

CLOQUET PUBLIC SCHOOLS, ISD #94
CLOQUET LEARNING TOGETHER
1:1 DEVICE STUDENT/PARENT HANDBOOK
DISTRICT POLICY #524 - ADDENDUM C

School Board Approved July 8, 2019

The Cloquet Public School District is committed to preparing students to succeed in a global community. The goal of the Learning Together program is to foster collaboration between students, parents, teachers, and the global community to improve student learning. We believe that students will meet high expectations by combining 21st century skills including: (1) Creativity & Innovation, (2) Communication & Collaboration, (3) Research & Information Fluency, (4) Critical Thinking, Problem Solving and Decision Making, (4) Digital Citizenship, (5) Technology Operations & Concepts within the context of rigorous academic content standards.

The following requirements and guidelines apply to the 1:1 Device component of the *Cloquet Learning Together* program. Failure to follow any of the guidelines in this document or the Student Handbook may result in disciplinary action (See VII).

I. Student Responsibilities

- A. Students are expected to use the 1:1 Devices appropriately for educational purposes.
- B. Students are expected to have their 1:1 Devices in school each day with a fully charged battery. Forgetting a 1:1 Device or having a dead battery will not be accepted as a reason for failing to complete work or turn in assignments.
- C. Students are responsible to download to the 1:1 Device any necessary documents, assignments, and/or materials from their teachers. If a family does not have wireless access at home, students must do this before school, during the school day, or after school.
- D. Students may load photos/videos on their District-owned 1:1 Device, as long as all content complies with the Acceptable Use Policy. The presence of inappropriate content such as music or photos/videos may result in the loss of the 1:1 Device and/or other disciplinary actions.
- E. If non-conforming apps or software are discovered on District owned 1:1 Devices, the 1:1 Devices will be restored to the school set of software, and disciplinary actions may be enacted (See VII). District staff are not responsible for saving, restoring or backing up documents, music or photos that students may be storing on the 1:1 Devices.
- F. Students are encouraged to store documents, worksheets, notes and other files on their 1:1 Device, and are responsible for backing up or saving all work using a cloud-based storage account.
- G. Students attempting to hack or jailbreak the 1:1 Device will be subject to disciplinary action.
- H. Students must use the District provided case and it shall not be personalized. Any damage caused by unauthorized removal of the 1:1 Device case will be the sole responsibility of the parent/student.
- I. Students must maintain the security of their passcode/log-in credentials for their 1:1 Devices. Students must give this information to staff when asked. Students must not share their passcode/log-in credentials with others.
- J. Students are not allowed to take photos, videos, or audio recordings of students or staff without their permission.

II. Parent Expectations

- A. Parents must attend a Parent 1:1 Device Orientation. Orientation materials will also be available via the District website at <http://www.isd94.org/>.
- B. The District asks for the parents' support in communicating with children about the standards of appropriate content and helping to monitor the use of the 1:1 Device at home. See the district website for resources.

- C. Parents should help to ensure that only the student and parents use the school assigned 1:1 Device.
- D. If necessary, parents are expected to assist the child and fill out any forms needed to report theft or damage. A police report must be filed within ten (10) days and the ICR# shared with the school office.
- E. Parents are encouraged to become familiar with the 1:1 Device and help ensure the use of the technology to track a student's progress. The 1:1 Devices allow parents and students to view teachers' assignment calendars, track homework, and monitor progress toward coursework completion.
- F. Parents are responsible for reading this document and discussing it with their children.

III. Terms of the 1:1 Device Loan

- A. 1:1 Devices will be distributed at the discretion of the building administrator-upon confirmation that the Student-Parent Agreement form has been signed.
- B. Legal ownership of the 1:1 Devices remains with the District. The use of the 1:1 Device is a privilege extended to students and is conditional upon compliance with the requirements of this handbook, the District's Acceptable Use Policy and all other District policies.
- C. Student 1:1 Devices and accessories will be checked in at the end of each school year at a date and time determined by the building administrator. Students who graduate early, transfer, withdraw or are suspended or expelled will return the 1:1 Device and accessories at the time of withdrawal.
- D. The District reserves the right to repossess the 1:1 Device and accessories at any time if the student does not fully comply with the terms of this Handbook. The District may also choose to limit and/or withdraw home use privileges for failure to comply.
- E. Failure to return the property in a timely fashion may result in the involvement of law enforcement.
- F. The 1:1 Devices will be subject to routine monitoring by teachers, administrators, and/or technology staff. Users have no expectation of privacy when using Cloquet Public School's equipment or technology systems.
- G. If technical difficulties arise with a 1:1 Device, or non-conforming content is discovered, the 1:1 Device will be restored by District staff. If the District staff needs to restore a 1:1 Device, the District is not responsible for the loss of any content put on the 1:1 Device by the student.
- H. Each 1:1 Device and accessories have identifying labels, which must not be removed or altered in any fashion. Students may not permanently mark the 1:1 Device or accessories in any fashion.
- I. The use of the 1:1 Devices during instructional times is governed by classroom teachers. Failure to follow the instructions of the teacher may result in disciplinary action.

IV. General Care Instructions

- A. Charge at Night
 - 1. Carefully insert and remove the charging cord by grasping the plug rather than the cord and avoid sharply bending the cord. New cords and chargers are available for purchase at the school.
 - 2. Battery life is shortened by using Wi-Fi, Bluetooth, a high screen brightness, and video. Learn to manage these settings and apps to improve battery performance.
 - 3. Put the 1:1 Device to sleep or shut off when not in use.
- B. Update Often
 - 1. Keep the 1:1 Device software and apps up to date.
 - 2. Keep the 1:1 Device locked, and passcode protected when not in use.

- C. Handle with Care
 1. Keep 1:1 Devices in the District provided protective cases at all times.
 2. Keep 1:1 Devices put away while moving through the halls or to and from school.
 3. Avoid placing weight on the 1:1 Device, stacking items on top, or forcing it into a backpack.
 4. Avoid exposing the 1:1 Device to temperature extremes, including below freezing or above 95 degrees, as well as leaving it exposed to direct sunlight.
- D. Keep Clean and Dry
 1. Use a microfiber or soft clean cloth to clean the screen.
 2. Avoid the use of chemical cleaners or liquids, including water, on the 1:1 Devices.
 3. Keep 1:1 Devices away from food, liquid and debris to avoid damage.
- E. Refer to the 1:1 Device User Guide for further information.

V. Security and Theft Prevention

- A. The 1:1 Device may only be used by the student to whom it was assigned or by the parents of the student. The student may not loan it to another student.
- B. The student is responsible for the security of the 1:1 Device at all times. The 1:1 Device should never be left unsecured. When not with the student, the 1:1 Device should be secured or stored in a locked location out of view. During after-school activities and/or away events, students are still responsible for securing the 1:1 Device.
- C. Students should consider the security of personal information about themselves and others on the 1:1 Device. Password security for network systems and accounts should be maintained. It is the responsibility of the student to keep his or her information secure.

VI. Damage, Theft, Repair

- A. Damage must be reported immediately to the appropriate school personnel.
- B. Students/parents are responsible for the full cost of any willful, negligent, careless or intentional damage to the 1:1 Device. Failure to pay for willful, negligent, careless or intentional damage may result in legal consequences.
- C. Theft must be reported immediately to the appropriate school personnel. Students/parents will be required to file a police report within ten (10) days and report the ICR # to the school office.
- D. Tracking software may be activated to recover missing 1:1 Devices. The District will coordinate with law enforcement to track missing or lost 1:1 Devices, when possible.
- E. A 1:1 Device insurance program is offered to protect students and families from accidental damage, parts failure, loss and theft. See Section VII.

VII. 1:1 Device Insurance Options

- A. School District Insurance
 1. Insurance is available for all 1:1 Devices that are part of the District's 1:1 Device program and includes the following coverage: Accidental damage, parts failure, fire, flood, natural disaster, case and charger/cord and lost/stolen protection (with a deductible and filed police report). Insurance is elective; it is not required. Students who purchase insurance after receiving a 1:1 Device must have the 1:1 Device visually inspected by Technology Support Team staff in order to verify the device is not damaged at the time of purchase. Insurance will cover the instructional school year, from date of purchase until the end of school. The annual cost for 1:1 Device insurance is non-refundable (please refer to Addendum D).
 2. The program includes deductibles (please refer to Addendum D).
 3. The insurance program offers complete coverage on one 1:1 Device for accidental damage as well as parts failure. All 1:1 Device parts and accidental damage are covered, including the 1:1 Device battery, internal and external components, glass, LCD screen, external

buttons, microphone jack, keyboard, pens, case, charger, and parts and labor.

4. The insurance program does not cover the following items:
 - a) Any willful, negligent, careless or intentional damage.
 - b) Intentional damage is that which is either observed to willfully or carelessly have occurred or that which is determined by the type of damage to have been willful or careless in nature.
 - c) Lost or intentionally damaged charging cords, charging blocks, power adapters, styluses, or other device accessories.
 5. To purchase insurance, contact the school office.
- B. No Insurance
1. The family assumes the full cost for negligent damage, parts failure, loss and theft, as listed in the Student/Parent 1:1 Device Agreement (please refer to Addendum D).
 - A. 1:1 Device purchased to replace a lost, stolen or damaged Cloquet Public School's 1:1 Device is the property of Cloquet Public Schools.
 - B. Families cannot directly purchase devices to replace a lost, stolen, or damaged device. District personnel shall purchase the replacement device and bill the family accordingly.
- C. Financial Hardship
1. If unable to afford the school district insurance, please contact the building Principal.