

Blended Learning at Little Miami Schools

Student Device Handbook



Welcome

It is an exciting time at Little Miami Schools. We are beginning our journey to utilize blended learning with our students, giving students access to communication, resources, and learning tools like never before. Our adoption of devices and digital curriculum will allow students to access new online content provided by textbook companies and software vendors.

Little Miami students will be able to communicate and collaborate in a digital environment that was not available to the world just a few years ago. We are excited about working with our students as they learn good digital citizenship in a safe and responsible atmosphere.

If updates to processes or pricing are needed, this handbook will be updated at the beginning of each school year. This handbook is valid for the length of a student's participation in the one2one program and the latest version is available at <https://www.littlemiamischools.com/powerup/>

Panther PowerUp Device Handbook

Receiving Your Device

Distribution of the Device and charger occurs during the first few days of school. Parents and students must sign and return the Device Agreement Form before the Device can be issued to the student. New students starting after the first week of school can pick up a Device at the PowerUp Center for their building after completing the Device Agreement Form and orientation.

Ownership of the Device

LMSD retains sole right of ownership and possession of the Device. The Devices are loaned to the students for educational purposes only for the academic year. LMSD's administrative staff and faculty retain the right to collect and/or inspect Devices at any time, including via electronic remote access and to monitor student work or to alter, add or delete installed software or hardware during school hours.

Student's Responsibilities

Student and parent/guardian are solely responsible for the Devices issued to them and must adhere to the following:

- Students must comply with the District's Acceptable Use Policy and the Student Device Handbook when using their Devices.
- Students must always keep the protective case on their device. Repair costs for damages that occur without a case become the responsibility of the student/parents.
- Students must bring their Device to school every day and make sure it is fully charged. Failure to

do so may result in loss of instruction.

- Note: A fully charged Device should last at least 8 hours.
- Students must treat their Device with care and never leave it in an unsecured location.
- Students must report any problems with their Device to the main office as soon as possible.
- Students may not remove or interfere with the serial number and other identification tags.
- Students may not attempt to remove or change the physical structure of the Device, including the keys, screen cover or plastic casing.
- Students may not attempt to install or run any operating system on the Device other than the installed operating system supported by the district.
- Students will explain the circumstances surrounding damage at the time it is submitted for repair.

Responsibility for Electronic Data

- The students are solely responsible for any extensions on their Devices not installed by a member of the LMSD Technology staff or by classroom educators.
- Students are responsible for backing up their data to protect from loss. Cloud storage provided by district platforms give users access to over 2 TB of storage between OneDrive & Google Drive.
- Users of district technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Device, school network, or any school-issued applications and are given no guarantees that data will be retained or destroyed.

Devices Left At Home

If a student leaves his/her Device at home, he/she is responsible for getting the coursework completed as if they had a Device present. If a student repeatedly leaves his/her Device at home, he/she will be subject to appropriate disciplinary action.

Protecting Data and Files

Students are responsible for the appropriateness of all files, data, and Internet history on the Device. Although these Devices will be logged and filtered on and off campus, it is still the responsibility of the student to use good judgment when accessing or transmitting data. Do not take photos or video of other students or staff without their permission. The possession, forwarding, or uploading of unauthorized data, photos, audio or video to any website, network storage area, or person is strictly forbidden. Do not access another individual's materials, information, or files without permission.

LMSD Technology Fee

The District is implementing a \$55 technology user fee for all students in grades 7-12. This fee will be collected for each student at registration. The technology fee is to assist the District in acquiring, upgrading, and maintaining the growth of technology in the schools. This includes upgrades, repairs, maintenance and any other district-identified ongoing costs to implement or support a one2one and bring-your-own-device program.

Cost of Repairs/Replacement

Building administrators and technology staff will determine if damages to a computer are the result of accidental, intentional, reckless, willful, and/or malicious conduct. Little Miami School District recognizes that with the implementation of the one2one initiative there is a need to protect the investment by both the District and the student/parent.

No additional fees will be added for accidental damages that occur with the protective case on the device.

Charges, which are subject to change, in the table below will be in effect if a device has been

- Damaged without the protective case on the device
- damaged intentionally.

Screen	\$169
Keyboard	\$99
Charger	\$25
Battery	\$99
Device	\$292

Damage Caused by Carelessness (Negligence)

Much of the damage that occurs is the result of student carelessness. Damaged caused by carelessness is NOT considered accidental damage. Laptop and accessory damage resulting from carelessness will be assessed the fees listed above. Examples of student carelessness would be: Styluses (pens) that are noticeably damaged, broken LCD screens that result from shutting the lid with objects still in the keyboard, and the continual loss of keys from the keyboard. Repeated damage is considered abuse of device and students may face disciplinary measures as outlined below.

Student Discipline

If a student violates any part of the above policy, he/she face the following disciplinary steps:

Step 1: Student will lose the option of taking his/her laptop home for 1 week.

Step 2: Student will have to turn in his/her laptop to the help desk for 2 weeks. During this time, if a student needs to do research or assignments on the laptop, he/she must have a pass from that class's teacher and will be allowed to check out their laptop for that class period ONLY. Step 3:

Student forfeits laptop to the Office. During this time, a student may use the classroom desktop, library computers or personal device to complete classroom work.

Vandalism and Theft

In cases of theft, vandalism, and other criminal acts, a police report **MUST** be filed by the student or parent as soon as practicable but in most cases no more than 48 hours after the theft of vandalism is discovered. The police report must be presented to the building principal. Further, students/parents must contact their building principal as soon as possible after the Device is determined to be stolen, lost or vandalized.

Technical Issues/Damage/Loss

1. **Restart it** – Many times a simple restart resolves issues experienced on your device
2. **Report it** - Take your Device to the PowerUp tech station if you experience any technical problems or damage or submit a ticket from the icon on your desktop.
3. **Repair it** – some issues can be fixed immediately at the PowerUp tech station.
4. **Replace it** – some issues can't be fixed – a loaner may be provided if available or at teacher's request. All Device policy agreements will remain in effect for the loaner Device.

Audio & Sound

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Ear buds/headphones may be used in the classroom based only upon individual teacher approval.

Device Identification

Student Devices will be labeled in the manner specified by the district. Devices can be identified based on serial number. Do not remove any identifying labels or markings.

Personalizing Devices

Students are permitted to place school appropriate stickers on the top of their protective cases. The presence of weapons, alcohol, drug or gang related symbols or pictures are not permitted per school/district policies. Stickers **CANNOT** cover the LMSD ID, the asset tag number or logo. Stickers are not permitted on the sides or bottom of the Device.

Check-In

Devices must be returned to the PowerUp center during the final weeks of the school year by the date announced each spring. Any student who withdraws, terminates enrollment or is expelled must return their Device and accessories immediately. If a student fails to return the Device and/or accessories when requested the student will be billed for the replacement cost of the Device and/or accessory. Any Device not returned or immediately paid for in full will be considered stolen property and law enforcement will be notified.

Care of the Device

The Device is the property of Little Miami Local Schools and all users will follow these guidelines and

the Acceptable Use Policy. Students are responsible at all times for the care of the Device to which they are assigned.

- **Keep protective case on device at all times.** Parents/students are responsible for the repair costs for damages occurring without the case on the device.
- Use only a soft, lint-free microfiber cloth to clean the screen.
- Avoid getting moisture and liquids on the Device/accessories.
- Do not use window cleaner, household cleaner, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Device.
- Devices should be left in a secure location when not in use on and off campus.
- Under no circumstances should Devices be left in unsupervised areas including school grounds, athletic fields/areas, cafeterias, computer labs, classrooms, dressing rooms, and hallways. Unsupervised Devices will be confiscated, and disciplinary action may be taken.
- Students are not guaranteed the opportunity to charge their Devices at school. Devices are to come to school each day charged to 100%.
- Too much pressure may crack the screen, avoid placing anything on top of the Device.
- Do not cram the Device in a bag or locker.
- Do not use your Device at cafeteria tables when food or drink is present.
- Extreme heat or cold can harm the Device. Avoid leaving the Device in a hot or cold car.
- Never leave your Device on the floor, a chair, or sofa. Stepping or sitting on the Device could cause significant damage.
- Do not disassemble or attempt to repair the Device or take the Device to a third-party for repair. All repairs must be made by the LMSD Technology Department.

Transporting Devices

When transporting the Device between classes or outside the building you are required to close the lid. NEVER walk with the Device open. Students are required to take their Devices home every day after school, regardless of whether or not they are needed.

Passwords

Students will be required to maintain an updated password on their Device. Students may NEVER share, distribute, or otherwise allow other students access to their password. At any time a parent, teacher, or school administrator may request and obtain the password and access to the Device.

Device FAQs

Q. Will I have any costs for accidental damages?

A. There is no fee for damages that occur with the case on the device.

Q. What is a Lenovo N24 or Lenovo 300e?

A. The Lenovo N24/300e is a convertible Windows 10 notebook designed specifically for education.

With a comfortable, full-sized keyboard, 360-degree screen rotation for multimode capability, all-day battery life, lightweight and built-in ability to connect to Wi-Fi and mobile broadband networks, the notebook is ideal for anytime, anywhere access.

Q. What kind of software does the notebook run?

A. Windows 10 Devices run both traditional and web-based applications, or web apps, that open right in the browser. Devices will have Office 2016 installed and have access to Office web apps and G-Suite with their student credentials.

Q. How are applications managed?

A. Each notebook we provide to students will be a managed Device. Members of Little Miami Local School District Technology Department will maintain Devices and apps through the Microsoft & Google platforms.

Q. Can the Device be used anywhere at anytime?

A. Yes, as long as you have a wi-fi signal to access the web. There is an offline option, as well, when using either the Google Drive or One Drive, and when students enter a wi-fi connection, it syncs again to the student's Google account.

Q. Will our Device have 3G/Cellular Signal?

A. No. The district Devices will not have 3G broadband or a cellular signal.

Q. Is there antivirus software included with the Devices?

A. Yes, and in addition CIPA compliant web filtering is provided for on/off campus. Off campus filtering is not as restrictive and conforms to the minimum CIPA requirements.

Q. How long will the Device run on a fully charged battery?

A. Devices have a battery life of 8-10 hours.

Additional FAQs may be found at LittleMiamiSchools.com/PowerUp.