

2016-2017 Lanesville Device Policies

Empowered Use Policy

I understand that using school owned digital devices (both at school and at home) and the Lanesville network is a privilege, and when I use them according to the Responsible Use Guidelines I will keep that privilege. Specifically, I will...

- Take care of my device. (Return my device in the same condition as it was issued to me)
- Come prepared to class everyday (device is charged and working, homework is completed).
- Use digital devices, networks, and software in school for educational purposes and activities
- Keep my personal information (including home/mobile phone number, mailing address, and user password) and that of others private
- Show respect for myself and others when using technology including social media
- Give acknowledgement to others for their ideas and work
- Report devices that are not working properly (including those that are damaged or broken) to technology staff immediately
- Report inappropriate use of technology immediately

Frequently Asked Questions

How should I carry my device?

- In my case and out of my backpack

What if I leave my device at home?

- See Mrs. Schalk in Room 126 for a single day loaner
- Multiple checkouts will result in a detention or loss of recess
- There are only 5 single day loaners available. Once they are gone, they are gone.
- No loaner chargers will be available in Mrs. Schalk's room this year.

What if my device quits working?

- This does not count as a damage. We will repair devices that malfunction.
- Report it to Mrs. Schalk immediately in Room 126.

What if I break my device (broken screen or physical damage)?

- First break: \$25
 - If the hardshell case has not been purchased, it is mandatory at this point (\$20). (Jr/Sr High Only)
- Second break: \$75.
- Third break (and subsequent damages): Full cost of the device (approx. \$400)
- If you fail to pay these fines (or setup a payment plan), you will become a "day user". (This means that you will not be permitted to take the device home until fees are paid.)

How can I help protect my device?

- All K-2 students are issued Otterbox cases. Keep the shield on the device when not in use.
- All 3-6 students are provided with a hardshell case and new carrying case and BOTH must be left on at all times (including during use).
- Jr/Sr High School students have the option of purchasing a hardshell case for \$20.
- Do NOT put your chromebook in your backpack

What if my charger is lost?

- Tell Mrs. Schalk and you will need to purchase a new charger through the school. You may not purchase your own.
- Chromebooks chargers are \$25.
- Tablet chargers are \$15.
- If you do not turn in your school issued charger at the end of the school year, you will be charged this fee.

What if I lose my case?

- You are responsible for the replacement cost to be purchased through the school.

What if my computer is lost?

- Please report it immediately to Mrs. Schalk. It is important that you report any missing devices ASAP so that we can assist you in locating your device. If you lose the device and it cannot be located, you will be responsible for the full cost of replacement. The theft protection plan DOES NOT cover lost devices.

Do you offer a theft protection policy?

- Yes, as an optional purchase for approximately \$15.00 per year and is available on the school website.
- It covers theft, vandalism, and damage from natural disasters.
- There must be a police report.
- It DOES NOT cover lost devices or damaged devices for any other reason.

Where can I have my device out?

- In the classroom
- Once you are safely at home
- Not during passing periods, morning meeting time in the gym (LES), or the bus ride

What if I don't have internet at home?

- School building is open from 7-4.
- Free wifi is offered at many local places.
- Communicate consistently with your teacher.
- Google Docs are available offline.

What if I see online bullying?

- Please screenshot and contact administration immediately.

As a parent, how can I help?

- Set limits for your child
- Communicate with your child's teacher
- Monitor your child's usage
- Provide and encourage a public space within your home for your child to work on their device