. After the repair, the student will only be allowed to use the device in school and **cannot** take the device home.
- **Accidental Damage / 3rd Instance:** \$20 fee / no loaner issued. Possible disciplinary action.
- **Intentional Damage:** Full repair/replacement cost
- **Lost or Stolen Device:** A report must be made immediately to administration and a police report **MUST** be filed with the Green Island Police Department. A copy of that report **MUST** be brought to school administration.
- **Accessories:** Lost power cord: \$25    Lost case: \$35

**No long-term loaner devices (*devices that may brought home until a school-issued device is repaired/replaced*) will be issued until any necessary paperwork is filled out. No exceptions!**

## 11. PRIVACY EXPECTATIONS

No right to privacy exists in the use of technological resources provided by the school. School system administrators or individuals designated by the Superintendent may review files, and internet history logs, monitor communications/content activities, and intercept email messages to maintain system integrity and to ensure compliance with board policy and applicable laws and regulations. School personnel shall monitor the online activities of individuals who access the internet via school-owned computers.

## 12. RESPONSIBLE DIGITAL USE AND AWARENESS

School-issued devices and other devices connected to district-owned Wi-Fi and Internet should be used for educational purposes and students are to adhere to the Student Use of Computerized Information Resources Acceptable Use Policy (7315) and Student Internet Safety (8271) and all of its corresponding administrative procedures at all times. While working in a digital and collaborative environment, students should always conduct themselves as responsible digital citizens.

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### Green Island Union Free School District Device Initiative Acknowledgement 2023-2024 School Year

We have read the complete program rules and agree to be safe, and responsible, and follow all courtesy, etiquette, and laws regarding access and copying of information as prescribed by Federal, State, and local laws and GIUFSD rules.

Student Name (*printed clearly*) \_\_\_\_\_ Grade: \_\_\_\_\_

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name (*printed clearly*) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_

This completed and signed form is a mandatory requirement for the assigning and issuing of a GIUFSD device. It must be filed prior to the issue and assigning of the device. *Students who do not have this form signed will only be able to use a loaner device in school, must return it at the end of each school day, and will still be held accountable for any damages to the loaner device.*

### **Staff Only**

**Device #** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Device Condition:**    \_\_\_ New/like new    \_\_\_ Good    \_\_\_ Acceptable

**Case Condition:**    \_\_\_ New/like new    \_\_\_ Good    \_\_\_ Acceptable

**Charger Condition:**    \_\_\_ New/like new    \_\_\_ Good    \_\_\_ Acceptable

**Staff Initials:** \_\_\_\_\_