



**Red Lake Falls Public Schools  
ISD #630**

**Student Device Handbook**

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## **Why One to One?**

The Red Lake Falls School District is focused on providing current tools and resources to the 21<sup>st</sup> Century Learner. Excellence in education requires that technology be seamlessly integrated throughout the educational process to ensure that our students have a firm foundation in learning that will lead them to success upon graduation and beyond.

## **Goals for Student Users**

- To increase students' productivity in and outside the classroom when completing assignments, projects and other activities as assigned by teachers.
- To promote leadership in one's own learning by establishing access to education resources and providing a host of tools to craft information in ways that support specific curricular areas.
- To support the development of 21<sup>st</sup> Century Skills and prepare students for life upon graduation.
- To take advantage of academic resources such as textbooks, scholarly sources, content rich media, applicable apps and best practices.

The policies, procedures, and information within this handbook apply to all student devices used at Red Lake Falls Schools. These policies may also apply to any device considered by administration to come under this policy. Please note teachers may set additional requirements for computer use within their own classroom.

## Receiving your Device

- Each student in grades K-12 will receive a student device, AC charger and case.
  - K-2<sup>nd</sup> Grade students will receive a iPad as a student device
  - 3<sup>rd</sup>-8<sup>th</sup> Grade students will receive a Chromebook as a student device.
  - 9-12<sup>th</sup> Grade student will receive a Laptop as a student device.
- Parents/Guardians and students must sign and return the District Issued Student Device User Agreement and Acceptable Use Forms. A Protection Plan Fee of \$50 will also be required, before a student device will be issued to the student.
  - This fee will be required four times through at a student's K-12 career in the Red Lake Falls School District. Fees will be obtained once as an incoming Kindergarten student, 3<sup>rd</sup> grader, 7<sup>th</sup> grader and again as a 10<sup>th</sup> grader.
  - Students qualifying for Reduced Lunch or Free Lunch will pay a \$25 Protection Plan Fee.
- Student devices will be labeled in a manner specified by RLF Schools. Labels may not be removed from the devices. Students are not allowed to place labels/stickers on the device.
- The student device and the district-issued email account are the property of the Red Lake Falls School District and as a result may be subject to inspection at any time. The student should have NO expectations of privacy of materials found on a school supplied device or supported email service.

## Returning your Device

- Student devices and all accessories will be returned as scheduled at the end of the school year to be checked for serviceability.
- Student devices must be returned immediately when a student transfers, is suspended or expelled or terminates enrollment at Red Lake Falls Schools for any reason.
- Any device not returned will be considered stolen property and law enforcement will be notified.

## Fines related to your Device

- Student devices, AC chargers and cases will be inspected for damage. In the case of damage, the student/parent/guardian will be charged a fee for needed repairs, not to exceed the replacement cost of the device. The Red Lake Falls School District Administration will make the final determination of any fees assessed.

## Taking Care of the Device

Students are responsible for the general care of the student device they have been issued by the School.

### **General Precautions:**

- The student device is the property of the school and all users will follow the acceptable use policy for technology.
- Only use a clean, soft cloth to clean the screen. Do not use cleaners of any type.
- Cords and cables must be inserted carefully into the device to prevent damage.
- The device must remain free of any writing, drawing, or stickers.
- The device must never be left in an unlocked locker, unlocked car or any unsupervised area.
- The devices must never be left in a location susceptible to extreme cold or hot weather.
- Do not attempt to gain access to the internal electronics or repair a student device. If a device fails to work or is damaged, report the problem to the building technology staff.
- Students are responsible for keeping their device's battery charged for school each day.

### **Carrying the Device:**

- A protective Zip Case will be issued for all student devices to provide protection from normal usage and protection while caring the device.
- A protective Zip Case cover applied to the device must remain free of any writing, drawing or stickers.
- Students must keep the device in the Zip Case at all times.

### **Proper Care:**

- The keyboard and exterior can be wiped with a clean, lightly damp cloth as needed.
- Do not lean, push, or step on the top of the device when it is closed.
- Do not overextend the hinge by opening the device too far.
- Do not place anything (papers, pencils, etc.) inside the device before closing.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Avoid using any sharp objects on the device.
- Do not throw or slide the device.
- Take care to not drop the device.

## **Using your Device at School**

Student devices are intended for use at school each day. In addition to teacher expectations for device use, school messages, announcements, calendars, and schedules may be accessed using the device. Students are responsible for bringing their device to all classes unless specifically instructed not to do so by a teacher.

### **Devices Left At Home**

If students leave their device at home, they are responsible for getting the coursework completed as if they had their device present. Multiple failures to bring the device to school could result in the student losing the privilege to bring the device home or other consequences.

### **Device Undergoing Repair**

A loaner student device may be issued to students when they leave their device for repair.

### **Charging a Device's Battery**

Student devices must be brought to school each day adequately charged to work throughout the school day. Students need to charge their devices each evening by plugging them into an electrical outlet. It is the student's responsibility to have the battery charged. Students who fail to charge the device adequately are responsible for getting the coursework completed in classes as if they had a working device present.

### **Screensavers/Background Photos**

Students are permitted to personalize their school issued student device by changing the background or screensaver. Inappropriate media may not be used as a screensaver or background photo. Presence of violent content, pornographic materials, inappropriate language, alcohol, drug or other inappropriate pictures will result in disciplinary action.

### **Sound, Music, Games or Programs**

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Students may be allowed to use personal headphones at school if a teacher allows. Apps installed on the devices must be approved and installed by the RLF Technology Department. Students are not permitted to play Internet games on the computer during school hours unless given permission from classroom teachers when they are finished with their work.

Student devices are intended for learning purposes. Inappropriate use or disruptions during class periods could result in consequences.

## **Using your Device at Home**

Students are allowed to access home wireless networks on the device. This will assist them with using their device at home. However, the District Technology Acceptable Use Policy must be followed at home, using the district owned device. Parents should monitor and are responsible for child's Internet use at home.

## **Managing Files and Saving Work**

Each student has a school issued Google Account providing storage through a program called Google Drive. The student account ends with @rlfedu.org. Students will access and save documents in their Google Drive. It is recommended that students save all data to their Google Drive. This will automatically backup their data and keep data from filling up the school issued device. With a wireless Internet connection, you can access your documents and files from any device, anywhere, at any time, no matter where you are.

### **Network Connectivity**

The Red Lake Falls Schools makes no guarantee that their network will be up and running 100% of the time. In the rare cases that the network is down, the District will not be responsible for lost or missing data.

## **Device Applications**

### **Originally Installed Software**

The software/apps originally installed by Red Lake Falls Public Schools must remain on the device in usable condition and be easily accessible at all times. From time to time the school may add or remove software applications. Periodic checks of student devices will be made to ensure that students have not removed required apps.

### **Additional Software**

All District-provided apps will be distributed through a secure distribution app that will act as a bridge between the student device and the Google Chrome Store. Students are not permitted to connect their device to any computers, and/or synchronize their devices to any personal music accounts.

### **Circumvention of Managed Settings**

All student devices are provisioned by the technology department for the purposes of initializing and managing all devices in a secure and organized fashion. Any attempts by students to circumvent any district management settings through software restoration, installation, or deletion, or jailbreaking, will result in the confiscation of the student device and disciplinary action.

### **Inspection**

Students may be selected at random, at any time, to provide their student device for inspection.

### **Procedure for Re-Loading Software**

If technical difficulties occur or illegal software apps are discovered, the student device will be re-imaged to its original state. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and/or re-image. In addition, this may result in confiscation of the device with usage allowed only during the school day.

### **Software Upgrades**

Upgrade versions of licensed software/apps are available from time to time. Students may be required to check-in their devices for periodic updates and synching. Students are not allowed to upgrade software.

## **Device Care**

Students will be held responsible for maintain their school issued device and keeping them in good working order.

- Student device batteries must be charged and ready for school each day.
- Students will not apply any labels to the devices and will not deface any labels or identifying serial numbers on the machine.
- Student device protective covers furnished by the school must be used and returned with the device at the end of the year with no alterations and only normal wear to avoid paying a case replacement fee.
- Devices that malfunction or are damaged must be reported to the technology department.
- Student devices that are stolen must be reported immediately to the Principal's office.



Students also must:

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If unsure, students should ask a teacher or parent.
- Plagiarism is a violation of Red Lake Falls Schools' Code of Conduct. Give credit to all sources used, whether quote or summarized.

### **Device Identification**

Student Devices can be identified in the following ways:

- Record of Serial Numbers
- Barcode

### **Storing Devices**

When students are not using their student issued device, they should be stored inside the protective case in their locked lockers. Nothing should be placed on top of the device when stored in the locker. Students are encouraged to take the device home each day after school, regardless of whether or not they are needed at home. Student devices should not be stored in a student's vehicle while at school or at home.

## **Device Protection Plan.**

The Red Lake Falls School District recognizes that with the implementation of student devices there is a need to protect the investment by both the school district and the families. The Device Protection Plan Fee is \$50 per device, payable in Kindergarten, 3<sup>rd</sup>, 7<sup>th</sup> and 10<sup>th</sup> grade. It is due upon receipt of your child's device. Those students who qualify for Reduced Lunch or Free Lunch will have a Device Protection Fee of \$25.

The Device Protection Plan Fee will provide coverage for accidental damage, cracked screens, vandalism, fire, flood, natural disasters, and power surges due to lightning.

### **Intentional Damage**

Red Lake Falls School District Device Protection Plan Fee does not cover intentional damage of a device. A separate fee of \$200 will be charged for intentional damage. Students/parents are responsible for the intentional damage fee.

## Red Lake Falls Schools Device Protection Plan

I have read all the policies and guidelines in the Red Lake Falls Schools Student Device Handbook and understand my responsibilities.

Student Name (Print): \_\_\_\_\_

Parent Name (Print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Grade in School: \_\_\_\_\_ Date: \_\_\_\_\_

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**For office Use Only: (Fee's to be paid in K, 3<sup>rd</sup>, 7<sup>th</sup> & 10<sup>th</sup> grade)**

Amount of payment collected:    \$25                      \$50

Collected On: \_\_\_\_\_ Collected By: \_\_\_\_\_

## **Red Lake Falls Schools Student Device Parent/Student Pledge**

Parent:

- I agree to monitor my student's internet usage outside of school.

Parent/Student:

- I will not leave my school issued device unattended.
- I will not loan out the device to other people.
- I will know where my device is at all times.
- I will bring the device to school each day, fully charged.
- I will keep food and beverages away from the device to prevent damaging it with spills.
- I will not disassemble any part of the device or attempt any repairs.
- I will carry the device in the protective case provided.
- I will use the device appropriately meeting all of Red Lake Falls Schools expectations.
- I understand that the device is subject to inspection at any time without notice and remains the property of Red Lake Falls Public Schools.
- I will follow the policies and procedures outlined in the Student Device Handbook and the District Technology Acceptable Use Policy.
- I will report any damages, technical issues or potential theft of my device to the school immediately.
- I am aware that I am responsible for all damage or loss caused by neglect or abuse.
- I agree to return the device, AC adaptor, and protective case in good working condition to the school at the date expected at the end of the school year.
  - Students who withdraw, transfer, are expelled, or terminate enrollment for any reason must return the device on the last day of their enrollment.

I have read all the policies and guidelines in the Red Lake Falls Schools Student Device Handbook. I understand our responsibilities and agree to all stipulation set forth in the Red Lake Falls Schools Student Device Handbook, the District Technology Acceptable Use Guide, the Device Protection Plan and the student/parent pledge for Student Device use. I understand that the district is to be held harmless for any activity conducted with the device outside of school and it is my responsibility as a parent to monitor that activity.

I allow my child to participate in the RLF Student Device program.

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

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