2019-2020

Student Device Program

Sulphur Springs ISD
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STUDENT DEVICE 1:1 PROGRAM

The focus of the 1:1 program in grades K-12 is to provide equipment and resources that meet the needs of today’s students.

The District Device Program facilitates:

- Access to digital educational resources
- Individualized learning
- Creativity and Innovation
- Critical Thinking and Problem Solving
- Communication and Collaboration
- Technology Literacy Skills
- College and Career Readiness

Learning Goals

The learning goals of the 1:1 plan is to increase the depth of student learning, design engaging relevant learning experiences for all students, expand learning opportunities beyond the classroom, ensure students are future ready, and strengthen collaboration among all stakeholders.

DEVICE CARE

SSISD expects devices to remain in a protective case at all times. The district has cases that can be picked up in the tech center, or the student can purchase their own. Devices should never be left in a hot vehicle and all liquids should be kept away in case of accidental spills.

INSPECTION

- Devices are the property of SSISD and are subject to inspection at any time.
- Reasons for inspection may include but are not limited to the following: functionality, maintenance, serviceability, and student conduct when using the device.

PROGRAM FEE (FOR HIGH SCHOOL STUDENTS ONLY)

SSISD has an annual non-refundable program fee of $10.00 per device. If physical damage occurs to the device, a repair fee of $10.00 will be charged for the first repair, and further additional repairs may be charged up to the full repair cost depending on the cause of the incident. Damage to devices due to neglect, abuse, abandonment, or dishonest or fraudulent behavior may also result in disciplinary action at the discretion of campus administration.

DEVICE MANAGEMENT

- Devices should only be used by the assigned student.
- SSISD devices are managed by SSISD. Any attempt to remove management tools will result in immediate disciplinary action, including, but not limited to, confiscation of the device.
DAMAGE AND REPAIR

Devices that are broken or fail to work properly must be taken promptly to the campus tech for repair. Devices may need to be restored to the original state. Student information that is not backed up will be lost. The technology staff will not be responsible for backing up student data.

High School Students and their parents will be held financially responsible up to and including the full replacement cost if the Dell Latitude 3190 (take home devices) is damaged beyond repair, due to neglect. Repair of the device due to misuse, abandonment, or neglect is the financial responsibility of the student. All reports will be investigated.

LOSS OR THEFT

It is imperative that the campus is notified immediately if the device is missing.

As soon as it is noted that the device is lost:

1. Report it immediately to the campus technician in the library technology center.
2. Technology staff will attempt to locate the device electronically.
   a. If the device is located within the campus it will be returned to the student.
3. If the device is not recovered within 24 hours
   a. A missing device form (pg 7) will be completed and a copy will be sent home for parent signature.
   b. Parents must sign the Missing Device Form and return it to the Principal within 3 days.
   c. Campus staff will submit a Police report for further investigation
4. Once the district has a signed missing device form and has submitted the police report, the student may be provided another device per campus policies and collection of any necessary fees up to, but not to exceed the full cost of the device.
5. If you wish to decline another device, please notify your campus administrator.
6. Multiple replacements might not be issued if previous devices were mishandled, which may also result in disciplinary action at the discretion of the Principal.

Please note that when the original device is recovered, that device will be given back to the student, and the replacement device will be collected.

DEVICE CHECK – IN AND CHECK – OUT

- Douglass, Primary, Elementary and Middle school students will be issued devices through classroom teachers. Devices will be assigned to one student and will remain on campus at all times. Devices will be charged nightly, picked up from and returned to that teacher’s classroom each day.
- If a parent does NOT want their student to be issued a device, he/she will need to contact school administration.
- Withdrawal – High School Students - The Dell Latitude 3190 laptop, charger, and case (if taken) MUST be returned at the time of withdrawal. Failure to return the Dell Latitude 3190, charger, and case will be reported to the proper legal authorities for collection of the full cost of the device.
CHARGING YOUR BATTERY

- Lost/damaged chargers are the responsibility of the student and will be replaced at a cost of $35.
- Devices should be fully charged each night whether left on campus or taken home.
- Devices may get warm during charging, it is best to power down the device and keep objects away.

SCREEN CARE

- Do not push against the iPad screen with anything other than a finger or stylus. Fingers should not be pressed against laptop screens, nor should the device be picked up by the screen.
- Clean the screen with a soft cloth. If desired, you can lightly spray the cloth with a mild cleaner or water before cleaning. Never spray anything directly on the device.

SCHOOL USE

- Devices are intended to enhance learning opportunities. In addition to teacher expectations for use, school messages, announcements, calendars, and schedules may be accessed using the device. Students are responsible for having their device at all times, unless specifically instructed not to do so by the Principal.
- High school students who leave their device at home are responsible for completing course work.
- Students who regularly do not bring their device to school will be disciplined accordingly.
- Students assigned to In-school suspension or AEP, may lose access to their device during that time.

MEDIA, SOUND, AND GAMES

- All Media on devices that violates acceptable policy (guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures) will result in disciplinary action and may also result in loss of device privileges.
- Use of media, sound, and games must be in accordance with classroom procedures.

PRINTING AT HOME

- Installation of Printer drivers require administration rights on devices. Students will not have administration rights, therefore printing is not available. Documents will need to be shared digitally or printed from another device.

HOME INTERNET ACCESS

- SSHS has 200 Wireless Smartspots available for check out in the library
- Students are allowed to set up access to home wireless networks on their devices.
- If you have trouble connecting your device to your home network, contact your internet provider.

OPERATING SYSTEM AND GENERAL UPDATES

- The device will update automatically as scheduled by IT staff when connected to the network.
SAVING INFORMATION ON DEVICES

- Student work will be saved in the student’s Office 365 OneDrive. Files that are created or uploaded to Office 365 are available from any device with internet access.
- Local device storage is limited, and should only be used for necessary school work.
- Students are not to save music, photos, videos, and other media on the device that are not directly used for schoolwork. The district reserves the right to delete any files it deems are in excess and causing performance issues.
- For HS devices, local OneDrive sync folders can be set up, but these take up local device storage, students should only sync limited files and folders with this method.

Web Filter

All District devices use a web filter to block objectionable content while using the internet, both at home and at school. Any attempt to remove this filtering service or avoid the filter by use of VPN’s, mobile hotspots, or any other method is a direct violation of the Responsible Use Policy and is strictly forbidden.

PARENT / GUARDIAN RESPONSIBILITIES

- Talk to your children about the values and the standards that your children should follow on the use of the Internet.
- Be an active participant in your child’s digital life. Have them show you what sites they are navigating to, what apps they use, and what they are working on.
- The following resources will assist in promoting positive conversation(s) between you and your children regarding digital citizenship:
  - NetSmartz – [http://www.netsmartz.org/Parents](http://www.netsmartz.org/Parents)

RESPONSIBLE USE GUIDELINES

The district Responsible Use Guidelines are signed during online registration. This document can be found on the district website – [www.ssisd.net](http://www.ssisd.net) – within the student handbooks for each grade level. This document has important information and it is a good practice for students and parents to regularly review this document. Students are responsible for all information found within that document.

OTHER INFORMATION

- **Unapproved Use**: Damage caused by use of, or installation of, non-approved applications, software, and accessories which alters the manufacturers warranty is not allowed and may result in additional fees being assessed.
- **Unauthorized users**: Damage caused by anyone who is not a representative of SSISD or Dell Authorized Service Provider or by loaning the device of charger to another student is not allowed and may result in additional fees being assessed.
What Does the Smartspot Do?

The Kajeet SmartSpot is a portable Wi-Fi hotspot device that provides your child with safe, education-only Internet access wherever there is cellular coverage.

Your child will be able to access the Internet outside the classroom to complete homework, read online materials, collaborate with classmates, or connect with teachers. Your child will not be able to access any entertainment, adult, or inappropriate content.

HOW ARE THE SMARTSPOTS FILTERED?

The devices are filtered with Kajeet Education Broadband. These cloud-based filters provide your child with safe, education-only Internet access.

WHAT INFORMATION CAN THE SCHOOL TRACK ON THIS DEVICE?

The SmartSpot devices are provided by SSHS for your children to access the Internet for educational purposes only. No private information (such as student name, login information, account numbers, etc.) is collected or retained, however the school will have the capability to track device usage trends such as what sites are visited and data usage.

When Can I Use The Smartspot?

The Smartspot will work only between the hours of 6:00 AM and 11:00 PM.

What Is My Data Limit With This SmartSpot?

500 MB/Day = .5 GB

To give you an idea of how much data is needed for various computer activities, see the estimations below. This Smartspot is intended for school activities only and is not provided for entertainment purposes. **(Note: doing any ONE of these activities to the fullest would consume all your data, this DOES NOT mean you can do all the things on this list with 500MB of data/day)**

- Access 900 webpages
- Send 150,000 basic emails
- Send 1,000 emails with attachments
- Download or stream 100 songs – **Popular sites may be blocked!**
- Download or stream 1 video

Why Can't I Get To Certain Websites?

Kajeet filters out non-educational sites. Your school district may also be filtering out social and streaming media to keep students focused on school work. Kajeet Education Broadband adds another level of security with filtering policies that block harmful content such as websites containing malware, viruses, proxies, and phishing.

What If My Smartspot Doesn’t Work? Who Should I Contact?

If your SmartSpot is not working properly, please return it to the library and inform a staff member of the problem.
Get Connected to the SmartSpot

To connect your device to the SmartSpot follow these simple instructions.

1. Make sure the Kajeet SmartSpot is turned on.
2. On your computer, tablet, mobile phone, or other Wi-Fi enabled device, select the Kajeet SmartSpot Wi-Fi network name (ex. Ellipsis Jetpack ####) from the list of available wireless networks.
3. When prompted, type your Wi-Fi password and click OK. You can find this password by following the instructions to the right.
4. Your device is now connected to the internet.

Find SmartSpot Name & Password

To find your Wi-Fi name and password follow the steps below.

1. Make sure the Kajeet SmartSpot is turned on. This may require holding the power button down for up to 20 seconds.
2. With the display on, press the power/menu button once to enter the menu.
3. Press the power/menu button one more time to display the Wi-Fi password.
4. Press the power/menu button one more time to display the Wi-Fi password.
5. To return to the home screen, press the power/menu button two more times.

Device Checkout

The Kajeet SmartSpot will be available to check out for a period of 3 days from the SSHS Library. Devices are limited and must be returned before school on the due date. Data service will be turned off at that time unless the student extends the checkout period.

Students who do not return the SmartSpot in good condition on time may lose checkout privileges and will be assessed the following replacement costs until the device is returned.

- Charger Replacement - $15
- Case Replacement - $15
- Full SmartSpot package replacement - $105

Checkout Agreement

I understand this device is for educational use only. I also understand that YouTube will not be available even for school work. The Case, charger, and SmartSpot must all be returned, or I will be assessed a replacement cost and I will not be able to check out another device until returned, or fees are paid.

Replacement costs for Case - $15 ________ Charger - $15 ________ SmartSpot - $105 ________

Student Signature ____________________________________________ Date ________________
Parent Signature _____________________________________________ Date_________________
Missing Device Form

Parents/Guardians: Missing devices must be reported immediately to the HS Tech Center. Upon notification, this form will be completed and the process to look for the device will begin. If the device is found it will be returned, if it cannot be found, a police report will be submitted by the campus tech staff for follow up. Once the district has a copy of this form signed by the parent and has submitted the police report, the student may be provided another device per campus policies and collection of any necessary fees up to, but not to exceed the full cost of the device.

__________________________________________________ / ______ / _________
Student Name                  Today’s Date

__________________________________________________
Student ID# Campus and Grade Level

______/ ______/ __________  ________ AM / PM
Date and Time of Theft

________________________________________    ____________________________   ________   ________________
Address of Theft              City     State            Zip Code

Accessories that were stolen:    Power Cord    /    Case     /     Other:  __________________________
Please provide specific details of the theft:  ____________________________________________

__________________________________________________
Parent Name                  Parent Signature

__________________________
Office Use Only

Name of person receiving Missing Device Report    Date Reported to Administrator as Missing

Program fee paid: Yes / No  Fees Owed: $__________  Parent Notified: Yes / No    Date: ______/____/_______

Paid: $__________  Check / Cash   Date: ______/____/_______   By: ____________________________

Device Recovered: Yes / No   Refund owed to Parent/Guardian: Yes / No   Amount: $__________

______/ ______/ ____________________________
Date Police Report Filed (attach copy to this form)

__________________________    ____________________________
Investigating Officer Name and/or Badge #    Report and/or Case Number
Device Check-Out Form
(Please return this form only. All other pages are for your reference)

For Sulphur Springs ISD (SSISD) to provide operational and in-good condition devices to students, the District has an annual non-refundable program fee of $10.00 per device. If physical damage occurs to the device, a repair fee of $10.00 will be charged for the first repair, and further additional repairs may be charged up to the full repair cost depending on the cause of the incident. Damage to devices due to neglect, abuse, abandonment, or dishonest or fraudulent behavior may also result in disciplinary action at the discretion of campus administration. We want to ensure that students have access to this dynamic learning tool.

Student Name: (print) __________________________________________ Date: ______________________________

Student Signature: __________________________________________ Grade: 9th / 10th / 11th / 12th

Parent Name: (print) __________________________________________

Parent Phone number: _________________________________________ Email: _____________________________

Parent Signature: __________________________________________ Date: ______________________________

I agree that by signing this form I am responsible for the policies and procedures indicated within this Parent/Student Handbook.

Student Agrees | Parent Agrees | Please initial each item below indicating you have read and agree to the following items.

_________________________________________________________ 1. I agree to all contents of the Student Device Handbook.

I would like a hard copy of the technology handbook sent home with my student.

High school students ONLY

Please return this form with your $10.00 payment to the campus. Make checks payable to SSISD.

Full fee collected  Yes / No

Request to pay fee over 2 to 5 months: (indicate $ amt you plan to pay each month)

1st _______ 2nd _______ 3rd _______ 4th _______ 5th _______

Office Use Only Below:

Cash / Check # _____ Amt pd: _______ Date: _______________________

Received by: _____________________________________________

August 12, 2019