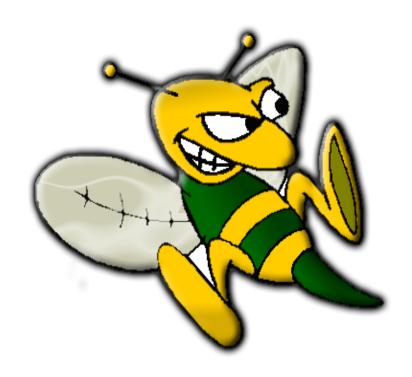# Student Device Handbook

Helen Fort Middle School
Policy, Procedures, and Information

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I. Introduction

The purpose of the Device initiative at Helen Fort Middle School is to provide students and staff with tools and resources to create a comprehensive 21st century learning environment. Our goal is to prepare students to be successful in high school and college and enable them to be career-ready. Technology integration will personalize learning and allow students to create, think critically, problem solve, collaborate, and communicate in a variety of methods. The 1:1 Device program will help teachers transform curriculum and teaching practices so that students can discover their potential in an evolving global economy. The policies, procedures, and information contained in this handbook apply to all devices used by Helen Fort Middle School students and staff. Teachers may set additional requirements for use in their individual classrooms.

II. What is 1:1 (One-to-One)?

Successful 1:1 implementation transforms how teachers teach and how students learn. A digital device in the hands of all students engages them in highly interactive, transformational learning. Students need to be producers and evaluators of knowledge, not just consumers. In the digital age, analyzing information is a critical skill. In a 1:1 initiative, students will regularly have the opportunity to locate, evaluate, and interpret information, as well as collaborate with others to engage in authentic, real-world tasks. In preparing students to succeed in the 21st century, schools must ensure that students are:
- digitally literate
- inventive thinkers, successful problem-solvers, creative decision makers, and critical thinkers
- clear and effective communicators and collaborators
- intellectually curious and persistent
- self-regulators
- connected to the world around them and contributors to their communities

A 1:1 device initiative provides a key resource for teachers who are helping students develop these skills and competencies.

III. What Does 1:1 Look Like?

Implementation of a 1:1 program will focus on using the device as a tool to provide students with effective and engaging instruction based on the standards and curriculum. The digital content, strategies, and resources embedded in the curriculum will provide support for planning instruction with technology, not teaching the technology itself. The primary goal is always effective, engaging instruction. An effective 1:1 program supports instruction that is individualized, differentiated, and personalized. Individualized instruction is paced to the learning needs of different learners. The learning goals remain the same for all students, but each student can progress through the material at their own pace and according to their individual learning needs. Differentiation refers to research-based instruction that is tailored to the learning preferences and needs of learners. The method or approach of instruction can vary based on what is most appropriate for a single student or group of students. Personalized instruction

incorporates both individualized and differentiated instruction, and a device can provide what is needed - tailored, student-centered instruction. Used alongside curriculum with appropriate technology tools and resources, the devices will make instruction more manageable and effective. In the 1:1 initiative, the goal is for students to become more active learners and producers of knowledge. Effective use of digital devices will progressively lead to more engaging forms of classroom interactions that are personalized, individualized, and differentiated. Students will be able to design their own learning with the teacher as facilitator.

IV.   Distribution and Check-in

A. Receiving Your Device
Prior to the start of school, parents and students will have the opportunity to schedule an appointment with a school representative to receive a device. Through the Genesis Portal, parents will have the opportunity to review and electronically submit the Device Agreement and Device Handbook, which includes the Acceptable Use Policy. Students who do not receive their device in the summer, will be issued their device within the first two weeks of school, pending submission of the above documents. Documents will also be available in hardcopy for those families unable to access the Parent Portal.

B. Device Check-in
The devices will be returned to Helen Fort Middle School in June, so they can be checked and serviced for the next school year. If a student withdraws from Helen Fort Middle School during the school year, the device must be returned at that time or it will be considered stolen. Stolen devices will be tracked and reported to the proper authorities.

C. Check-in Fines
The parent/guardian/student are responsible for the cost of repair or replacement at the date of loss if the property is:
- Not returned
- Intentionally damaged
- Lost because of negligence
- Stolen, but not reported to school and/or police

The devices and chargers must be returned to Helen Fort at the end of the school year. If a student fails to return his or her device at the end of the year, the parent and student are responsible for the cost to replace the device. The cost of the device is $300 (inclusive of charger and cord). There is no charge for accidentally damaged screens or keyboards. Failure to pay for a replacement device will result in a theft report being filed with the proper authorities. For further information in regards to obligations and damages, please contact the building principal.

V.   Taking Care of Your Device

A. General Precautions
The devices are considered school property, and all users must follow all school policies and procedures related to technology use and the code of conduct. General precautions will help to ensure the device remains in excellent working order during the school year. Therefore, cords and cables must be inserted carefully into the device to prevent damage. The devices must remain free of any writing, drawing, stickers, or labels that are not the property of the Pemberton Township School District. The devices should not be used near food or drink. They should not be stored in a vehicle for a prolonged period of time. Devices must never be left unlocked or unsupervised in school or during after-school activities unless an emergency or drill. The devices should be kept out of reach of younger siblings, family pets, or anyone else capable of careless handling or inadvertent damage. **Students are responsible for charging the device before coming to school each day.**

B. Carrying Devices
The devices can sustain significant damage if dropped. Therefore, the devices must remain within the protective case provided by the school. In addition, the device should be carried in the carrying case supplied by the school at all times.

C. Screen Care
The device screen can be damaged if subjected to rough treatment and/or the removal of the protective case. The screens are particularly sensitive to damage from excessive pressure on the screen. Therefore, do not lean on the top of the device when it is closed and do not bump the device against lockers, walls, doors, or floors, which can damage the screen. Do not place anything near the device that could put pressure on the screen other than a finger or stylus. Carefully place the device in the carrying case and ensure it does not have too much pressure or weight on the screen. Do not place anything in the carrying case that will press against the cover. The devices do not respond well to liquids. There is a liquid sensor (similar to those in cell phones) that provides proof of liquid damage. Clean the screen with a soft, dry cloth or anti-static cloth. Do NOT use window cleaner, household cleaners, aerosol sprays, solvents, alcohol, ammonia or abrasives to clean the screen.

VI.   Using Your Device at School

A. Device Left at Home
The devices are intended for instructional use during the school day. **Students are responsible for bringing their device to all classes**. If students leave their devices at home, they are still responsible for completing the necessary coursework. Attempts will be made to secure a loaner device for the day, though not guaranteed. It is essential that students bring their devices in daily so they are afforded access to the curricular programs as well as progress in their learning. Students who demonstrate a pattern of inconsistent daily device preparation are considered unprepared for class and may be required to complete work after school hours.

B. Devices Undergoing Repair

In the event a device is damaged, the student will present the device to the Assistant Principal, or designee, and complete a damage report. All efforts will be made to secure a loaner device while the original device is sent for repair.

C. Charging Your Device's Battery

It is essential for the device to be charged fully in order to utilize the device throughout the instructional day. Therefore, the devices should be charged at home and be brought to school each day fully charged. Charging stations are not available in school. Students whose devices are not fully charged will be required to complete course work without their device and may be considered unprepared for class.

D. Photos and Videos

Photos and videos are to be used for instructional purposes. Inappropriate media or photos may not be saved on the device or used as a wallpaper or lockscreen. Inappropriate media or photos include anything related to weapons, sexual content, inappropriate language, alcohol, drugs, gangs, or any other media that violates the Acceptable Use Policy or Code of Conduct. Photos or videos of other students or staff members are not permitted without the permission of the teacher. Photos and videos must only be used for specific educational purposes outlined by a teacher.

E. Using the Device Camera

The device comes equipped with both photo and video capabilities. As with all recording devices, permission by the teacher must be granted to record an individual or group and/or post images/videos online. **Photos or videos of other students or staff members are not permitted without the permission of a teacher.** Photos and videos must only be used for specific educational purposes outlined by a teacher. The devices may not be taken into restrooms, locker rooms, or playground.

F. Sound, Music, Games, or Programs

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. If sound is turned on, a student must use his or her headphones or earbuds. Music is allowed on the device and can be used at the discretion of the classroom teacher. Internet games that are not educational are not permitted in school. Only district approved apps may be downloaded on the device. It is the student's responsibility to ensure that there is enough storage space available on his or her device for district installed apps and other required content.

G. Home Internet Access

Students are permitted to set up wireless networks on their devices for educational purposes while at home. **When using the Internet at home, it becomes the parent's or guardian's responsibility to monitor student use of the internet and access to district technology resources.** Administrators have the right to inspect students' devices to ensure appropriate usage.

H. Legal Propriety

Students must comply with copyright laws and license agreements. If unsure, students should consult a

teacher. Credit must be given to all sources used in a project, whether quoted or summarized. This includes all forms of media taken from the Internet: graphics, movies, music and text. Use of hacking or jailbreaking software is prohibited.

VII. Managing Your Files and Saving Your Work

A. Saving to the Device/Workflow Management
Students and staff will receive instruction on a variety of ways to save work on the device and manage content. The school has selected Google Suite for Education, which offers simple assignment management, online file storage, and collaboration tools to support a paperless classroom. Teachers will assign, share/distribute, collaborate, collect, annotate, and review assignments across any internet-connected device including the device. In order to secure your data, Google Drive is to be used for storage.

B. Network Connectivity
The Pemberton Township School District cannot guarantee the network will be accessible 100% of the time. In the rare case the network is not operational, the district is not responsible for lost or missing data.

VIII. Software on Devices

A. Originally Installed Software
The software/apps installed by the Pemberton Township School District must remain on the device in usable condition and easily accessible at all times. New apps or software may be added to the device for instructional purposes during the school year through an administrative process. Periodic checks of devices may be made to ensure students have not removed required apps.

B. Inspection
Students may be selected at random to provide their device for inspection. Staff can request to review or inspect any student's device at any time during the school day.

IX. Protecting and Storing Your Device

A. Device Identification
Student devices are labeled to ensure that each student has a unique identification number. This will allow the district to remotely identify and manage each device. Students are to create a password and are required to keep their password private.

B. Storing Your Device
When students are not using their device, they should be stored in their lockers. Storing the device in the top section of the locker is the safest area. The device should not be taken to recess, after school clubs, sports, or other activities not requiring a device. When storing in the locker, it is important to remember

nothing should be placed on top of the device. The devices should not be taken to the bathroom or locker room due to the increased chance of damage. Students should take their devices home each day after school to complete class or homework assignments and charge their device daily. The devices should not be stored in a parent's vehicle due to temperature changes. If students need a secure place to store their device, they should talk to their Teacher or Building Administrator.

C. Devices Left in Unsupervised Areas
Under no circumstances should devices be left unsupervised or stored in an unlocked area. It is the student's responsibility to ensure that his or her device is not lost or stolen. There will be a charge to replace any lost or stolen device that cannot be tracked by district personnel. If a device is missing, report the device missing to your Assistant Principal or Principal immediately.

D. Devices during Fire and Emergency Drills
In the event of an emergency or drill, students must leave their device in the classroom. This is the only exception.

X. **Technical Support for Your Device**

Students who experience technical difficulties with the device that includes: operating system features, apps, peripheral devices, or the device hardware must follow the procedures below:
    a. Seek assistance from your teacher, or if allowed, another student.
    b. Report issue to Assistant Principal or Building Administrator if issues persists.
    c. The student will stay in possession of his or her device until the Assistant Principal assesses the issue. A loaner device may be given if available.

XI. **Parent and Student Responsibilities**

The device is certainly a portal to explore the world, and parents are encouraged to monitor their children's use of the device at home. While student usage is carefully monitored at school, parents are responsible for ensuring Internet safety at home. These tips may assist parents in utilizing devices effectively and responsibly:
    a. Guide device exploration: Establish procedures for your child's device use at home. Discuss issues like these with your child:
        ● Timeframes for using the device--determine when and how long it is reasonable for your child to use his or her device.
        ● Personal information--discuss what personal information your child should share online.
        ● Digital citizenship--discuss how to treat others with respect in cyberspace.
        ● Location--consider allowing the device to be used in a common area so you can monitor your child.
    b. Investigate parental controls: Consider activating parental controls on your child's device. Your home Internet service provider may have a content filter that you can enable to block certain websites. Contact your Internet service provider for more details.

SIGNATURE PAGE

Submission of a signature can be completed through the Genesis Parent Portal. For those unable to complete the online submission, please submit a signed copy of this page of Device Handbook. Devices cannot be issued without completion of this form.

I have read and received a copy of the Helen Fort Middle School Device Handbook and understand I am responsible for the contents within the Device Handbook.

_____ _____ _____

(Student Name Printed)   **(Student Signature)**   **(Date)**

_____ _____ _____

(Parent/Guardian Name Printed)   **(Parent/Guardian Signature)**   **(Date)**