



Butler SD53 | Device Best Practices

- Students will use their device for only educational purposes while at home and at school. Students are expected to use only the Butler SD53 issues device for all school-related work.
- Students will bring their device to each class, every day and ensure that the device is fully charged at the beginning of the day.
- Students will carry their device in the school district-provided carrying case when transporting the device between classes and to/from school. Students will carry their device with two hands when moving around the classroom working on educational activities, with the device closed. Students should keep their device case with them at all times. Students should not place their devices in their backpacks.
- Students will follow teacher direction when utilizing the device within their classes. When not in use, the device will be closed or at a 45 degree angle, per teacher direction.
- Students will store their device either on their desk or on top of their books in the basket underneath their desk when not in use during class. Students will keep devices away from locations like table edges, floors, seats or pets and not stack objects on top of the device, leave it outside, or use near water. At home, students will not have any food or liquid close to the device to avoid spilling and damaging the device.
- Students will be mindful of other students' devices and only utilize his/her own device at all times. The students will not share passwords. At home, students will not allow any other users to access and utilize their device as the device is entrusted to the students. When not in the student's personal possession, the device should be in a secure environment. Students are responsible for remembering their passwords. Students will not leave the device in a vehicle or leave it unattended at any time. devices are configured for individual use, utilizing a Butler SD 53 Google Apps for Education account. Personal account use is not feasible or allowed.
- Students will care for their device and treat it as if they were their own. Students will avoid applying liquids to the device surface. The device should be cleaned with a soft cloth. If necessary, slightly dampen the cloth. Avoid getting moisture in the openings.
- Students should plug in the device gently into the charger when charging at home or school.
- Students will not deface the device at any time with stickers or any other markings. Consequences will be given if the stickers are not removed.
- Students will not try to bypass the content filter or managed profile. Students will not alter the wifi settings while at school.
- Students will report damage, loss or any tech concerns with the device immediately. Students must not damage or lose any part of the device. This includes the name label, the name tag, asset tag, and the shoulder strap. Students will be responsible for the cost of the replacement of any lost or damaged parts. Each device has a unique identification number and at no time should identifying labels be modified or removed. Any student whose device is lost could be subject to a consequence. The device will be considered lost if not located after 1 week. The lost device replacement cost is the responsibility of the parent. Additionally, the first intentional damage may incur a consequence.
- Students will turn in their devices(including the charger, the strap, the case) at the end of each school year or if he/she transfers out of the district. Students must also return devices immediately upon request of school officials if warranted by a disciplinary situation or investigation. Failure to turn in the device or any other district-provided resource will result in the student being charged a replacement cost.



Device Acceptance Form

Goals of 1:1 Technology Initiative

- Students benefit from daily access to technology to enhance learning across the curriculum.
- Student engagement and personal responsibility will better prepare them to take ownership for their learning.
- Charged devices to 100% level are critical to ensure instruction is not interrupted.

1:1 Device FAQs

Will my student be allowed to leave his/her device at school?

Students will be taking their devices home each day.

Will my student bring his/her charger home?

Yes. Each student will be expected to have a fully charged device at the beginning of the day.

How should my student protect his/her device when traveling home?

Students have been provided a padded, hard carrying case that will protect the device screen. This case has a carrying strap for the students to carry over his/her shoulder. If the student is carrying the case with his/her hands, he/she should have the device on top of a stack of books and never on the bottom. Additionally, students should take necessary precautions when working with the device at home to avoid being close to food and drink. It is not recommended to carry the device in your backpack.

Why does the District filter the device when the student is using it at home?

State law requires that District-owned computers with Internet access utilize Internet filtering software to remain in compliance with the Children's Internet Protection Act (CIPA). This software will monitor and block certain websites from students' view.

Why are students responsible for damage to their devices?

As students are entrusted with this device, they are also entrusted with the care for and appropriate use of the device. Additionally, the District cannot be responsible for damage that arises from misuse at home or at school. Students may also be responsible to damage that they may have caused to another student's device. Each case will be reviewed by the administration.

What does my technology fee cover?

The District technology fee covers part of the cost of the device, the educational software, and licenses that are installed on the device.

How can I support my student with this device at home?

Ensure that your student is working on schoolwork when using the device and focused on learning. Ask your son/daughter what he/she is working on and how it related to his/her classes. This facilitates a conversation and allows you to learn more about what is happening in the classroom at school.



Administrative Response to Specific Situations

Please review the following situations with your child.

Situation 1 – If a student forgets to charge his/her devices (*or loses charge during the day):

- Students will have to make his/her teacher aware. It will be at the teacher's discretion to manage access to alternate resources. Students are expected to arrive for testing days with all necessary materials and a fully charged device. *Students are responsible to come to school with his/her device charged so they are ready to learn.*

Situation 2 – If a student forgets his/her device at home:

- Students will have to make his/her teacher aware. It will be at the teacher's discretion to manage access to alternate resources and the consequences.

Situation 3 – If a student participates in after school activities:

- o Option 1
 - Keep it in the device case.
 - Follow the directions from the after school activity sponsor
 - Coaches will not wait for students beyond the expected time for student dismissal time for any student who is returning with parents to retrieve his/her device.
- o Option 2 - RECOMMENDED
 - Keep the device in the case.
 - If parents are attending the event, immediately give your case to your parents to supervise.

Situation 4 – If a student has a damaged device:

- Our AEN 6:235 designates that the parent is responsible for any damage that results in repair or replacement. Each case will be judged separately under the specific circumstances. Students will have to check out a loaner until the device is repaired and returned.

Situation 5– If a student loses/damages his/her device:

- Students must inform the front office/principal/IT department immediately upon misplacing or damaging his/her device.

Additional information:

Device Cases:

- Students must utilize the district-provided case. Students should not place the device with or without the case into his/her backpack. Not using the provided case will result in consequences.

Defacement:

- Students will not tamper with the inside and outside appearance of the device.



Student Expectations and Acknowledgment

I have read, understand, and will follow the device Best Practices for Students. If I do not follow Best Practices, the consequences could include suspension of privileges and/or disciplinary action. I also understand the school network and e-mail accounts are owned by the District and that the District has the right to access any of the information used through the mediums provided through the District at any time.

Parent/Guardian Acknowledgement

As the parent or guardian of this student, I have read Device Best Practices for Students. I understand that technology is provided for educational purposes in keeping with the academic goals of the District and that student use for any other purpose is inappropriate. The District uses an Internet filtering system, which restricts access to controversial materials. Despite this robust filtering system, it is remotely possible for a student to gain access to controversial content. In such a case, I will not hold the District responsible for materials acquired on the District's network. I understand that students' Internet activities at home should be supervised as they can impact the academic environment at school.

I understand and will support my student in adhering to device Best Practices. I am aware that if my student fails to adhere to the device Best Practices, the consequences could include suspension of technology privileges and/or disciplinary action. I also understand the school network and email accounts are owned by the District and that the District has the right to access any of the information used through the mediums provided through the school at any time.

By agreeing to this form, the student and the parent/guardian acknowledge and agree to the following:

- We understand that we are accepting responsibility for any damage, destruction, or loss of the assigned device and accessories.
- We will not modify the device, change the configuration of the equipment in any way, disassemble any part of the device or attempt any repairs. The applications on the device are the licensed property of the District.
- We acknowledge that the purpose of the Google device is for educational use by the student who is granted access.
- We understand that failure to adhere to the device Best Practices will result in consequences, which could include the restriction and/or termination of the student's use of technology.
- We understand that we are receiving and accepting responsibility for the District-assigned device, device case, shoulder strap, and charger. All four exact parts must be returned prior to the end of the school year or a fine will be charged to recover the loss.