

Yuma Elementary School District One

Digital Learning Device Handbook



***ONE** Community Pursuing Excellence*

INTRODUCTION

We are excited to provide a device for every Yuma Elementary School District One student. We believe having a device will help our students learn in the ways they learn best. At the same time, students will be sharpening the technology skills that are now essential in nearly every aspect of career and life.

Each student's device will open a new world of learning possibilities. It will also give each student -- and every parent or guardian -- important new responsibilities. In the pages that follow, we introduce you to student devices, explain caring for a device, answer some questions you may have, and list the most important rules for using a device safely.

DISTRIBUTION OF THE DEVICE

- Devices will be distributed each year in the first weeks of the school year.
- Parents/Guardians and students must submit the following forms before the district /school will issue a device:
 - Signed Parent/Student Device Signature Form
 - Signed Parent/Student Device Use Agreement

RETURN OF THE DEVICE

- Responsibility for loss or damage of the device is the responsibility of the student and parent.
- Students transferring to another school within the Yuma Elementary School District One (YESD1) must return the device (including case and power adapter and cable) to the school at which the device was originally issued. The student will be issued another device from the new school once they have completed the in-district transfer.
- Students transferring out of or leaving YESD1 during the school year must return the device (including power adapter and cable) before withdrawing and leaving the school.

DEVICE BASICS

WHAT DO I DO WITH THE DEVICE WHEN I'M NOT USING IT?

If you are in kindergarten or first grade, you will store the device in your classroom. If you are in grades 2 through 8, you must store the device in a secure manner when you are not using it. Do not place anything on top of the device when it is stored.

Any electronic device (iPAD, Chromebook, cell phones, etc.) can be a distraction and disrupt the sleep cycle if used right before bedtime. To discourage late-night, unmonitored use of the device, experts suggest that families store it and other electronic devices in a common room of the home. Families should identify a central location in their home where students can store and/or charge the devices.

CARING FOR THE DEVICE

HOW DO I CARE FOR THE DEVICE?

- When you are not using the device, keep the case closed to preserve battery life and protect the screen.
- Carry the device with two hands when walking. Don't drop it, throw it, or put heavy objects on it.
- Be careful putting the device in your backpack. Never swing or throw a backpack with a device in it.
- Keep the device away from food, drinks, or other liquids.
- Use only a soft, dry cloth to clean the device. Do not use any cleaning products on it. (Never use window cleaners, household chemicals or cleaners, ammonia, alcohol or alcohol-based products, or other abrasives to clean your device. They could remove the special coating and/or scratch the screen.)
- Do not use compressed air to clean ports (the little openings on the edges of the device, in which cords are plugged).
- To protect the screen while you are moving through the halls at school, carry the device in front of your body, and avoid bumping into other students.
- Don't leave a device on the floor or ground, even if it is in a bag or backpack. It could be stepped on and damaged.
- The device must remain free of writing, drawing, stickers or labels that are not district approved.
- iPads must remain in the district provided protective case.

HOW DO I CARE FOR THE SCREEN

Be gentle with the device, and especially the screen. **You must not:**

- lean on the screen.
- stack books or other heavy objects on top of the device. Limit the amount of pressure applied to the screen.
- bang the device against walls, doors, people, or other objects.
- place liquids in a book bag or backpack containing a device.
- use sharp objects, pens, or pencils on the screen. It will scratch.
- place anything in the device case except the device.
- carry many items in your backpack with the device.

HOW DO I CARE FOR CABLES AND CORDS?

- Please be careful when you plug a cable or cord into the device. This will prevent damage.
- Don't force a cable or plug into a device.
- Use only the district- provided power adapters and extensions with the device.
- Label the cable and power adapter with tape that can be easily removed.
- Do not write on or make any permanent marks on the cables or power adapter.

HOW DO I TRANSPORT THE DEVICE TO PROTECT IT FROM THE WEATHER?

Protect the device from weather. Avoid exposing the device to extreme temperatures. Always carry it in a backpack or bookbag when outside. Also:

- Do not leave the device in heat above 95°F. Don't leave it in your car or in a backpack on the playground.
- Do not leave the device in cold temperatures below 32°F.
- Keep the device away from water and extreme humidity.

KEEPING THE DEVICE SAFE

HOW DO I KEEP THE DEVICE SAFE?

A device is a valuable item and could be the target of theft. To make sure this doesn't happen:

- NEVER LEAVE THE DEVICE UNATTENDED OR UNSUPERVISED. Anytime the device is away from you and not at home, it is at risk of being stolen.
- Examples of areas that might be unsupervised include: unlocked classrooms, locker rooms, computer labs, the library/media center, lunchroom, restrooms, hallways, breezeways, athletic fields and playgrounds.
- Do not leave or store the device in a vehicle.
- Do not lend the device to another person. You are the only person responsible for the care and security of your assigned device.
- Do not use the device or allow it to be visible when waiting at a bus stop or when walking around in the community.
- Carry the device to and from school in a school bag or backpack so that it is not visible.
- Each device has a unique identification number and district property control tag. **Do not remove the tags or modify the numbers.**
- Always shut down and secure the device after use to protect work and information.

IS THE INFORMATION ON MY DEVICE SAFE?

Digital identifications are things like Apple IDs, email addresses, and the usernames and passwords for online systems, digital content, and Google accounts. They are for your use only. Do not share them with other students. Also, do not use another person's username and password.

USING THE DEVICE AT SCHOOL

Your assigned device is for you to do your school assignments. If you are allowed to take the device home you must bring it to school every day with a fully charged battery. Bring the device to all classes, unless a teacher specifically tells you not to do so. You are responsible for completing all your schoolwork, even if you leave your assigned device at home.

IS THE BATTERY FULLY CHARGED?

Students who take devices home must bring the device to school every day with a fully charged battery. If you don't charge the battery, you may not be able to participate in classroom learning activities.

WHAT IF THE DEVICE IS BEING REPAIRED?

You may receive a loaner or replacement device, if available, when your assigned device is being repaired. If there is a delay in assigning a replacement device, your teacher will allow you to complete required coursework without a device. If your assigned device is not working properly or damaged in some way it must be reported to the teacher, so that troubleshooting and/or repair may begin as soon as possible.

APPS AND MODIFICATIONS ON THE DEVICE

DISTRICT OWNED APPS

Students will be using Google Apps for Education and other internet resources. Google Apps allows users to communicate and collaborate effectively in a digital educational environment. The district has created a Google Apps for Education account and assigned it to you. Google does not collect any personal student information from this account. The district controls which Google services students can access. At present, Google+ and chat are turned off for students.

DEVICES ARE YESD ONE PROPERTY

Devices and their contents are the property of Yuma Elementary School District One. District ONE staff members have access to the Internet history, photos, and other information on the device at any time and may share that information with your parents or others. You must provide access to the device whenever asked by a district staff member. If you don't provide access when asked, you may receive behavior consequences in accordance with the Student Discipline Handbook. School administrators may randomly select students and ask them to provide their district-owned device for inspection.

Students in grades 2-8 may be able to take the devices home for learning purposes. All use of the district-owned device must comply with the Parent/Student Device Use Agreement. You can find this agreement at the end of this handbook and also online at <http://www.yuma.org/index.cfm?plD=15720>.

You can use the device to connect to wireless networks anywhere outside the school district, but anytime you use that device, you must follow district policies. Violations of the Device Use Agreement may result in disciplinary action.

SOFTWARE AND OPERATING SYSTEM UPDATES

Occasionally, the operating system and apps require updates that keep the device and apps functioning properly and securely. You must follow district directions for installing any app and operating system updates.

UNAUTHORIZED MODIFICATIONS TO THE OPERATING SYSTEM; HACKED DEVICES

All District ONE devices are scanned remotely on a regular basis.

Students or families should not:

- access the internal parts of the device.
- attempt to reconfigure the core operating system.
- attempt to self-repair a damaged device.
- take a damaged device to a third party for repair.

School or District staff may change individual preference settings as needed.

PICTURES, CONTENT, AND DATA

CAMERAS AND MICROPHONES

The device has a camera and a built-in microphone, so you may take pictures and record audio and video. All recordings and pictures you create with the device must follow Yuma Elementary School District One policies, as well as state and federal laws. Only take photographs or record audio or video during the school day if a teacher or administrator allows you to do it for schoolwork. Never photograph, or create an audio or video recording of another person without that person's knowledge and permission. District ONE retains the rights to any recording and/or publishing of any student's work or image.

- Do not use any electronic device, including your assigned device in locker rooms and bathrooms.
- Do not use the camera to take inappropriate or sexually explicit photos or videos.
- Do not use the camera to take pictures or share the personal information of yourself or another person.
- Do not use the camera or microphones to embarrass, bully, or harass anyone in any way.
- Do not email, post to the internet, or electronically send images, video, or audio recordings of other people without their written permission.

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents and students over 18 years of age certain rights with respect to students' educational records, including photographs. Unauthorized recordings are subject to disciplinary action in accordance with the district's "Acceptable Use Policy". Schools retain the rights to any recording and /or publishing of any student's or staff member's work or image.

LOCK SCREEN AND BACKGROUND PHOTOS

All content, photos, and data on the device must follow the Device Use Agreement and other District policies. If you upload photos for the wallpapers or background images that are pornographic, gang-related, or that contain inappropriate language or references to guns, other weapons, alcohol, drugs, or gambling, you will receive disciplinary action in accordance with the Student Discipline Handbook.

SOUND AND GAMES

The sound on the device must be muted at all times unless your teacher tells you it is okay to turn the sound on for a class activity. For some assignments, your teacher will also give you permission to use earbuds or earphones. If this happens, be sure the volume is low enough that the sound cannot be heard by anyone nearby.

CREATIVE COMMONS: STUDENTS AS CONTENT CREATORS

Your teacher may suggest that your work be shared on the internet in some way. You own the copyright to your original work. This means others may not use it without your permission. Your teacher will help you select an appropriate Creative Commons license to give others only the permissions you want to share your work.

EXPECTATIONS FOR USING A DEVICE

Devices can be wonderful educational tools. Yuma Elementary School District One is proud to be able to provide each student a device for use at school. Responsibilities come with this privilege. You may use district technology resources to create files and projects for school-related work, research, and college and career planning.

RESPONSIBLE USE

You must:

- Follow all district and classroom policies, procedures and guidelines when using technology.
- Keep usernames and passwords private.
- Treat others with respect and use appropriate language in all electronic interactions with others.
- Immediately tell a teacher or other adult staff member if you receive an electronic comment or communication that makes you feel uncomfortable, or if you accidentally access inappropriate materials, pictures, video, or websites.
- Respect the work and intellectual property rights of others. You may not intentionally copy, damage, or delete another user's work. You will properly cite your sources when you use someone's information, pictures, media, or other work in your own projects and assignments.
- Respect the privacy of others. Limit all in-school photography, video and audio recording to educational use. Take pictures or record video or audio of another person only with that person's written permission.
- Monitor all activity on your devices and accounts.
- Bring your assigned device to school each day fully charged and ready for use. If you leave the device at home, you are responsible for getting your school work completed as if you had your assigned device present.

BEHAVIOR THAT WILL NOT BE TOLERATED

You may not:

- Find, create, or send information to spread lies or misinformation; or harass, harm, or bully others.
- Gain unauthorized or inappropriate access to district technology resources.
- Use, retrieve, store, or send improper language, pictures, or other digital content.
- Cheat, including: getting or giving answers to tests; searching for and/or copying answers or information from the Internet or other electronic resources; copying and submitting someone else's information or assignment as your own; or conducting other forms of electronic cheating.
- Violate copyright or licensing agreements.
- Access inappropriate or blocked resources in any manner while using district property.
- Share or post any personally-identifiable information about yourself or others that could help someone locate or contact you or them. This includes such things as e-mail address, full name, home or school address, phone number, parent or guardian names, or school name. Do not post online photos or videos of other students or teachers.
- Modify the operating system, remove security profiles, or vandalize district technology resources.

EXPECTATIONS FOR PARENTS AND GUARDIANS WHILE AT HOME

In accordance with the Yuma Elementary School District One Device Use Agreement (available later in this handbook), parents and guardians are responsible for monitoring their children's use of the internet and access to district technology resources, including the device, district-issued email account, online learning spaces, collaboration tools, and educational resources. Parents and guardians need to set clear expectations for appropriate use of electronic devices and limit access to the device in non-school hours. If your child is not following parental rules, parents have the right to limit access to the device. The information included below is meant to assist you in setting expectations and monitoring your child's use of the device.

SET EXPECTATIONS

Set expectations by discussing the Common Sense [Media Family Agreement](#) with your family. This agreement provides an age-appropriate checklist that you can use to guide conversations with your children about responsible use of media and technology.

MONITOR AND LIMIT DEVICE USE

A device is a great tool for learning, but it also has the potential to be a distraction. Adult supervision and clear expectations for appropriate use are critical.

- Have your child use the device in a central location in your home, such as the kitchen or living room, so that you can easily monitor and supervise use.
- Set expectations that your child is to complete assignments and tasks before using the device to access the internet.
- Check your child's device and schoolwork regularly.
- To avoid unsupervised device use, charge the device in your bedroom at night.
- If your child is not following your rules, you have the right to limit access to the device for non-education activities.
- Consider carefully whether other family members may use the device, since the student is responsible for everything on the device.

INTERNET SAFETY

The device will always operate on the district network. Internet access is filtered, and most inappropriate content is blocked. However, parents are encouraged to discuss internet safety as well as steps that need to be taken if inappropriate content is accessed. [Common Sense Media](#) has several resources to help parents and families communicate about these issues.

DIGITAL CITIZENSHIP

USING TECHNOLOGY APPROPRIATELY

- Digital citizenship is a concept that helps students understand how to use technology appropriately in a society filled with technology.
- YESD1 schools expect students to use technology appropriately and responsibly, whether in electronic communication or participation.
- YESD1 schools have electronic precautions in place in order for students to participate safely and securely in this environment and enjoy the rights of a digital world in an educational setting.

DISTRICT RESPONSIBILITIES

- The school will provide students with access to the internet during the school day.
- School staff will help students conduct research and ensure student compliance with the district's "Acceptable Use Policy".
- YESD1 schools make every effort to filter or block inappropriate internet materials when students access the Internet via the district's access points.

- YESD1 schools reserve the right to investigate any inappropriate use of resources and to review, monitor and restrict information stored on or transmitted via YESD1 school owned equipment and resources.

STUDENT RESPONSIBILITIES

Students will abide by the district's "Acceptable Use Policy" and

- contact an administrator about any security issue they encounter.
- monitor all activity on their personal accounts(s).
- always shut down and secure their assigned digital learning devices after use to protect their work and information.
- report email or messages containing inappropriate/abusive language or questionable subject matter to a teacher or administrator.
- Return their device to the issuing school on or before the date they withdraw from school or transfer to another school.

PARENT RESPONSIBILITIES

Parents should talk to their children about the values and standards they expect their children to follow as they use the Internet and about their use of all other media information sources such as television, telephone, movies, radio, etc.

DAMAGED, LOST, OR STOLEN DEVICES

DAMAGED DEVICES AND TECHNICAL PROBLEMS

Legal title to the device and its accessories will always belong to the district. Your right to have and use the device depends on your following the guidelines and rules in the device agreement. Every student is responsible to use and care for the device appropriately.

You are responsible for the entire cost of repairs to devices if you misuse, abuse, damage or lose it. The district does offer an optional Device Protection Plan (DDP) for a fee of \$30.00 per device per year to help defray costs related to accidental damage of the device. (see page 15 for more information)

Do not attempt to gain access to internal electronics or repair your device. Do not take the device to an outside party for repair. If the device fails to work or is damaged, report the problem to the appropriate adult at school as soon as possible. The Technology Department will determine repairs needed.

Your school may issue you a temporary device, if one is available, or other materials until your device is working properly or replaced. If the device is experiencing technical difficulties outside of school hours, you will need to wait until you return to school to report it.

LOST OR STOLEN DEVICES

If the device is lost or stolen, report it to an adult at school as soon as possible, but definitely within two days. School staff will assist you with submitting a written report. A police report must be filed for a stolen device within 48 hours.

If you withdraw, are suspended, or terminate enrollment in Yuma Elementary School District One for any reason, you must return the district device, case, power adapter, and cable in working condition to the school office on or before your date of withdrawal. The District will not release your student records until you return district property or pay for lost, stolen, or damaged equipment.

CONSEQUENCES FOR LOSS, THEFT, DAMAGE TO OR MISUSE OF, A DEVICE

Yuma Elementary School District One has the right to prevent any student from using a district device at any time.

The use of the district issued device and the related agreements are good during the current school year, unless the district terminates the agreement earlier due to student misuse, transfer to another school, withdrawal from school or other reasons.

The consequences listed below may be applied to lost/stolen devices, as well as to damage to a device or person caused by reckless, abusive, willful or intentional conduct. Some examples of willful damage to an device include broken screens caused by intentionally throwing or dropping the device; swinging a bag or backpack with a device inside; stepping on the device; intentionally spilling a liquid on the device; hitting another person or object with the device; damage caused to a device that was not in the district-issued case; tampering with the internal components of the device; or making unauthorized modifications to the operating system, known as hacking the device. It also includes the loss or damage to the accessories that were loaned to you with the device. Types of willful damage to another person are listed in the Device Use Agreement.

An “incident” is defined as a lost or stolen device, or failure to abide by the Device Use Agreement.

FIRST INCIDENT:

After you review the device care and security sections of the Digital Learning Device Handbook with your building administrator, you may be issued a replacement device, if one is available. Your building administrator will take into account the situation that led to the damage or loss. This may result in limiting your device use to in-school only, for a period to be determined by your administrator. You still will be required to complete all school assignments, and your teachers will make reasonable accommodations as needed. You may be suspended for up to three days. You and your family may be held responsible for the full cost of repair or replacement.

SECOND INCIDENT:

You may be allowed to use a device only at school, and the device must be checked in and out with the assigned building staff at the beginning and end of the school day. You will not be allowed to take the device home until you and a parent or guardian meet with a building administrator and agree to a plan for preventing the loss or damage in the future. You may be suspended for up to five days. You and your family may be held responsible for the full cost of repair or replacement.

THIRD INCIDENT:

You may be allowed to use a device only at school, and the device must be checked in and out with the assigned building staff at the beginning and end of the school day. You will not be allowed to take the device home for the

remainder of the school year. You may be suspended for up to nine days or longer. You and your family may be held responsible for the full cost of repair or replacement.

If you fail to return the device and/or related components at the end of the school year, upon withdrawal or when directed to do so, the device and related components will be considered stolen property. In that case, the district will not release your records and will file a police report. You must return the device, case, district-provided power adapter and connector cable, and any other device related items issued by the district when you return your device.

DEVICE PROTECTION PLAN

In order to limit parental expenses for damaged or lost devices, parents have the option to enroll in the District's Device Protection Plan (DPP). When enrolling in this plan, the parent agrees to pay a non-refundable annual fee of \$30 per device. **If the device is lost or stolen, an additional fee of \$100 will be assessed.** These fees apply to each occurrence. Enrollment in the DPP does not begin until the initial \$30 payment has been received. Intentional damage to the device is not covered under the plan.

- Loss of/or damage to the power cords or the power bricks

What's covered under the plan?

- Accidental damage, such as cracked screens, etc.
- Damaged cases

How do I replace a lost or stolen device?

- A police report must be filed within 48 hours and a copy of the report should be supplied to the school for a stolen device.
- Any loss or theft should immediately be reported to the school.
- Intentional damage to the device is not covered under the plan.

What are the Repair/Replacement Costs?

- Parents and students who choose not to purchase the Device Protection Plan are responsible for 100% of all repair and replacement costs for the device.
- Fees for Damage, outside the DPP:

Device replacement	\$400
Screen or other moderate repair	\$100
Power cords.....	\$30
Power Brick.....	\$30
iPad Case	\$55

Should your student's assigned device become damaged, a loaner device may be provided while the device is being repaired. This loaner device may not be of equivalent performance or features.

Yuma Elementary School District One

Student Device and Network Responsible Use Agreement

We are pleased to offer students at Yuma Elementary School District One use of the district's computer system and access to the Internet. This access includes devices, computer hardware, network, software and subscription-based Internet resources, and Google Apps for Education accounts, including student email accounts. To gain access to the Internet and use of the device, all students must obtain parent/guardian permission, sign the signature form, and return it to the school.

The following rules apply to any use of Yuma Elementary School District One resources, whether with district-owned equipment or personal devices and while on or off campus.

BE RESPONSIBLE

- I will use all equipment (such as: computers, keyboards, laptops, devices, ProScopes, digital cameras, printers, scanners, projectors and document cameras) carefully and not damage, change or tamper with the hardware, software, settings or the network.
- I will follow the guidelines in the Digital Learning Device Handbook for taking care of my device.
- I will always put away my device in a safe place when I am not using it.

BE SAFE

- I will keep my passwords and login information private.
- I will contact a teacher or administrator immediately if I cannot access my own accounts, and I will not use others' network accounts.
- I will report inappropriate emails or evidence of cyberbullying to a teacher, school counselor or administrator.
- I will log off all accounts when using a shared device before I step away and shut down laptops and other devices as instructed.
- I will not give out personally identifiable information about myself, my peers or my school on a public Internet site, including full names, addresses, phone numbers or photos.
- I will never agree to meet in person anyone I meet online.
- I will always consult a teacher or counselor if I receive a digital message that causes me concern.

BE PRODUCTIVE

- I will always bring my device to school fully charged.
- While at school, I will use all equipment, software and the Internet for schoolwork and school-related activities only.
- While at school, I will access only those online resources as necessary to facilitate the completion of my assigned academic tasks.
- I will use my Google Apps for Education account for creating and storing files whenever possible.
- I will check Print Preview before printing and only print what is needed.
- I will use district email only for school related work.
- I will check my email regularly for messages from my teachers, as appropriate for my grade level.
- I will keep my messages short and purposeful.
- I will mute the sound on my device, unless permission is obtained from the teacher.

BE RESPECTFUL

- I will respect the work and files of others, and agree not to open, copy, change, delete or damage files or folders that are not mine.
- I will follow copyright laws, and give credit to the creator of materials, ideas, pictures or videos that I find on the Internet and use in my school projects.
- I will be courteous and respectful in messages to others, using appropriate language.
- I will use my device to access, submit, post, publish, or display material that is legal, true, non-threatening, free of offensive content, and does not hurt someone's reputation.

Yuma Elementary School District One

DISTRICT POLICIES ABOUT TECHNOLOGY

Yuma Elementary School District One provides access to district technology resources for educational purposes. This access may be taken away at any time for abusive or inappropriate conduct related to the use of district technology resources.

Failure to comply with the District policies or guidelines in this document for care and use of the device may result in the loss of device privileges. All use must comply with the following policies:

- Policy JIC Student Conduct
- Policy JICFA Hazing
- Policy JICK Student Violence/Harassment/Intimidation/Bullying
- Policy JCIB Care of School Property by Students
- [Student Discipline Handbook](#)

You can view these Governing Board policies in their entirety by doing the following:

- Go to the District One website: www.yuma.org
- Click on the "About Us" tab
- Click on Governing Board
- Scroll down the page to the link under Board Policies
- Then click on Policy Bridge
- To view a policy, use the document navigation to the left, click the drop-down triangle and then click on a document

The device is the property of Yuma Elementary School District One, and therefore, may be seized and reviewed at any time.

Publicity Policy

Yuma Elementary School District One is proud to offer your child the finest educational programs and extracurricular activities. Occasionally, your child's involvement in school-related activities may create news or photo opportunities for the District or local media. We encourage these positive opportunities for your child to display his or her talent while showing the community what Yuma ESD1 has to offer.

By signing the YESD1 Signature Form, Yuma Elementary School District ONE may allow your child to be featured in any District publicity. This includes broadcast and print news stories, advertisements, billboards, District publications, the District website, District and school social media websites, and related communications.

Additionally, this signature indicates that the parent understands that the child's video or photograph may be used in performing arts programs, athletic team advertisements, recognition for Spelling Bee, Odyssey of the Mind, Current Events Challenge, Science Fair, or any District or media publications of school-related activities.