Berkeley County Public Schools
1:1 Device Take Home Procedures & Information

The purpose of the 1-to-1 Device program in Berkeley County Schools is to create a collaborative and expanded environment for all learners. This environment will enable and support students and teachers to implement transformative uses of technology while enhancing students' engagement with content.

Our goal is to help students develop the necessary skills to live and work successfully in an increasingly technology advanced world. These skills are expanding and redefining how they live, learn, work, and play. We want to leverage the technology to provide engaging and powerful learning experiences for all students across all curricular areas.

Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. The 1-to-1 device initiative will provide opportunities to integrate technology into the curriculum anytime and anyplace. These learning opportunities will promote continuous dynamic interaction among students, educators, parents, and the extended community.

Device Purpose

Berkeley County Schools is providing students with a either a tablet or laptop. This device is the property of the school division. The purpose of the device will be to provide each student access to required educational materials needed to promote and enhance learning. The device allows student access to Office 365, Engrade, educational web-based tools, as well as many other useful sites. The supplied device is an educational tool not intended for non-instructional gaming and personal social networking.

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1. RECEIVING YOUR DEVICE:

1a: District Owned/Issued DEVICE
● Parents/Guardians and students MUST sign and return the BCS MOBILE DEVICE TAKE HOME USAGE AGREEMENT document before the device can be taken home. This Device Handbook outlines the procedures and policies for families to protect the device investment for Berkeley County Schools. Devices will be collected at the end of each school year and students will retain their original device each school year while enrolled in the same school until the device is replaced.
● To protect the assets of Berkeley County Schools, identified students will be required to turn in the assigned device to a specified location at the end of each school day. The device will be secured and the student will be allowed to check out the device the following school day. Students leaving a school during the school year will be required to return the device before leaving.

2a: Student Owned Devices
● Student owned devices (outside purchase instead of the district supplied device) will be allowed if permitted by school administration.
    ○ Berkeley County Schools is not responsible for damage, loss, theft or IT repairs of student owned devices.
    ○ Students who choose to bring their own personal device do not rescind the District's right to inspect the device at any time while on school district property.
    ○ These devices will fall under the BYOD Guidelines and Procedures which will be distributed at schools who participate in the program.

2. RETURNING YOUR DEVICE:

All district owned device must be returned following the guidelines posted in respective buildings.
● Students leaving the district must return district owned device to the specified location at their school.
● Any device not returned will be considered stolen property and law enforcement agencies will be notified.

3. TAKING CARE OF YOUR DEVICE:

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 reported using a procedure outlined by each school as soon as possible to begin the repair process. ***Devices owned by the district should not***

be taken to any outside computer service for any type of repairs or maintenance. Students or parents should not attempt to complete any repairs to a device.

3a: General Precautions

- No food or drinks are allowed next to your device while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the device and removed carefully.
- Never transport your device with the power cord plugged in.
- Device must remain free of any writing, drawing, or stickers. Vents **CANNOT** be covered.
- Devices are labeled with a Berkeley County Schools property tag. This tag must not be removed or altered in any way. Removal of the tag may result in disciplinary action.
- Devices should never be left in a car or any unsupervised area.
- Students are responsible for bringing a completely charged device and their AC adaptor for use each school day.

3b: Carrying Device

- Transport device with care.
- Devices must be transported with the Berkeley County Schools issued case or snap on shell. Never store your device in a backpack or carrying case while plugged in.
- Device lids should always be closed and tightly secured when the device is being moved.
- While the device is in a backpack, do not place anything in the case or backpack that may cause damage to the device
- Take care while your device is in your backpack as to not allow the device to be crushed by books or other items.
- Never move a device by lifting from the screen. Always support a device from its base with the lid closed.

3c: Screen Care

- **The device screens can be easily damaged!** The screens are particularly sensitive to damage from excessive pressure on the screen.
- 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 poke the screen with anything that will mark or scratch the screen surface.
- Do not draw on the screen with any type of writing implement.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or ear buds).
- Clean the screen with a soft, **dry** microfiber cloth or anti-static cloth. **DO NOT** use Windex or other window cleaner.

4. USING YOUR DEVICE

4a: Device Usage
- 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 advised not to do so by their teacher.
- Devices should be locked in lockers when not in use, when lockers are available.

4b: Devices left at home
- If students leave their device at home, they will be allowed to phone their parent/guardian from the front office to bring it to school.
- If unable to contact parents, the student will have the opportunity to use a loaner device if one is available.

4c: Devices under repair
- Loaner devices will be issued to students when they leave their device for repair.
- Students using loaner devices will be responsible for any damages incurred.

4d: Charging your Device
- Students must charge their device each evening.

4e: Wallpaper and Backgrounds
- Inappropriate images and content may not be used as a wallpaper or background.

4f: Sound
- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Students are encouraged to provide their own headphones or earbuds, which may be used at the discretion of the teacher.

4g: Account Access and Password
- Students will only be able to login using their Berkeley County School account on their issued device.
- Personal or private accounts should not be used by students on school owned devices.
- Students are required to keep passwords confidential.

5. MANAGING & SAVING YOUR DIGITAL WORK WITH A DEVICE

- With a wireless Internet connection, Office 365 will be available to students at school and at home.
- All files should be stored in One Drive, iCloud or Google Drive.
- If a wireless Internet connection is not available at home, students should temporarily save the work they will need to the device. Once internet connection is available, all work should be uploaded to One Drive and then deleted from the device.
- If a BCS device needs repair, it may require a reload of the operating system which will delete all locally stored files on your device. Be sure to upload all files to One Drive where your files cannot be deleted by anyone other than you.

6. OPERATING SYSTEM ON YOUR DEVICE

6a: Updating your device
- Chromebooks: When a device is powered on, updates occur automatically. There is no need for time-consuming installs, updates, or re-imaging.
- iPads: Updates should be completed when needed.

6b: Virus Protections & Additional Software
- The device is built with protection against malware and security attacks.
- All files should be stored in One Drive.

6c: Procedures for Restoring your Device
- If your device needs technical support for the operating system, all support will be handled by the school.

7. ACCEPTABLE USE GUIDELINES

7a: General Guidelines
- Students will have access to all available forms of electronic media and communication that support the educational goals and objectives of Berkeley County Schools.
- Students are responsible for their ethical and educational use of the technology resources provided by Berkeley County Schools and are expected to exhibit responsible digital citizenship.
- Access to Berkeley County Schools' technology resources is a privilege and not a right. Each student and/or parent will be required to follow the Educational Purpose and Acceptable Use of Electronic Resources, Technologies and the Internet (WVBE Policy 2460) and the Acceptable

Use of Technology and Networks Policy located in the <u>Berkeley County Student Handbook.</u>

7b: Legal Property

- Students must comply with copyright laws as indicated in U.S. Copyright Law (<u>Title 17,U.S. Code, Sect. 101, et seq.</u>).
- Plagiarism is a violation of the Student Code of Conduct as defined in the Berkeley County Student Handbook. Credit should be given to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, video, audio, and text.

7c: Consequences

- Students will be responsible at all times for the appropriate use of the device and the account issued in their name.
- Non-compliance with the guidelines of this document or school division regulations will result in disciplinary action.
- As outlined in <u>WVBE Policy 2460</u>, electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated district staff to ensure appropriate use.
- The district cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws.

7d: At Home Use

- The use of BCS issued device at home is encouraged.
- Device care at home is as important as it is in school. Please refer to section 3 of this document.
- Remote filtering gives Berkeley County Schools the ability to filter content on the device by applying policies configured by BCS.

8. PROTECTING & STORING YOUR DEVICE

8a: Device Identification

- Student devices will be labeled in the manner specified by the school.

8b: Account Security

- Students are required to use their BCS user ID and password to protect their accounts.

8c: Storing Your Device

- Students should not leave their device unattended. When students are not using their device, they should store them in a secure place. (i.e. backpack, locker)
- Nothing should be placed on top of the device when stored in the locker.
- Students are encouraged to take their devices home every day after school as needed.

8d: Devices left in Unsupervised Areas

- Under no circumstances should a device be left in an unsupervised area.
- Unsupervised areas include the school grounds and campus, the cafeteria, computer labs, gymnasium, locker rooms, library, unlocked classrooms, restrooms, dressing rooms and hallways.
- Any device left in these areas is in danger of being damaged or stolen.
- If an unsupervised device is found, notify a staff member immediately.
- Unsupervised devices will be confiscated by staff. Disciplinary action may be taken for leaving your device in an unsupervised location.

9. REPAIRING/REPLACING YOUR DEVICE

9a: Accidental damage

- There will be no fee for the first accidental damage to the device. A letter may be sent to the parent/guardian if deemed necessary. Fees for the cost of repairs and parts will be charged for repeated accidental or careless damage to a device.

9b: Repairing Intentionally Damaged Device

- Repair to a device intentionally damaged will be charged at the actual cost of repair parts and labor.
- Devices intentionally damaged beyond repair will be treated as a lost device.
  Note: The school administrator will determine if the device has been intentionally damaged.

9c: Lost or stolen Device

- Replacement cost will be charged for a lost or stolen device.

9d: Lost, stolen, or damaged AC Adaptors

- A fee of $25 will be charged for lost, stolen or damaged AC adapters.
- A Berkeley County issued charger must be purchased as a replacement.

9e: Lost, stolen, or damaged Carrying Cases

- A fee of $50 will be charged for lost, stolen or damaged carrying cases, if provided.

10. DEVICE TECHNICAL SUPPORT

Technical support will be available at each school.
Services provided include the following:
- Hardware maintenance and repairs
- Password resets
- User account support
- Coordination and completion of warranty repairs
- Distribution of loaner devices
- ALL REPAIRS must be completed by SCHOOL STAFF