

Sauk Centre Public School

Mobile Device Handbook



Student Mobile Device Handbook

Overview	2
Student Mobile Device Agreement	3
Student Mobile Device Use	4
Student Mobile Device Care	5
Parent/Guardian Responsibilities	6
Liability: Loss, Theft, and Damage	7
Student Mobile Device Signature Form	8

1-to-1 Overview

Sauk Centre Public School District views the use of student mobile devices as essential to personalization of learning and preparing students for the 21st Century. At grades 5-12, Chromebooks will provide students with access to the Web, Google Docs, and other Web 2.0 tools.

Personalization of Learning

Personalization of learning changes the role of the teacher from expert/lecturer to guide/facilitator. Instead of defining all work parameters and choosing a tool to use, students participate in that process.

With personalization, students:

- Actively participate in designing learning
- Take ownership of rigorous and meaningful learning
- Connect learning with interests
- Develop skills and knowledge through the learning process
- Become self-directed
- Collaborate with other learners, teacher(s), family, ...

In one model, the flipped classroom, instead of lecturing and demonstrating concepts, the teacher provides students with the content in another form, such as a video to watch before the class session. Then, when the students come to class, they work with the concepts collaboratively with other students, and the teacher circulates to guide, question, and support the student work. In another model for research, the teacher presents a broad guiding question in an online discussion. The students share ideas online before splitting into groups to work to define and narrow the question, find relevant and reputable information, and demonstrate understanding through a project - using the collaborative Google Docs platform.

Collaboration

Collaboration is a driving force in today's workplace, and students need to learn this skill. Google Drive/Docs allows students to share and collaborate on documents – amongst themselves and with their teachers. Google Groups online discussion groups allow students to extend discussion and collaboration beyond the classroom and the regular school hours.

Student Mobile Device Agreement

Access to Student Mobile Devices

- The term “student mobile device” refers to devices, batteries, and power cord/chargers.
- Like textbooks, student mobile devices are considered as essential learning tools.
- Student mobile devices are on loan to students and remain the property of Sauk Centre Public Schools.
- All student mobile devices are labeled with a Sauk Centre Public Schools asset tag. Students may be charged up to the full replacement cost of a student mobile device for tampering with, or turning in, a student mobile device without the Sauk Centre Public Schools asset tag.
- The students to whom the mobile devices are checked out are responsible at all times for appropriate use. This means that if others use the student devices to break the rules, the students may still be held responsible.
- Students are expected to keep the student mobile devices in good condition. Failure to do so may result in bills for repair or replacement.
- Students are expected to report any damage to their student mobile devices as soon as possible. This means no later than the next school day.

Content and Privacy

- All users are accountable to all school, district, local, state, and federal laws.
- All data stored on student mobile devices, the Sauk Centre Public Schools network, and Google Apps cloud servers are property of the district and may be subject to review and monitoring at any time.
- Additional user accounts created on the student mobile device are subject to the same terms and conditions as the assigned student user.
- Students are expected to notify a staff member immediately if they come across information, images, or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
- Students who identify or know about a security problem are expected to convey the details to school staff.

General Policies

- All students are allowed access to mobile student devices and electronic resources unless the school is notified in writing by the parent/guardian.
- Students and families must follow all guidelines set forth in this document and by Sauk Centre Public School staff.
- All users are accountable to all school, district, local, state, and federal laws.
- Failure to comply with these terms may result in disciplinary action and the confiscation of the student mobile device.

Student Mobile Device Use

Charging and Bringing the Student Mobile Devices to School

- Students are expected to bring their student mobile devices fully charged to school every day.
- Students who have multiple occurrences of forgetting their student mobile devices or not bringing their student mobile devices fully charged may face disciplinary action.

Logging into a Student Mobile Devices

- Students will log into their student mobile devices with their district-issued Google accounts.
- Students should never share their passwords with others unless requested by an administrator.

Managing Personal Content

- Students should store the majority of their work in cloud based applications such as their Sauk Centre Public Schools issued Google account or any Sauk Centre Public Schools provided cloud service.
- Students should not store pirated or otherwise illegal content on their student mobile devices or in Sauk Centre Public Schools issued accounts.

Sound

- Students are expected to use their own headphones.
- In class, use of headphones or sound is at the discretion of the teacher. Sound must not interfere with instructional activities.

Printing

- Students are encouraged to digitally share their work with their peers and teachers.
- Printing is not allowed from Chromebooks at Sauk Centre Public Schools.
- For Chromebooks, students may print at home by setting up their home printers with Google Cloud Print. More information can be found at <http://www.google.com/cloudprint/learn/>.

Apps

- For Chromebooks, students are not allowed to install Chrome web apps and extensions from the Chrome Web Store.

Using the Student Mobile Devices Outside of School

- Students are encouraged to use their student mobile devices outside of school.
- Internet access via Wi-Fi is required for student mobile devices access to the Internet and Google Apps cloud storage, however, for Chromebooks, offline access includes Google Drive Offline and many Chrome apps.
- Students are expected to follow all Sauk Centre Public Schools use policies wherever they use their student mobile devices.

Student Mobile Device Care

It is essential for students to use and care for their student mobile devices. As noted previously, “student mobile devices” refers to devices, batteries, and power cord/chargers. Students should observe the following use and care routines with student mobile devices:

At School

- Do not leave your student mobile device unattended.
- Do not pile things on top of your student mobile device.
- In a locker or backpack, place your student mobile device in a vertical position.
- Protect your student mobile device from extreme cold or heat and from food or drinks.
- Use device in accordance with Sauk Centre Public School policies and staff directives.

At Home

- Students are expected to bring their student mobile devices to school fully charged.
- Charge your student mobile device fully each night. Keep the student mobile device and charger together.
- Do not leave your student mobile device in an unsafe or unstable location, such as a stool, chair, or on the floor.
- Protect your student mobile device from extreme cold or heat, from food or drinks, and from small children and pets.

Traveling To and From School

- Shut down your student mobile device before traveling.
- Do not leave your student mobile device in a vehicle.
- Keep your student mobile device out of view.
- Report any issues to a parent, guardian, school official, or trusted adult.

Device Care

- Never lift student mobile devices by the screen or, for Chromebooks, carry the student mobile devices with the screen open.
- For Chromebooks, make sure there is nothing on the keyboard before closing the lid.
- Use a soft, dry microfiber cloth; lint-free cloth; or screen wipes listed for safe use on electronic device screens to clean the student mobile device screens.

Parent/Guardian Responsibilities

Sauk Centre Public Schools makes every effort to ensure that parents/guardians are informed of their responsibilities regarding the 1-to-1 initiative. These responsibilities are:

Sign the Student/Parent/Guardian Mobile Device Agreement

To take home Sauk Centre Public Schools student mobile devices, students and their parents/guardians must sign the Mobile Device Agreement when receiving the student mobile devices.

Monitor Student Use

The parent/guardian agrees to monitor student mobile device use at home and away from school. Suggestions for monitoring include:

- Developing a set of rules/expectations for student mobile device use
- Allowing use only in common areas, such as the living room and kitchen
- Demonstrating interest in, and monitoring of, what the student is doing on the student mobile device

Returning Student Mobile Devices

- **End of Year**

At the end of the school year, students will turn in their student mobile devices. Failure to do so will result in the student being charged the full replacement cost. Sauk Centre Public Schools may also file a report of stolen property with the local law enforcement agency.

- **Transferring/Withdrawing Students**

Students that transfer or withdraw from the District must turn in their student mobile devices on their last day of attendance. Failure to do so will result in the student being charged the full replacement cost. Sauk Centre Public Schools may also file a report of stolen property with the local law enforcement agency.

Loss, Theft, or Damage

Sauk Centre Public Schools will repair or replace damaged equipment resulting from normal use. Costs for all other breakages will be the responsibility of the student/parent/guardian. Loss or theft of the device is also the responsibility of the student/parent/guardian and will result in the student being charged the full replacement cost to purchase a new device.

Insurance

Optional insurance for student mobile devices is available for purchase up to 10 days after receiving the Chromebook. Parents and/or guardian(s) may opt in (or out) to purchase Student Device Insurance coverage to help offset the expense of damages to student devices. This Student Device Insurance premium will cover one school year, is non-refundable and will not be prorated. The replacement of a lost chromebook case or charger will not be covered under insurance.

Claims will be handled as the following:

Annual Insurance	\$40.00 per device
Claim #1	\$0
Claim #2	Up to \$50.00
Claim #3 and beyond.....	Full cost of repair

Replacement Fees for Touch Chromebooks

- Replacement cost for the Chromebooks: \$300
- Power Adapter Replacement: \$45.00
- Screen: \$100.00-\$200.00
- Keyboard/Touchpad: \$75.00-\$100.00
- Chromebook Bottom Cover: \$40.00
- Chromebook LCD Back Cover: \$40.00-\$70.00
- Motherboard: \$199.00

Theft

In cases of theft, the student is required to file a police report and is responsible for the replacement cost of the device. Insurance is recommended on any subsequently issued devices.

Damage

The District will repair or replace equipment and bill students for the cost of materials.

Warranty

The District will repair or replace equipment that is deemed to be a manufacturing defect.

Student Mobile Device Signature Form



Student Last Name: _____

Student First Name: _____

Student Graduation Year: _____

Student ID Number: _____

Device Asset Tag Number: _____

This form is to be signed and remain in the Sauk Centre Public School's 1-to-1 Student Mobile Device Handbook. A duplicate of this form is to be signed and stored at the student's school site.

STUDENT

I have read and understand the Sauk Centre Public School's 1-to-1 Student Mobile Device Handbook. I agree to comply with the terms and conditions of stated in the handbook.

Date:	Signature:
-------	------------

PARENT OR GUARDIAN

I am the parent or legal guardian of _____. I have read and understand the Sauk Centre Public School's 1-to-1 Student Mobile Device Handbook. I agree to comply with the terms and conditions of stated in the handbook. I will make every effort to ensure that my child or ward also will comply with the terms and conditions stated in the handbook.

I understand that it is impossible for the district to control and restrict access to all controversial or inappropriate materials that may be accessible through with the district's student mobile devices. I agree to hold the district and its officers, agents, and employees harmless in the event my child obtains access to controversial or inappropriate materials while using the district's student mobile device. In consideration for the privilege of my child or ward using the Sauk Centre Public School's student mobile device, I hereby release and hold harmless the Sauk Centre Public School its officers, board members, employees and agents, and any entity affiliated with the district, from and against any and all liability, loss, expense, or claim for injury or damages that I or my child or ward may incur arising out of use of the district's student mobile device.

Parent or Guardian's Name (please print):	
Date:	Signature:

