

STUDENT TECHNOLOGICAL DEVICE POLICY

I. Purpose.

1.1. The Raleigh County Board of Education is committed to providing teachers and students the tools and resources necessary to provide a high quality standards-based education. Given the infusion of technology in today's society and the work place, Raleigh County Schools must keep pace ensuring students are prepared to be career and work place ready. As such, Raleigh County Schools will provide students with access to a classroom environment, which uses technology to enhance teaching and learning and opportunities for personalized learning.

1.2. The privilege of using the technology resources (hereinafter, devices or technological device(s)) provided by Raleigh County Schools is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in Raleigh County Schools. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of devices. If a person violates any of the User Terms and Conditions named in this policy; privileges may be terminated, access to the school district technology resources may be denied, and appropriate disciplinary action may be applicable. Accordingly, this policy establishes the expectations for students and parents regarding the utilization of technology devices provided by the district for educational purposes in school and at home.

II. Receiving and Returning Your Technological Devices.

2.1. Student devices are and will remain property of Raleigh County Schools and all users shall adhere to this policy and the district acceptable use policy for technology.

2.2. Technological devices will be distributed at the beginning of each school year during "Technological Device Orientation." Parents and students must sign and return the Technological Device Agreement document and the Acceptable Use Policy before the device can be issued to the student.

2.3. Individual school devices, device cases and accessories must be returned at the end of each year.

2.4. Students who withdraw from Raleigh County Schools for any reason must return their individual school device on the date of withdrawal.

2.5. If a student fails to return the device at the end of the school year or upon termination of enrollment in Raleigh County Schools, the student and/or parent/guardian will be subject to criminal prosecution or civil liability. The student and/or parent/guardian will also pay the replacement cost of the device. Failure to return the device will result in a theft report filed with appropriate law enforcement.

2.6. Random inspections of student devices, which can be done in person or remotely, will be conducted to ensure compliance with provisions of this policy.

III. Student Transfers.

In the event a student transfers to another school within the district during the school year, the device will be turned into the counselor during disenrollment. The school that the student transfers from will be responsible for submitting a work order for the device to be checked-in to the Technology Center. The receiving school shall complete a work order for new (or transferring) students to receive a new device from the Technology Center. In the event a student transfers out of a Raleigh County school during the school year, the device will be returned to the school at the time of checkout.

IV. Lost or Stolen Devices.

Technological devices that are lost or stolen must be reported immediately to the principal's office. A parent/guardian must report a lost or stolen device to the school. Devices issued by the district include internal tracking software. Devices are enrolled in a mobile device manager and are only useable while enrolled in Raleigh County Schools. A work order will be completed immediately upon knowledge of a lost or stolen device.

V. Damaged or Malfunctioning Devices.

5.1. There is a need/responsibility to protect the device investment by the district, student and parent. Students are responsible for the general care of the device issued to them by the district. Issues with devices that are broken or failing to work properly must be taken to the office for an evaluation of the equipment. Devices that malfunction or are damaged must be reported to the office within 24 hours or sooner. A work order shall be submitted for each malfunctioning or damaged device.

5.2. From time to time, devices may experience factory defects; accordingly, the district will address all warranty repairs.

5.3. Technological devices that have been damaged will be evaluated on a case by case basis and may be subject to replacement. Damages will be assessed, and charges will be applied to the parent based on the age and/or replacement cost of the device. Until the device is paid for, the student will not be allowed to take another device home and may result in other loss of privileges.

5.4. Raleigh County Schools will work with a Raleigh County Schools-approved vendor to repair all damaged devices. Parents may not have repairs made to a Raleigh County Schools-issued device.

5.5. Each student will be provided one charger with his/her device. If said charger is lost, stolen, or damaged a replacement will be the responsibility of the parent. Original Equipment Manufacturer (OEM)-certified chargers and USB cables are the only accessories that are to be used to charge or connect the Raleigh County Schools-issued device. Those accessories can be purchased at your child's school or the Raleigh County Technology Office.

VI. Upkeep and Care of the Device.

Students are...

- to only use a clean, soft, dry cloth to clean the screen, no cleansers of any type.
- to insert cords and cables into the device carefully to prevent damage.
- to keep their device free of any writing, drawing, stickers, or labels.
- to keep their device in a secure location and never left in an unlocked locker, unlocked car or in any unsupervised or unsecure location.
- responsible for keeping their device battery charged to full capacity each day before it is brought to school.
- not to leave their device in a place that is experiencing hot or cold conditions. (i.e. car in summer or winter). Extreme heat will damage the unit and extreme cold will cause severe screen damage.
- not to remove the protective case for the device provided by the district to protect the device and provide a suitable means for carrying the device.
- to prevent the device screens from damage at all times. The device screen is particularly sensitive to damage from excessive pressure on the screen.
- avoid putting unnecessary pressure on the top of the device.
- avoid putting anything near the device that could put pressure on the screen.
- avoid putting anything in the carrying case that will press against the cover.

- avoid “bumping” the device against lockers, walls, car doors, floors, etc. as it may result in a cracked or broken screen.
- not permitted to remove the asset inventory tag from the device. Devices are identified and inventoried based on a serial number listed on the asset tag.
- not to change device setting (exceptions include personal settings such as font size, brightness, etc.)

VII. Expected Utilization.

7.1. Devices are intended for the use at school each day. In addition to teacher expectations for device use, school messages, announcements, calendars, and schedules may be accessed using the device.

7.2. The utilization of a device at school is not optional and is considered part of the instructional process. In the event a parent does not want his/her child to have access to his/her device outside of the school environment, there is an opt-out provision, which must be documented on Attachment B and submitted to the school principal. Each school will establish procedures for students to store their device in a secure location at school including a sign-in and sign-out process. Such decision does not eliminate the student’s responsibility for course work associated with the device.

7.3. If a student leaves his/her device at home, it is his/her responsibility for the completion of all course work as if the device was present at school. Reasonable accommodations will be made by the teacher of record to ensure the student has the necessary resources to complete his/her coursework in the absence of the device being available at home or school. If a student repeatedly leaves his/her device at home, the student will be subject to appropriate disciplinary action.

7.4. Devices should be charged to full capacity each day before they are brought to school.

7.5. Students will have the ability to customize their device (screen background). However, inappropriate media may not be used as a screensaver or background photo. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, tobacco, gang-related symbols or pictures, and other inappropriate material will result in immediate disciplinary action.

7.6. Students in grades 9-12 will be asked to establish a personal iTunes account. The iTunes account will be the conduit through which Apps are downloaded to the device. For students in Grades 3-8, Raleigh County Schools will control settings and applications for all devices.

7.7. Students are expected to mute their device at all times unless permission is obtained from the teacher. Ear bud/headphones may be used in the classroom based upon administrative approval.

7.8. Appropriate music is allowed on the device.

7.9. Students are permitted to set up additional wireless networks on their device. This will be necessary to use web-based services outside of the school setting. Printing at home can only be facilitated with a wireless printer, proper settings on the device, an eprint compatible printer or software on your home computer/printer. Students are not required to have printing capability at home.

7.10. Students, in grades 9-12, may install appropriate personal apps on their device via their personal iTunes account. Raleigh County Schools will, within reason, provide configuration settings that will not allow inappropriate content/apps/music to be installed on the device. This does not, however, limit what can be downloaded to the student’s individual iTunes account or other personal device when they are not on the school’s network. Students will be expected to delete student music, photos, and apps in the event storage space becomes an issue.

7.11. Students who have an Apple Identification Login (Apple ID) should save work to the digital storage provided by iCloud or email documents to themselves.

7.12. Raleigh County Schools reserves the right to inspect a student's device. This includes but is not limited to email, documents, pictures, music, or other components associated with all Raleigh County School's technology. The end user has no expectation of privacy.

VIII. Originally Installed Software and/or Apps.

8.1. The apps, profiles, and operating system originally installed by Raleigh County Schools must remain on the device in usable condition and be easily accessible at all times. From time to time, the school may add additional apps and Operating System upgrades. The licenses for this software may require that the software be deleted at the end of the course.

8.2. Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in their devices for periodic updates.

8.3. Periodic checks of devices will be made to ensure that students have not removed required apps, profiles, or installed inappropriate material. Raleigh County Schools reserves the right to restrict content to be installed on the device.

8.4. Students will be provided purchase codes (at no charge) to download some basic apps. Throughout the school year, the school or the student may add additional apps.

8.5. In the event that significant or irreparable technical difficulties occur, the device will be restored from a backup or will be reset to factory settings in the event a home computer is not available. The district does not accept responsibility for the loss of any apps or documents deleted due to the necessity of a re-format and/or re-image.

8.6. Technological devices will be filtered at school and outside the school environment. Administrators, and other Raleigh County Schools' employees, will provide staff guidance in order to aid students in doing research and help assure student compliance of the Acceptable Use Policy.

IX. Student Responsibilities

9.1. Students will use their device in a responsible and ethical manner.

9.2. Social media websites are prohibited unless otherwise specified by the district.

9.3. Students will obey school rules concerning behavior and communication that apply to device use.

9.4. Students will use all technology resources in an appropriate manner so as not to damage school equipment. This "damage" includes, but is not limited to, the loss of data resulting from delays, non-deliveries, miss-deliveries or service interruptions caused by the student's own negligence, errors or omissions. Use of any information obtained via Raleigh County School District's designated Internet system is at your own risk. Raleigh County Schools specifically denies any responsibility for the accuracy or quality of information obtained through its services.

9.5. Students will help Raleigh County Schools protect its computer system/devices by contacting an administrator about any security problems they may encounter.

9.6. Students will monitor all activity on their account(s).

9.7. Students should always turn off and secure their device after they are done working to protect their work and information.

9.8. Student(s) who receive email containing inappropriate, abusive language or questionable subject matter shall immediately report the incident to the school personnel.

9.9. Students shall comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If students are unsure, they are to ask a teacher or parent for guidance.

X. Severability.

If any provision of this policy or application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of this policy.

Adopted: July 23, 2013
Revised: August 26, 2014
Revised: May 28, 2019

ATTACHMENT A

Raleigh County School's
 Technological Device Agreement
Devices to Be Used at School and Taken Home

Parent Requirements

Raleigh County Schools has issued your child a technological device to improve and personalize his/her education while integrating technologies into the classrooms. It is essential that the following guidelines be followed to ensure the safe, efficient, and proper operation of your child's device. Failure to comply with any of the following guidelines will constitute a breach of contract and may be subject to consequences as outlined in school procedures, West Virginia Board of Education Policy 4373, and Raleigh County Board of Education Policy D.3.22.

- I understand that I must supervise my child's use of the device at home.
- I understand the importance of discussing family/school's expectations regarding the use of the Internet at home and will supervise my child's use of the Internet.
- I understand that I shall not attempt to clean or repair the device.
- I understand that Raleigh County Schools will work with a Raleigh County Schools-approved vendor to approve all damaged devices. I understand that I may not have repairs made to a Raleigh County Schools-issued device.
- I will make sure my child recharges the device to full capacity when brought home.
- I understand that if my child comes to school without his/her device, he/she will be responsible for completing all course work.
- I understand that I must sign and return the Raleigh County School's AUP before my child can access the Internet at school or at home using the device.
- I understand that my child will return the device to the school at the end of the school year or upon leaving the school during the school year.
- I understand that any intentional damages to the device at home or school will be subject to disciplinary action.
- I will be responsible for all charges associated with damages to the device.
- I have read Raleigh County Board of Education Policy D.3.23 and agree to the terms.

Print Name – Parent/Guardian

Signature – Parent/Guardian

Student Requirements

Your technological device is an important learning tool and is for educational purposes. In order to take your device home each day, you must be willing to accept the following responsibilities. The failure to obey any of the following requirements will result in a breach of contract and may be subject to consequences as outlined in school procedures, West Virginia Board of Education Policy 4373 and Raleigh County Board of Education Policy D.3.22.

- I will follow the policies outlined in Raleigh County Board of Education Policy D.3.23 and Policy E.13: Acceptable Use while at school and outside of school.
- I will treat my device with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.
- I understand that my device is subject to inspection at any time without notice and remains the property of Raleigh County Schools.
- I will not loan my device to my friends. It will stay in my possession at all times.
- I will not remove county installed apps or files from my device.
- I will sign and follow Raleigh County Board of Education Policy E.13
- I will only use a clean, soft, dry cloth to clean the device screen, no cleaners of any type.
- I will recharge my device each night to full capacity before I bring my device to school.
- I will bring my device to school every day.
- I will keep my device in the case provided by Raleigh County Schools at all times.
- I will not deface the device in any way, stickers, markings, etc.

Print Name - Student

Signature – Student

ATTACHMENT B

Raleigh County School's
Technological Device Agreement
Devices to Be Used at School and NOT Taken Home

Parent Requirements

Raleigh County Schools has issued your child a technological device to improve and personalize his/her education while integrating technologies into the classrooms. It is essential that the following guidelines be followed to ensure the safe, efficient, and proper use of your child's device. Failure to comply with any of the following guidelines will constitute a breach of contract and may be subject to consequences as outlined in school procedures, West Virginia Board of Education Policy 4373, and Raleigh County Board of Education Policy D.3.22.

- I understand that I must sign and return the Raleigh County School's AUP before my child can access the Internet at school.
- I understand that my child will return the device to the school at the end of the school year or upon leaving the school during the school year.
- I understand that any intentional damages to the device at school will be subject to disciplinary action.
- I understand that Raleigh County Schools will work with a Raleigh County Schools-approved vendor to approve all damaged devices. I understand that I may not have repairs made to a Raleigh County Schools-issued device.
- I understand that I will be responsible for all charges associated with damages to the device.
- I have read Raleigh County Board of Education Policy D.3.23 and agree to the terms.

Print Name – Parent/Guardian

Signature – Parent/Guardian

Student Requirements

Your technological device is an important learning tool and is for educational purposes. In order to use the device at school, you must be willing to accept the following responsibilities. The failure to obey any of the following requirements will result in a breach of contract and may be subject to consequences as outlined in school procedures, West Virginia Board of Education Policy 4373, and Raleigh County Board of Education Policy D.3.22.

- I will follow the policies outlined in Raleigh County Board of Education Policy D.3.23 and Policy E.13 while at school.
- I will treat my device with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.
- I understand that my device is subject to inspection at any time without notice and remains the property of Raleigh County Schools.
- I will not loan my device to my friends. It will stay in my possession at all times.
- I will not remove county-installed apps or files from my device.
- I will sign and follow Raleigh County Board of Education Policy E.13.
- I will only use a clean, soft, dry cloth to clean the device screen, no cleaners of any type.
- I will keep my device in the case provided by Raleigh County Schools at all times.
- I will not deface the device in any way, stickers, markings, etc.

Print Name – Student

Signature – Student

TECHNOLOGICAL DEVICE POLICY – OPT OUT FORM

Student's Name (printed): _____
School: _____ Grade: _____

I DO NOT give the above named student permission to take the technological device off school property. I understand that my child must abide by the Raleigh County Board of Education Policy D.3.23: Student Technological Device while at school. I understand that my child will be responsible for completing assigned course work without the use of the device.

Parent/Guardian Name (printed) _____
Parent/Guardian Signature _____
Date _____