



**Scotland County School District
Chromebook / iPad Roll-Out
2020/2021**



Welcome to digital learning in Scotland County Schools! We are committed to expanding digital learning opportunities to ensure that all of our students are college and career ready. As you know, one of our digital initiatives is to issue devices to students for use both at school and at home. Our digital learning focus is to foster opportunities for students to use their devices to collaborate, create, and publish, always grounded in the foundation of our curriculum standards.

Students will receive the same device each year to encourage familiarity and accountability. Kindergarten - 2nd grade students will be receiving an Apple iPad. Once a student reaches the 3rd grade, they will then receive a Google Chrome book. Starting this school year (2020), we will be collecting devices as follows:

1. 2nd graders / rising 3rd graders will turn in their iPads (rising 3rd graders will be going to Chrome devices upon entering 3rd grade)
2. 8th graders will turn in their chrome devices (as rising 9th graders, they will be receiving brand new chrome devices as they enter High School)
3. 12th graders will turn in their chrome devices with an option to purchase their assigned device. (A small fee will be applied for this purchase....the amount is to be determined, based on market value)

Our digital learning initiative can only work in collaboration with parents/guardians and students. Please find a copy of this signature page attached to this end of this packet, fill out the form completely, sign it, and return the form to your child's school. Along with this signature form, a recurring, **annual** \$25 Technology Fee is charged per device issued per year. ***This fee is NOT insurance!!!*** Students and families ***are responsible*** for the device and any damage caused by misuse of the device. If any components are lost or missing, the student/parent/guardian will be responsible for missing components at full replacement costs!

Damage report: any damage, not from vandalism or misuse, resulting in repairs will be billed to student/parent/guardian as follows per year:

- 1st Offense = \$0 provided damage was accidental
- 2nd Offense = \$50 charge to student/parent/guardian
- 3rd Offense = \$100 charge to student/parent/guardian

Any damage to a device that is intentional, willful or purposeful as determined by SCS technology department, student/parent/guardian are responsible for full system replacement cost. (est. \$300) or full cost of repair! (whichever is lower cost)
If the system(s) has any issues not from physical damage or misuse. There will be NO charge for repairs.

Note: Costs change based on market and availability

Please contact our school administrative team if you have any questions about this process or need to set up a payment plan for this charge.

Thank you very much for being a part of our exciting digital learning initiative in Scotland County Schools!

Sincerely,

Rick DeLaunay

Rick DeLaunay

Chief Technology Officer

Table of Contents

INTRODUCTION.....	Page 4
1. RECEIVING YOUR DEVICE.....	Page 5
2. RETURNING YOUR DEVICE.....	Page 5
3. TAKING CARE OF YOUR DEVICE	Page 6
4. USING YOUR DEVICE AT SCHOOL.....	Page 6
5. MANAGING & SAVING YOUR DIGITAL WORK WITH A CHROMEBOOK.....	Page 7
6. OPERATING SYSTEM ON YOUR DEVICE.....	Page 7
7. USER AGREEMENT.....	Page 8
8. PROTECTING & STORING YOUR DEVICE.....	Page 10
9. SCHOOL POLICY	Page 10
10. SIGNATURE PAGE.....	Page 11



Introduction:

The goal of a 1:1 initiative is to implement an economically viable technology program for Scotland County that equips teachers and students with technology devices and effectively enhances teaching and learning. Key items that need to be in place for a successful program include technology and wireless infrastructure, policies and procedures, costs and practical approaches to financing, and implementation and training programs. This is not a small task, but other schools have successfully rolled out 1:1 programs before us. There are very good templates and examples for us to consider in developing the best program and policies for SCS. Technology is always changing and this presents challenges and opportunities for education.

We are excited about the opportunities with a 1:1 program. The use and application of technology at SCS will change as new methods and technology become available. It is our intention to evaluate future opportunities to continually provide improved teaching and learning opportunities.

The mission of the 1:1 program in Scotland County School District is to create a collaborative learning environment for all students. This environment will enable and support students and teachers to implement transformative uses of technology while enhancing their engagement with content and promoting the development of self-directed and lifelong learners. Students will transition from consumers of information to creative producers and owners of knowledge.

We look forward to the opportunity to help your young one become Career and College Ready by infusing content with technology.

1. Receiving your Chromebook/iPad:

Chromebooks/iPads will be distributed from our facility. Parents/Guardians and students MUST sign and return the Agreement document before the device can be issued to their child. This Device Policy Handbook outlines the procedures and policies for families to protect the device investment for the Scotland County School District.

2. Returning your Chromebook/iPad:

All district owned devices must be returned following the guidelines posted in respective buildings.

- Students leaving the district must return district owned devices to an authorized agent.
- Students must return devices prior to high school graduation.
- Any devices not returned will be considered stolen property and law enforcement agencies will be notified.

3. Taking care of your Chromebook/iPad:

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 taken to the Technology Department as soon as possible so that they can be taken care of properly.

Do not take district owned Devices to an outside computer service for any type of repairs or maintenance.

3a: General Precautions:

- No food or drink is allowed next to your device while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into your device.
- Never transport your device with the power cord plugged in.
- Never store your device in a backpack while plugged in.
- Students should never carry their device (chrome book) while the screen is open.
- Devices must remain free of any writing, drawing, or stickers UNLESS the device is protected with removable skin. An identification label with the student's name is acceptable on the devices.
- Devices must have a Scotland County Schools asset tag on them at all times and this tag must not be removed or altered in any way. If tag is removed disciplinary action will result.
- **Devices should never be left in a car or any unsupervised area.**
- For screen adjustment (chrome books) do not grasp screen by wrapping hand around screen, your thumbs will shatter the screen.

3b: Carrying Chromebooks/iPads:

- Transport devices with care.
- Chromebook lids should always be closed and tightly secured when moving.
- Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with the lid closed.
- **Provided Case use is required. DO NOT REMOVE iPad FROM FOAM COVER!!**

3c: Screen Care:

The Chromebook/iPad 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 Chromebook when it is closed.
- Do not store the Chromebook with the screen in the open position.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in a carrying case or backpack that will press against the cover.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard (chrome book) before closing the lid (e.g. pens, pencils, or disks).
- Clean the screen with a soft, dry microfiber cloth or antistatic cloth.
- Be cautious when using any cleaning solvents; some individuals may have allergic reactions to chemicals in cleaning solvents and some solvents can even damage the screen. Try to always use water dampened towel or a highly diluted solvent.

4. Using your Chromebook/iPad at school:

- **Chromebooks/iPads are intended for use at school each day.**
- In addition to teacher expectations for device use, Canvas, school email messages, announcements, calendars and schedules may be accessed using the device.
- **Students must be responsible to bring their device to all classes, unless specifically advised not to do so by their teacher.**

4a: Chromebooks/iPads left at home:

- If students leave their device at home, they will be allowed to phone their parent/guardian to bring it to school.
- If unable to contact parents, the student will have the opportunity to use a replacement device, ***if one is available.***
- Repeat violations of this policy will result in disciplinary action.

4b: Chromebooks/iPads under repair:

- Loaner devices may be issued to students when they leave their device for repair.
- Students using loaner devices will be responsible for any damages incurred while in possession of the student loaner device. Students will pay full replacement cost if it's lost or stolen.

4c: Charging your Chromebook/iPad:

- Devices must be brought to school each day fully charged.
- Students need to charge their devices each evening.
- Repeat violations of this policy will result in disciplinary action.
- Charging carts ***may*** be available in the Library/Media Center with the ability to temporarily exchange your device for a charged device while yours charges. Please verify with your school for availability for loaners and the ability to charge.

4d: Backgrounds/Whiteboard and Password

- Inappropriate media may not be used as a screensaver, background or on Whiteboard.

- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.
- Take care to protect your password. Do not share your password. You are permitted to change your password, but anytime an update is done, Google will revert back to your assigned password from the SCS District office.

4e: Sound:

- Sound must be muted at all times unless permission is obtained from the teacher.
- Headphones are the responsibility of the student.

4f: Account Access:

- Students will only be able to login using the scsnc.org account. (ChromeBooks only)
- Students should always use the device with their own account.
- Make sure you are not in guest mode or you will not be able to access your Chrome extensions.(ChromeBooks only)

5. Managing & Saving your digital work with a Chromebook:

- Google Docs/Drive is a suite of products (Docs, Presentations, Drawings, Spreadsheets, Forms) that lets you create different kinds of online documents, work on them in real time with other people, and store your documents and your other files all online.
- With a wireless Internet connection, you can access your documents and files from any Chromebook, anywhere in the world. Offline mode is available for the core suite of products.
- All items will be stored online in Google Cloud environment.
- Portable drives may be utilized.

6. OPERATING SYSTEM ON YOUR CHROMEBOOK/iPad

6a: Updating your Chromebook:

- When a device starts up, it updates itself automatically, so it has the latest version of the devices operating system. No need for time consuming installs, updates, or re-imaging.

6c: Procedures for Restoring your Chromebook/iPad:

- If your device needs technical support for the operating system, all support will be handled by SCS Technology. Please have your school's contact submit a technology work order.

6d: Software Installation (Chromebooks only)

- Chromebooks can seamlessly access Google Apps for Education suite of productivity and collaboration tools, as well as apps available in the Chrome Web Store and content across the entire web. No software with drivers can be installed on a Chromebook.

7. USER AGREEMENT

Welcome to digital learning in Scotland County Schools! We are committed to expanding digital learning opportunities to ensure that all of our students are college and career ready. As you know, one of our digital initiatives is to issue devices to students for use both at school and at home. Our digital learning focus is to foster opportunities for students to use their devices to collaborate, create, and publish, always grounded in the foundation of our curriculum standards.

Students will receive the same device each year to encourage familiarity and maintenance. Our digital learning initiative can only work in collaboration with parents/guardians and students. Please find a copy of this signature page attached to this letter, fill out the form completely, sign it, and return the form to your child's school. Along with this signature form, an annual \$25 technology usage fee is charged per device issued. Please contact our school administrative team if you have any questions about this process or need to set up a payment plan for this charge.

Thank you very much for being a part of our exciting digital learning initiative in Scotland County Schools!

Sincerely,

Rick DeLaunay

Rick DeLaunay
Chief Technology Officer

8. Protecting & Storing your Chromebook/iPad:

8a: Device Identification

- Student devices will be labeled in the manner specified by the school. Devices can be identified in several ways:
 - Record of district asset tag and serial number
 - Individual user account name and password
- Devices are the responsibility of the student. This device will be yours for the duration of your time at SCS. *Take good care of it!*

8b: Account Security:

- Students are required to use their scsnc.org domain user ID and password to protect their accounts and are required to keep that password confidential.

8c: Storing Your Chromebook/iPad:

- When students are not using their device, they should store them in their provided bookbag. (chromebook only)
- Students are encouraged to take their devices home everyday after school, regardless of whether or not they are needed.
- Devices should not be stored in a student's vehicle at school or at home for security and temperature control measures.

8d: Devices left in Unsupervised Areas:

- Under no circumstances should devices be left in an unsupervised area.
- Any device left in these areas is in danger of being 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.**

8e: Vendor Warranty:

- The equipment vendor has a one year hardware warranty on the device.
- The vendor warrants the devices from defects in materials and workmanship.
- This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide normal replacement parts necessary to repair the device or device replacement.
- The vendor warranty does not warrant against damage caused by misuse, abuse, accidents or device viruses.
- Please report all device problems to the Technology Help Desk.

9. School Policy on disciplinary actions surrounding preparedness of students for a digital learning environment and misuse:

- **To be addressed by each school in the district during the roll-out of devices.**

Q. What if My Child's Device is Lost/Stolen/Broken?

If your device is LOST, you should:

- Do everything you can to try and find the device.
- Report to your school that you can NOT locate

If you believe the device has been stolen, you should:

- Immediately file a report with law enforcement. Incidents of theft occurring off campus should be reported to the police. Incidents occurring on school grounds should be reported to the appropriate personnel.
- Provide a copy of the police report to the school principal as soon as possible after reporting the device stolen.
-

Any theft, conspiracy to steal, or unauthorized sale of or conspiracy to sell a SCS-owned Device will be vigorously prosecuted to the fullest extent of the law. The district will work with local law enforcement to report all model, asset, and serial numbers of stolen or lost devices to local law enforcement agencies.

