



# Cabell County Schools Digital Device Handbook for Students and Parents 2020-2021

Student  
Technology  
Empowerment  
Plan



*Please read entire document carefully and return pages 8 and 9 to the school along with the optional Damage Waiver form if you choose to opt in.*

## **Cabell County Schools Digital Device Handbook for Students and Parents**

By using or taking possession of an electronic device owned by the Cabell County Schools, a student and their parents/guardians are agreeing with the terms of the West Virginia Department of Education (WVDE) Policy 2460, Cabell County Schools Policy 7540.04, and the expectations detailed in the Student/Parent Digital Device Handbook.

### **Qualifications:**

Students actively enrolled in and attend full-time school in Cabell County Schools, qualify to use a district owned electronic device. In order to receive and use the borrowed device, the student must also comply at all times with the expectations of any applicable Cabell County student policies and procedures; including but not exclusive to behavior, attendance, and telecommunications access.

### **Terms:**

Qualifying students will be issued a district-owned electronic device at no cost to student/parent/guardian. At the Kindergarten through 8<sup>th</sup> grade level, one Apple iPad, original Apple Brand charger (power brick/cable) and case are being loaned to the Student and are in good – condition/working order. At the 9<sup>th</sup> through 12<sup>th</sup> grade level, one Apple Macbook, original Apple Brand charger (power brick/cable) and case are being loaned to the Student and are in good – condition/working order. It is the Student's responsibility to care for the equipment and ensure that it is retained in a safe environment. Financial obligation is not incurred by the student/parent/guardian unless loss or damage of the borrowed device or accessories occurs. All use of the District owned device must remain in compliance with the Cabell County Schools Digital Device Handbook and WVDE – Policy 2460/District Technology Usage Policy 2460. Any failure to comply may terminate qualification and rights of possession effective immediately and Cabell County Schools may repossess the property.

### **Title/Ownership:**

The legal title to the electronic device belongs to the Cabell County Schools and shall at all times remain as such. Your right of possession and use of the borrowed device is limited to, and conditioned upon, your full and complete compliance with the expectations detailed in Cabell County Schools Student Handbook and the Cabell County Schools Student/Parent Device Handbook. Because the borrowed device is the property of the school district, it is subject to monitoring of use and search of contents at any time. There is no expectation of privacy in use or data stored on a district-owned device.

### **Damage:**

By taking possession of a borrowed device, the borrower agrees to assume full responsibility for the safety, security, care, and proper use of the borrowed property. In case of accident, fire, flood, or careless handling of the property, the borrower agrees to assume full responsibility for the damaged device as deemed necessary by the school district. In the case of damage to a borrowed device the user must report any damage (case, device, or chargers) to school personnel and technology department within one school day of the occurrence.

### **Loss or Theft:**

By taking possession of a borrowed device, the borrower agrees to assume full responsibility for the safety, security, and care of the borrowed property. In a case of complete loss or theft occurring at school, the borrower must report the incident to a school representative and to technology department personnel from the district within one school day of the occurrence. In the case of loss or theft occurring away from school, the borrower must report the incident to the law enforcement officials of the jurisdiction within 24 hours of the occurrence and then provide documentation of the aforementioned law enforcement report to the school and technology department within one day of the occurrence.

### **Repossession:**

If you do not fully comply with all terms of the Cabell County Schools Device Agreement and District Technology Usage Policies including the timely return of the property, Cabell County Schools shall be entitled to declare you in default and come to your place of residence, or other location of the device, to take possession of the property.

## **Cabell County Schools Digital Device Handbook for Students and Parents**

### **Terms of Agreement:**

A user's right to use and possess the borrowed device terminates no later than the last day\* the student attends Cabell County Schools unless terminated earlier by the District for noncompliance. The equipment will be returned when requested by Cabell County Schools. This agreement is also terminated upon withdrawal from active enrollment in the district or terminated due to a change in schedule/attendance or the student is no longer attending class regularly in Cabell County Schools. **\*High Schools Seniors must return their device two weeks prior to graduation.**

### **Replacement/Repair:**

The replacement cost of the lost device is based on the cost of the replacement of the device at the time of loss. A student/parent/guardian is fully responsible for the replacement cost of any device lost while in their possession. Replacement costs for accessories including but not limited to, cases, charging cords, etc. will be based on the cost at the time of replacement.

### **Damage Waiver Option:**

Cabell County Schools offers a damage waiver program to provide risk management services for our 1:1 digital device deployment. Students and parents and/or guardians participating in this initiative will be responsible for protecting the assigned device from loss or damage. If an accident or loss should occur, Cabell County Schools will waive all or part of the responsibility for the financial loss, subject to a deductible of \$49.00 per incident (**loss limited to one instance per school year**), for parents/guardians who have chosen to participate in the *optional* damage waiver program. In exchange for this damage waiver coverage, Cabell County Schools requires an annual contribution of \$30.00 for iPads and \$50.00 for Macbook Airs. Payment for coverage must be made within 14 days beginning the date students receive the device. Payment of the damage waiver fees will be handled at the local school. Coverage does not begin until the school has received payment. If you have additional questions, call your school office or Cabell County Schools Technology Department. Additional information about the waiver is attached to this packet. Fees collected are non-refundable.

### **Special Circumstances for Access - Accommodations:**

It is not the district's recommendation that a student be restricted/denied access to any learning resource that is granted to all other students. If, at any point, circumstances outside of school call for a student to have limited or restricted access to district-provided resources, a written request by the student's parent/guardian, in collaboration with a school administrator, must be placed on file with the particular school from which the parent/guardian is requesting the special accommodation. If the request is initiated by the parent/guardian, then approved by a school administrator, and placed on file with the school's technology department, a student may be granted, "As needed only" or "by Teacher request only" access to their device, rather than have it issued permanently to the student.

### **Administrator Restrictions:**

Noncompliance with the expectations of the Student Handbook or violations of School or County policies can result in the loss of privilege with, or restricted access to, district-provided technology as a consequence for misuse or as a safety measure for a particular student. The use of Cabell County School technology is a privilege rather than a right and can, therefore, be taken away from a user who has displayed a pattern of behavior that is considered by an administrator to be potentially unsafe or unhealthy for the user, other students, staff, the technology itself, or the learning environment.

### **General Precautions:**

- Cords and cables must be inserted carefully into the iPad/Macbook/charger to prevent damage.
- iPads/Macbooks must remain in the Cabell County Schools provided case at all times.
- iPads/Macbooks must remain free of any writing, drawing, stickers, or labels that are not the property of the Cabell County Schools.
- iPads/Macbooks must never be left in an unlocked locker, unlocked car or any unsupervised area.
- Students are responsible for keeping their iPad/Macbook battery charged for school each day.

## **Cabell County Schools Digital Device Handbook for Students and Parents**

### **Receiving Your iPad/Macbook**

- Parents and students must sign and return the Digital Device Agreement and the Acceptable Use Agreement documents before a Cabell County Schools iPad or Macbook can be issued to their child.
- WVDE issued Email accounts (@stu.k12.wv.us) must be used for all email communication on the Cabell County Schools digital device. This is in compliance with current WVDE policy and Cabell County Schools Policies.
- iTunes accounts used on the device must be created using the WVDE email account provided to each student.
- One user with specific privileges and capabilities will be set up on the iPad/MacBook for the exclusive use of the student to which it has been assigned. The Student agrees to make no attempts to change or allow others to change the privileges and capabilities of this user account.
- iTunes accounts for students under the age of 13 must be created by a parent and tied to the parent email.

### **Care and Handling of Device:**

- Students are responsible for the general care of the District issued iPad/Macbook and should notify school personnel of any problems.
- Do not allow other users access to an electronic device assigned to you.
- Start each day with a fully charged battery.
- Carefully insert and/or remove headphones and charging cables.
- Protective cases provided protect the iPad/Macbook from normal treatment.
- iPads/Macbook must be kept in the protective case provided by Cabell County Schools at all times.
- Make sure that your device is not exposed to liquids, extreme heat or cold temperatures, which could cause the device to malfunction.
- Make sure that the surface of the case or device is not altered or defaced. Decorations or stickers, except those required for Cabell County Schools inventory or affixed by school personnel are prohibited.
- Only Cabell County Schools or district personnel are permitted to troubleshoot, diagnose, or arrange for repair of the device.
- iPad/Macbook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.
- Do not lean on the top of the iPad/Macbook.
- Do not place anything on top of the iPad/Macbook or in the carrying case that could put pressure on the screen.
- Clean the screen and/or the external case with a soft, dry cloth or anti-static cloth.
- Do not “bump” the iPad/Macbook against lockers, walls, car doors, floors, etc. as it will eventually damage the electronic device.

### **Security, Storage, and Transport of Device:**

- The Student acknowledges and agrees that the Student's use of the District Property is a privilege and that by the Student's agreement to the terms hereof, the Student acknowledges it is the Student's responsibility to protect and safeguard the District Property and to return the same in good condition.
- Keep your device in a protective carrying case and backpack when not in use or in transport in and outside of school.
- Handle with caution even when inside the protective case. Do not throw, slide, drop, and toss, etc. at any time.
- Your device should not be left unattended in the classroom, locker, or any unsecured area.
- Keep your device out of reach of younger siblings, family pets, or anyone capable of careless handling or inadvertent damage to the device.
- The iPad/MacBook does have identification on it indicating that it is the property of Cabell County Schools. This identification should not be altered, modified, or removed.

## **Cabell County Schools Digital Device Handbook for Students and Parents**

### **Device Use at School:**

Cabell County Schools devices are intended for use at school each day. In addition to teacher expectations for iPad/Macbook use, school messages, announcements, calendars and schedules may be accessed 24/7 using the iPad/MacBook. Students are responsible for bringing their iPad/Macbook to school fully charged. The devices will be taken to all classes daily.

- Students are responsible for making sure that they do not switch devices or share devices with other users.
- Chargers and other accessories should not be shared or switched with other users.
- Students/parents are responsible for any loss or damage that may occur to it regardless of whether loss/damage occurs at school or away regardless of whom is using it at the time of loss/damage. (See terms of Optional Loss/Damage Waiver)
- Secure the device out of view from anyone outside of the vehicle if being temporarily stored in a parked vehicle. Never store your device in an unlocked and/or an unattended parked vehicle.
- Communicate with teachers, coaches, sponsors, supervisors, etc. about ensuring that your device will receive secure storage if you have it at school related activities, sporting events, etc.

### **Reporting Damage/Loss**

- In case of loss or theft occurring at school, the borrower must report the incident to the appropriate school personnel, school resource officer, and/or the Cabell County Schools Department of Technology within 24 hours of the occurrence.
- In case of theft or loss occurring away from school the borrower must report the incident to law enforcement officials of the jurisdiction within 24 hours of the occurrence and then provide documentation of the police report to the appropriate school contact, and technology department office personnel.
- In case of damage to the device you must report the incident to school, building sysops, or technology department personnel within one school day/24 hours of the occurrence.

### **File Storage**

- Every student in Cabell County Schools has access to Microsoft OneDrive.
- OneDrive should be used for back-up and storage of all electronic files, images, or assignment data.
- Content stored on the device may be lost if the device requires repair or maintenance and cannot be recovered.
- Cabell County Schools is not responsible for any data loss that may occur.

### **Wireless Access**

- All Cabell County Schools usage expectations and policies pertain to the device in school and use on home networks.
- Devices will connect to home wireless networks if one is present.
- Many public destinations, including public libraries, now offer open or pass code settings which provide patrons with WIFI internet access. These options can provide Internet access away from school.

## **Cabell County Schools Digital Device Handbook for Students and Parents**

### **Content Filtering**

- Cabell County Schools provides content filtering, configured by the county and the State of West Virginia in compliance with existing county and state policies.
- Cabell County Schools Acceptable use Policies and WVDE Policy 2460 define content considered inappropriate in a school setting. These guidelines are also to be observed when the device is used outside the school setting.
- This filtering does not absolve the user from attempting to access unauthorized or inappropriate sites on the Internet.
- No content filter is capable of preventing access to all online content that is not school related. Content filters will provide a degree of protection to the user and the device. The user assumes responsibility for not accessing content that is either inappropriate or non-school related whether blocked by a filter at any particular time or not.
- Attempts to bypass or disable the content filtering on a device will result in disciplinary consequences or restriction of a student's technology privileges, as outlined in the Cabell County Schools acceptable use policy and WVDE policy 2460.

### **Daily Use Expectations – iPad/Macbook Left at Home**

If students leave their Cabell County Schools issued iPad or Macbook at home, they are responsible for getting the course work completed as if they had their electronic device present. If a student repeatedly leaves their iPad/Macbook at home, they will be required to turn in and check out their iPad/Macbook from a school designated staff member for a time to be determined by the school staff.

### **Repairs**

Cabell County Schools will work with Apple Certified professionals, for the duration of coverage, to provide repairs.

### **Screensavers/Background Photos/Sound/Music, Games, or Programs**

- Inappropriate media may not be used as a screensaver or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures, etc. will result in disciplinary actions.
- Lock screen codes may need to be shared with the teacher in the room to facilitate any required repair or resetting of the device.
- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Music is allowed on the iPad/Macbook and can be used at the discretion of the teacher.
- The intended purpose of the device in the school or classroom is to enhance the learning process. Storage priority on the device will be given to county and school installed applications and files.
- All software/apps provided by the district must be kept on the device.
- The only appropriate email address is the WVDE email address "@stu.k12.wv.us"
- Microsoft 365 Online, provided by the West Virginia Department of Education, will also be used to enhance workflow and information exchange.
- Reports of inappropriate content will result in a review of the iPad/Macbook by designated school personnel.

### **Managing Your Files and Saving Your Work on iPads/Macbooks**

Students may save work on their iPad/Macbook. It is recommended students export documents for storage to Microsoft OneDrive. The iPad/Macbook will not be backed up in case a repair or re-deployment. Malfunctions of the iPad/Macbook are not an acceptable excuse for not submitting work.

### **Network Connectivity**

The Cabell County Schools makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the Cabell County Schools will not be responsible for lost or missing data.

## Cabell County Schools Digital Device Handbook for Students and Parents

### Cabell County Schools Installed Applications

The software/apps installed initially by Cabell County Schools must remain on the iPad/Macbook in usable condition and be accessible at all times. Occasionally the school may add applications for use in a particular course. School-specific licenses for applications require that the software be removed from iPads/Macbooks at the completion of the course or when transferring to another school.

### Additional Software

Storage limits on the devices may limit extra software/apps on iPads/Macbooks. Storage will be allocated to educationally appropriate apps or software, which may result in personal app or software deletion. Cabell County Schools will not provide additional iCloud storage. Cabell County Schools will manage the iPads/Macbooks to contain the necessary apps for schoolwork. The Technology Department will manage educational Apps, provided by the school or Cabell County Schools.

### Inspection

Reports of inappropriate content will result in a review of the iPad/Macbook by designated school personnel. This may result in reduced or removed access to the device.

### Procedure for re-loading software

If technical difficulties occur, due to apps or software, which causes device instability, the iPad/Macbook will be restored. Students are responsible for checking to ensure that files are backed-up and successful. The school does not accept responsibility for the loss of any software or documents deleted due to reformatting and reimaging.

### Software upgrades

Upgrade versions of licensed software/apps are available from time to time and can be installed by the student user. Cabell County Schools Technology Department and/or school personnel may take possession of student iPads/Macbooks for periodic updates.

### iPad/Macbook Check-in

If a student transfers out of the Cabell County Schools during the school year, the iPad/Macbook must be returned at that time.

### Check-in Fines

- **School iPads/Macbooks, cables, chargers, and cases** must be returned prior to last attendance date in Cabell County Schools.
- Graduating seniors must return the device at least two weeks prior to graduation.
- Students, who graduate early, withdraw, are expelled, or terminate enrollment at Cabell County Schools for any other reason must return their individual school iPad/Macbook **on or before the date of termination**. If a student fails to return the iPad/Macbook upon termination of enrollment at Cabell County Schools, that student/parent will be held liable for any replacement costs associated with the device.
- The student/parent/guardians will also pay the replacement cost of the iPad/Macbook if the device is damaged beyond repair or is lost/not returned.
- Students/parents/guardians who fail to return Cabell County Schools devices will be held liable.
- Furthermore, the student will be responsible for any damage to the iPad/Macbook, consistent with the Cabell County Schools Student/Parent Digital Device Handbook and must return the iPad/Macbook and accessories to the student's school in satisfactory condition. The student will be charged a fee for any needed repairs, or replacement components not returned, not to exceed the replacement cost of the iPad/Macbook, chargers, cables, and case.

## Cabell County Schools Digital Device Handbook for Students and Parents

### Parent Responsibilities

Your son/daughter has been issued an iPad/Macbook to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this computer:

- I will supervise my child's use of the iPad/MacBook at home.
- I will discuss our family's expectations regarding the use of the Internet and email at home.
- I will supervise my child's use of the Internet and email.
- I will not attempt to repair the iPad/MacBook, nor will I attempt to clean it with anything other than a soft, dry cloth.
- I will report, to the school, any problems with the iPad/MacBook.
- I will not load or delete any applications from the iPad/Macbook.
- I will make sure my child recharges the iPad/Macbook battery nightly.
- I will make sure my child brings the iPad/Macbook to school every day.
- I agree to return the iPad/Macbook to school when requested and/or upon my child's withdrawal from Cabell County Schools.
- I will maintain a record of the passwords used on the device and provide the information to the district, if needed, to track the device.

### Student Responsibilities

Your iPad/Macbook is a learning tool and is to be used for educational purposes. In order to take your iPad/Macbook home each day, you must be willing to accept the following responsibilities:

- When using the iPad/Macbook at home, at school, and anywhere else I may take it, I will follow the policies Cabell County Schools, especially the Student Code of Conduct and Acceptable Use Policy, and abide by all local, state and federal laws.
- I will treat the iPad/Macbook with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.
- I will not lend the iPad/Macbook to anyone, not even my friends or siblings; it will stay in my possession at all times.
- I will not use my iPad/Macbook with personal email accounts other than those assigned by the WVDE (@stu.k12.wv.us)
- I will not remove programs or files from the iPad/Macbook.
- I will not give out personal information when using the iPad/Macbook.
- I will bring the iPad/Macbook to school every day.
- I agree that email (or any other electronic communication) should be used only for appropriate, legitimate, and responsible communication. I will practice good Digital Citizenship skills.
- I will keep all accounts and passwords assigned to me secure, and will not share these with any other students.
- I will not attempt to repair the iPad/Macbook.
- I will recharge the iPad/Macbook battery each night.
- I will return the iPad when requested and upon my withdrawal from Cabell County Schools.
- I will keep the iPad/Macbook in its protective case at all times.

In the event that the iPad/Macbook is damaged, lost, or stolen under this plan, restitution will be expected. It is important to remember that the mobile device management system used on the device has the ability to track the location of the iPad/Macbook (location will be indicated on a map) and remotely control a sound notification on the device. In the event of loss or theft, it is essential to notify school personnel quickly before the battery drains. The school district will treat a lost iPad/MacBook as stolen and will support the authorities in tracking the device.

**I have read, understand and accept the parent/student responsibilities enclosed in this Cabell County Schools Digital Device Handbook for Students and Parents**

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date \_\_\_\_\_



## Cabell County Schools Digital Device Handbook for Students and Parents

### Cabell County Schools Student/Parent Technology Agreement

Student Information:

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

WVEIS Number \_\_\_\_\_ Current School: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone \_\_\_\_\_

Parent Name: \_\_\_\_\_

Parent Email Address: \_\_\_\_\_

Is Wifi Internet coverage available at Home: **YES**      **NO**

The **Cabell County Schools** Student/Parent Technology Agreement allows students to use technology inside and/or outside of the classroom. **I have reviewed the Cabell County Schools Digital Device Handbook for Students and Parents and understand the rules and guidelines for the following:**

1. Responsible Use
2. iPad/Macbook Use
3. Financial Responsibilities
4. Mobile Technology Precautions
5. Student/Parent Technology Agreement
6. Acceptable Use Agreement

As a student at Cabell County Schools, I acknowledge that I have read through and agree to the Cabell County Schools Acceptable Use Agreement.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Cabell County Schools will provide an optional damage waiver\* for the loaned device. If interested in this optional damage waiver, please see the attached damage waiver enrollment form. ***If you choose not to participate in the optional Damage Waiver Program, please indicate by initialing the box below to clarify your intention to opt out of the optional damage waiver coverage.***

***I choose to OPT OUT of the optional damage waiver and will be responsible for all instances of repair or replacement. I understand that this means that I am accepting responsibility for the full cost of repair or replacement of the device (and accessories) if it is damaged, lost, or stolen.***

#### Terms of Agreement

The student is responsible at all times for the care and appropriate use of technology. I understand if my child violates the guidelines agreed to in the **Cabell County Schools Digital Device Handbook for Students and Parents**, his/her privilege to use technology may be restricted or removed and he/she may be subject to disciplinary action.

I understand that I will be held responsible for reimbursement for loss, theft, damage, or repair of my child's mobile device, which may have occurred at school or at home, or while the mobile device was being transported.

The mobile device remains the property of Cabell County Schools. Upon transfer from the district, parents and students agree to return the mobile device to the school in the same condition it was issued to the students less reasonable wear. Failure to return the mobile device results in financial obligation for the replacement cost of the device and accessories.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_