



Rivercrest School District

1:1 Device Handbook

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I. Goals

- Improve instruction
- Prepare students for college and careers
- Create responsible digital citizens
- Encourage professional growth
- Promote collaborative planning and provide modeling of best practices

We hope that you will share in your son’s or daughter’s excitement about this opportunity and learn along with them as they use this instructional tool to enhance their learning.

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II. Terms of Device Loan

Issuing of Devices

Students enrolled in seventh through tenth at Rivercrest School District will be issued a device and all accompanying accessories for use with the device.

The device will be assigned to an individual student and the serial number will be recorded. Devices will be collected prior to the end of each school year and the same device will be reissued each fall unless circumstances require issuing a different device. The device remains the property of RSD and must be returned to the school district if the student is no longer enrolled.

Conditions of Loan

RSD will lend a device to all students enrolled in fifth, seventh, and eighth grades upon compliance with the following:

- Acceptable Use Policy signed by the student and parent each year.
- Device Agreement signed by the parent and student.

The Student shall return all equipment itemized below in good operating condition to the office of the school if the student is not enrolled in the current school year, at the end of the semester, or specific

school session. The school may require the student to return the device at any time and for any reason. Possession and use is limited to and conditioned upon full and complete compliance with this Handbook and the agreement.

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IV. Device Care Guidelines

Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook they have been issued by the school.

- Please be aware that overloading the case will damage the device. Take precaution when placing the case on a flat surface.
- Liquids, food and other debris can damage the device. You should avoid eating or drinking while using the device. **DO NOT** keep food or food wrappers in the device bag.
- Take extreme caution with the screen. **Do not pick up the device by the screen.** The screens are susceptible to damage from excessive pressure or weight. In particular, avoid picking up the device by the screen or placing your finger directly on the screen with any force. Avoid touching the screen with fingers, pens, pencils, or any sharp instrument. **DO NOT place pencils/pens, ear buds, or other materials on top of keyboard.** Be careful not to leave pencils, pens or papers on the keyboard when closing the screen. If you close your device on materials, the screen will be damaged.
- Never attempt repair or reconfigure the device. Under no circumstances are you to attempt to open or tamper with the internal components of the device. Nor should you remove any screws; doing so will render the warranty void. Take care when inserting cords, cables and other removable storage devices to avoid damage to the device ports.
- Do not place stickers/items on the computer. Remember the devices are the property of RSD.

Carrying the device

- **All device and components are to be carried in the school-provided device carrying cases at all times.**
- Devices should not be removed from case for any reason as the case is designed to be on while device is in use.
- Always close the lid before moving or carrying the device.
-

Security

- Do not leave devices unattended in unsupervised areas.
- Unsupervised or abandoned devices will be confiscated by staff.
- Students are expected to maintain the security of the device at all times including after-school activities.

Loaning Equipment/Device to Others

- Students may not lend devices or device components to others for any reason. This includes other family members as well as other students. Parents/legal guardians may use the devices to assist their student who is assigned the device with homework and school assignments.

Power Management

- **It is the student's responsibility to recharge the device at home so it is fully charged at the beginning of each school day.**
- Uncharged devices or failure to bring the device to class will not be an acceptable excuse for late or incomplete work or inability to participate in class activities.

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V. Internet Use

Internet Use

As required by the Children’s Internet Protection Act (CIPA), an internet filter is maintained by the district for school use on the device. Filtering not only restricts access to unacceptable sites, but also restricts access to inappropriate materials of all kinds. RSD cannot guarantee that access to all inappropriate sites will be blocked. **No filter is as reliable as adult supervision!** Log files are maintained on each device with a detailed history of all sites accessed. It is the responsibility of the user to appropriately use the device, network, and the Internet. RSD will not be responsible for any harm suffered while on the network or the Internet.

Students are required to notify a teacher or administrator if they access information or messages that are inappropriate, dangerous, threatening, or that make them feel uncomfortable.

Off-campus Internet Use

RSD will not serve as a home Internet service provider. The district does not provide Internet filtering for the devices while connecting to the Internet away from school. Although filtering is not provided at home, internet usage is monitored and inappropriate sites will be flagged. Students will be held accountable for inappropriate usage on the school device at anytime. It is the responsibility of the parent or guardian to monitor student device use, especially Internet access, in the home.

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VI. Monitoring Device Usage

Monitoring and Supervision

No technical measure or human supervision is failsafe. While we are committed to protecting our students, we acknowledge students may access inappropriate content, intentionally or accidentally. Ultimately it is the responsibility of the student to practice internet safety measures and use the resources to access appropriate educational resources.

RSD does not recommend that students use devices in an unsupervised or isolated setting while off campus. RSD recommends students use devices in plain view of parents, guardians, or other family members.

Privacy

There is no expectation of privacy regarding the contents of computer files or communication using any school-owned device or network. RSD reserves the right to investigate, review, monitor, and restrict information stored on or transmitted via Yancey County Schools’ equipment, including any students’ device. **Parents, guardians, and students do not have the right or expectation of privacy for any use of school-owned devices, computers, or other equipment.**

Passwords

Students should log in only under their assigned username and password. Students may not share their passwords with other students.

Social Networking

Off campus conduct that violates district policy or the RSD Student Handbook may result in the student being disciplined if it is determined the student used a school device in connection with the misconduct or if the misconduct impacts the orderly and efficient operation of the school or the safety of the school environment.

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VII. Student Responsibilities

Students are responsible at all times for the devices, whether at school or off campus. The student assigned the device is responsible for all use of the device. Unsupervised devices will be confiscated by staff and taken to the office. Students will need to check with the office to get their device back. Disciplinary action may be taken for repeat offenders.

Students are required to bring the device to school each day with a fully-charged battery. Students must bring the device to all classes, unless specifically instructed not to do so by their teacher. A device left at home is not an acceptable excuse for not submitting work; a reduction in a grade may be given. A lost document is not an excuse for late or missing work. Students leaving devices at home will be required to complete assignments using alternate means determined by the teacher. Students will be given the use of a loaner device if he or she leaves the device at home; however, there are a limited number of times you will be able to check out a loaner device. Disciplinary action may be taken for students who repeatedly leave a device at home.

The right to use a device at home is a privilege. If students do not adhere to RSD's Acceptable Use Policy, all Board policies, and the guidelines in this Student Device Handbook, the privilege to use the device at home may be restricted or eliminated. The same rules and expectations for student conduct also apply to student use of computers. Intentional misuse or neglect can result in loss of device use, disciplinary action, and/or fines for any needed repairs or maintenance. The school principal will have final authority to decide appropriate disciplinary action if students are found to be responsible for any unacceptable activity.

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VIII. Unacceptable Behavior

In addition to any RSD policy, unacceptable conduct includes, but is not limited to the following:

- Using the network for illegal activities, including copyright violations
- Accessing online sites or materials that do not support the curriculum or are inappropriate for school purposes while on campus, including sites that contain pornography or are otherwise vulgar or lewd
- Downloading inappropriate materials, viruses, or software
- Using or possessing hacking or file-sharing software, including keystroke loggers, batch files, or applications used to bypass device or network security
- Gaining unauthorized access anywhere on the network including attempting to log onto the Internet, network, servers, routers, switches, printers, or firewall as a system administrator
- Using the device or network for financial gain or advertising
- Vandalizing or tampering with the device, files, software, system performance, or other network equipment
- Attempting to repair, remove or install computer hardware or software
- Opening the computer to access internal parts
- Causing network congestion or interfering with the work of others, including sending chain emails or broadcast messages

- Subscribing to mailing lists, mass emails, games, or other services that cause network congestion
- Intentionally wasting finite Internet or network resources, including downloading files, streaming music, videos, or games or installing, activating, or creating programs that interfere with the performance of the network, Internet, or computer hardware
- Revealing, sharing, or posting personal information including full names, addresses, phone numbers, social security numbers, driver's license numbers, or passwords for yourself or others
- Invading the privacy of others
- Using another person's username or password, or allowing another to access your account using your username or password
- Pretending to be someone else when sending or receiving messages
- Forwarding or distributing inappropriate email messages
- Engaging in harassment or transmitting obscene messages, pictures, websites, or other files including racist, terrorist, abusive, explicit, vulgar, threatening, stalking, demeaning, slanderous, or any other inflammatory content
- Utilizing sites to sell or purchase written papers, book reports, and other student work, or to commit any act of plagiarism
- Using unauthorized technology to gain advantage on assessments by providing or receiving information not allowed by the instructor or that is unavailable to other students
- Assisting, observing, or joining any unauthorized activity using the device, network, or Internet
- Accessing or attempting to access Internet sites not approved by district/teacher including non-educational chat rooms, instant messaging, or social networking sites and including Twitter, Facebook and other sites that could expose students to harm or distract from engagement in academic and school-related pursuits
- Attempting to disable or circumvent RSD's Internet content filter and firewall, or attempting to use proxies to access sites that would otherwise be restricted
- Falsifying permission or identification information
- Copying or modifying files, data, or passwords belonging to others, or using technology to circumvent doing your own work for your courses
- Knowingly placing a virus on a device or network (additionally, legal charges may be filed)
- Writing, drawing, painting, defacing, or placing stickers or labels on school-owned devices or device accessories, or causing other intentional damage
- Attempting to alter data or the configuration of a device or the files of another user
- Accessing or attempting to access the district's secured wired or wireless network with any device that is not property of Yancey County Schools.
Presence of images of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, or gang-related symbols are subject to disciplinary action
- Cyber-bullying in any form is unacceptable. Students will not engage in any cyber-bullying activity, which may include efforts to harass, threaten, torment, embarrass or intimidate students or school staff through the use of digital media. In situations in which cyber-bullying originates from off-campus conduct, but is brought to the attention of school officials, any disciplinary action will be based upon whether the conduct is determined to be materially and substantially disruptive of the school environment or have a direct and immediate effect on school safety or on maintaining order and discipline in the schools. Discipline for cyber-bullying will be handled on a case by case basis as deemed appropriate by the school principal. In addition, if a criminal act has been committed, it will be reported to local law enforcement.
- Students will comply at all times with board policies, the RSD Student Handbook, Computer Use Policy, and this device handbook.

Consequences

Consequences for non-compliance with the policies and procedures in these documents include disciplinary actions and financial responsibilities. Any failure to comply may immediately end the student's right to access the device, or other devices or services. The student will also be subject to disciplinary action as set out in the RSD Student Handbook. The school principal will have authority to decide appropriate consequences regarding non-compliance.

***NOTE: The principal has the discretion to permanently confiscate the device from the student at any time.**

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IX. Loaner Device Policy

A student may be loaned a device in the following cases:

- student forgot device at home
- student's device is turned in for repair

In the event that a student needs a device on loan, they will be required to do the following:

- pick up the device before the start of school each day (in the event of the first two cases above)
- return device each day before leaving campus and before the Library closes for the day (3:15 pm)

A student is allowed to checkout a loaner device 3 times in a semester (if loaner is issued due to repair, this does not apply).

Please note: Responsible use and care guidelines apply to loaner devices. If a loaner device is damaged while in the possession of a student, that student's insurance will be used to fix the device.

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X. Maintenance Fees

Hardware Warranty

Manufacturer's Warranty will cover a manufactured defect and mechanical failure of the device.

Maintenance Fee

The student/borrower will be responsible for a repair fee in the event that a repair must be made that is not covered by the manufacturer's warranty.

Maintenance Fees:

- \$25 first repair
- \$50 second repair

Fee does NOT cover

- Lost power cord (\$10)
- Lost/stolen device (\$350)

Students with 2 or more recorded instances of laptop damage will be required to check out their Chromebook from the library each morning and return it before leaving campus. Future laptop privileges will be determined by the teacher and administration.

Reporting Damages and Theft

Incidents of damages must be reported to the office either the day of the damage or, if the damage occurs off-campus, the next school day. Be prepared to provide the following information when reporting damage:

1. Laptop Serial Number (This can be obtained from the Technology Dept. if it is unavailable).
2. Date of incident
3. Complete details of incident

When you report damage to the office they will assist with filling out the necessary forms for damage reports and maintenance claims.

Theft:

Incidents of theft occurring off campus must be reported to the police by the parent or student, and a copy of the police report must be brought to the school within 48 hours to be given to the school principal. Theft occurring on school grounds must be immediately reported to the school principal.

Be prepared to provide the following information when reporting a theft to the police and school:

1. Laptop Serial Number, Manufacturer and Model
2. Date and address of theft
3. Complete details of theft

Additional info to be included when reporting to school:

4. Police File Number, Officer's Name and Police Agency Information

NOTE: It is important to complete all these steps immediately after the theft. Filing a false police report is punishable by law.

The district will work with the police department to report all model, asset, and serial numbers of stolen or lost laptops to local pawn shops and area law enforcement agencies.

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XI. Parent Expectations

- Remember that while the school system will provide Internet content filtering, **there is no substitute for parental supervision** when using a computer.
- Monitor student use of the device and Internet at home.
- Ensure your student understands and adheres to device and Internet policies and guidelines set forth in the RSD 1:1 Device Handbook and RSD Student Handbook.
- Sign a copy of the RSD Acceptable Use Policy in the student handbook and also sign the page at the end of this document.
- Reimburse the school district for any costs incurred or fines assessed due to intentional misuse, neglect, damage, or loss, including theft, if not otherwise covered by warranty up to the full replacement cost of the device.
- Assist your student who is assigned the Chromebook with homework and school assignments. The purpose of the initiative is to help students learn. Student use of the Chromebook for learning is an important priority of the 1:1 Initiative.
- Ensure the return of the Chromebook and all accessories at the end of the current school year or before the student withdraws from school.

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XIII. Contract

**Rivercrest County School District Student Computer Use/Loan Agreement
Signature Form**

This Student Device Use/Loan Agreement is made effective as of _____ (date)
between Rivercrest County School District and its student/sorrower,

Student
Name _____

By signing below, the student and their parent/guardian agree to follow and accept:

- RSD Acceptable Use Policy
- RSD 1:1 Device Handbook (Chromebook Procedures and Information for Students and Parents)
- That RSD owns the Chromebook, its accessories, software and issued peripherals and may search the device or its contents at any time
- If the student ceases to be enrolled in RSD, the student/parent/guardian will return the Chromebook in good working order or pay the full replacement cost of the device. In addition, the student must also return both the Chromebook charger and the Chromebook case. If one or both of these items is not returned, the student/parent/guardian must pay for the Chromebook charger and/or the Chromebook case.
- In no event shall RSD be held liable to any claim of damage, negligence, or breach of duty.

One Samsung Chromebook, charger and bag are being loaned to the student and are in good working order.

It is student's responsibility to care for the device and insure that it is kept in a safe environment. This device is, and at all time remains, the property of RSD, and is herewith loaned to the student for educational purposes only for the academic school year. The student may not deface or destroy this property in any way, i.e.: stickers, decals, modification, etc. Inappropriate use of the machine may result in the Student/Borrower losing his/her privilege to use this computer.

By signing this agreement the student and/or parent/guardian are responsible for any maintenance fees resulting from damage to the device. Maintenance fees are \$25 for the first repair and \$50 for the second repair not covered by the manufacturer's warranty. Fees do not cover lost or stolen devices or power cords. Cost of a lost or stolen power cord is \$10. Cost of a lost or stolen bag is \$20. Cost of a lost or stolen device is \$350.

The RSD's network is provided for the academic use of all students and staff. The student agrees to take no action that would interfere with the efficient, academic use of the network.

RSD is not responsible for any damages the student/borrower may suffer while using the Internet or the Device. This includes loss of data resulting from service interruptions. RSD does not guarantee or endorse the accuracy or quality of information obtained via the Internet. Electronic information available to student does not imply endorsement of the content by the school.

The student and/or parent/guardian agree upon signing that this is a non-transferable contract.

The district shall not be responsible for injuries, damages, penalties, or losses, including legal fees and costs, incurred by the Student and/or Parent/Guardian or other persons due to installation of software, transporting the Device, or any other use described in the Agreement or Handbook. The District shall not be made responsible for any unlawful use or security of data transmitted. The Student and Parent/Guardian agree to hold harmless and indemnify the District for any and all injuries, damages, and loss incurred or related to the use of this Device due to the intentional or negligent acts of student or others. This indemnification shall survive this agreement.

The student and parent/guardian hereby agree to the policies and regulations listed herein and in the RSD 1:1 Device Handbook. The student and parent/guardian further agree to abide by state and federal laws, including, but not limited to, laws of libel, privacy, copyright, trademark, gambling, obscenity, and pornography.

Print Student
Name _____

Student Signature _____
Date _____

*****Parent/Guardian - sign only one option below.**

- The student listed above, has permission to **use the school issued device at school and has my permission to bring the device home.**

Print Parent/Guardian
Name _____

Parent/Guardian Signature _____
Date _____

OR

- The student listed above has permission to **use the school issued device at school but CANNOT bring the device home.** I understand that I am responsible for the same terms and conditions stated in the contract during the regular school day.

Print Parent/Guardian
Name _____

Parent/Guardian Signature _____
Date _____