



Duplin County Schools

Student/Parent 1:1 Device Handbook

Introduction

What is 1:1 computing? One to One (1:1) computing means that students receive their own device allowing them access to a computer and software, anytime and anywhere.

The purpose of the 1:1 program at Duplin County Schools (DCS) is to enhance our mission to teach the skills, knowledge, and behaviors students will need as responsible digital citizens in the global community. Creating a 1:1 environment will enable students to further develop communication and critical thinking skills while transitioning them from consumers of information to creators.

1. Receiving your Device

A. 1:1 Device Agreement

All parents/guardians and students are required to sign the Duplin County Schools Student/Parent Device Agreement Form before a device can be issued. In addition, students must adhere to the Student Handbook, Responsible Use Agreement, and all Board Policies located at <https://www.duplinschools.net/Page/197>. A student's use of the device is limited to and conditioned upon full and complete compliance with these policies. Students shall use their device responsibly and for educational purposes under the direction of their classroom teacher.

B. School Meetings

Parents/guardians will be notified of the location, date, and time of an informational meeting regarding the 1:1 device. Details of each school's deployment will be discussed during this meeting.

C. Distribution

1. Device pickup will differ from school to school. Exact details will be given at each school's orientation meetings and communicated via various channels using ConnectEd, Email, etc..
2. The district will maintain a list of the serial number, asset tag, and Student ID number of the student assigned to the device.

2. Returning your Device

A. End of the Year/Program

At the end of the school year/program, students will turn in their devices. Failure to do so will result in the parent/student being charged the full replacement cost of their device. The district may also file a report with the local law enforcement agency, if necessary.

3. Taking Care of your Device

A. General Guidelines

1. Heavy objects should never be placed on top of your device.
2. Devices must remain free of any writing, stickers, or labels.
3. No liquids or food next to the devices.
4. Do not lift/carry the device by the screen or with the screen open.
5. Please insert any cord, cable or removable device carefully.
6. Always transport your device with care.
7. Clean the screen with a microfiber cloth designed for computer screens.
8. During periods of inactivity, you should power off your device to help conserve battery life.
9. Bring devices to school fully charged.
10. If you are provided a case, please keep the device in the case when not in use. Do not place anything other than the device in the case.

B. Technical Support

Students are responsible for their devices. Devices in need of repair or broken will need to be reported to your teacher. It will be the responsibility of the staff to submit a work order to the DCS Technology Dept for technical support. District-owned devices should never be taken to an outside repair center for any type of repairs or service.

C. Asset Tags/Serial Numbers

All devices have a district asset tag and device serial number. These labels may not be tampered with in any way. Students may be charged up to the full replacement cost of the device for tampering with or removing a district asset tag or a device serial number.

D. Security

Never leave your device unattended or unsecured. You are expected to maintain the security of your device. Devices left unsupervised will be taken by staff and disciplinary action may be taken.

E. Damage/Misuse/Loss/Theft

1. Students and families are expected to protect and secure the device from damage, loss, or theft.
2. While the device is in the student's possession, the student is responsible for any accidental or intentional damage, loss, or theft.
3. If a device is lost or stolen, the student or parent/guardian must alert the appropriate authorities within 24 hours of discovery.
4. Loss of the device (or accessory) will result in the student being charged the full replacement cost of the device.
5. Damage to the device (or accessory) will result in the student being charged the full replacement cost of the device or cost of damages.
6. If necessary, the district may also file a report with the local law enforcement agency.

F. Non-Permitted Use Areas

Device use is not permitted in areas designated by the school as unauthorized technology locations. Devices are not allowed on overnight trips or field trips without the approval of the responsible staff member and parent/guardian.

4. Using Your Device At School

A. Bringing Your Device To School

Students are expected and required to bring their device to school every day and to all classes unless specifically asked to not do so by their teacher. Students will receive disciplinary action for repeatedly refusing to bring the device to class.

B. Fully Charged Device

Students are expected and required to bring a fully charged device to school every day. If the need arises to charge your battery please be careful and do not cause a tripping hazard. The ability to charge your battery in class will be at the discretion of your teacher. Also, some schools may set up charging stations (with approval from the DCS Maintenance Dept) which will be available to students on a first come first serve basis.

C. Loaners

If a student does not bring their device to school, a loaner device may be checked out if available. Loaned devices cannot be taken home and must be returned to school by the end of the school day.

D. Logging into your Device

1. Students should never share their account passwords with anyone else unless requested by an administrator.
2. Students are responsible for anything done using their login or email account.
3. Students will log into their Chromebook with their Duplin County Schools email account.

E. Backgrounds, Themes, and Sound

1. Sound must be muted at all times unless asked to unmute by a teacher.
2. Headphones may be used at the discretion of teachers.
3. Inappropriate images may not be used as backgrounds or themes. Violation will result in disciplinary action.

F. Printing

1. Students are encouraged to share and publish their work digitally. DCS provides students with a Google Apps account which can be used to store their work.
2. School labs can be used to print files as needed.
3. Students will be able to add their personal printers at home.

5. Using Your Device Away From School

A. Internet Connection

A connection to the Internet is not required to use your device at home or in other locations. However, some applications will not function properly without an Internet connection. Regardless of location, students are bound by the Duplin County Schools RUA (Responsible Use Agreement) and all other guidelines within this document.

B. Content Filtering

All devices will be filtered accordingly regardless of physical location (at school and away from school). The district uses a Content Filter that is in compliance with the Children's Internet Protection Act (CIPA). Internet activity will be protected and monitored by the district. Please recognize that it is impossible for Duplin County Schools to restrict access to all questionable material. The District will not be held responsible if a student accesses or acquires such materials on the Internet. If you feel

that a blocked website should be unblocked (or vice versa), please see your teacher who can then contact the DCS Technology Services Department for review.

6. No Expectation of Privacy

A. Confidentiality/Privacy

Students have no expectation of confidentiality or privacy when using a Duplin County Schools owned device, regardless of whether that use is district or personal in nature, other than as specifically provided by law. The district may, without prior notice or consent, log, monitor and view use of student devices at any time for any reason related to the operation of the District..

Duplin County Schools Student/Parent 1:1 Device Agreements

By signing below, the student and their parent/guardian agree to follow and accept:

Parent or Guardian:

1. I HAVE read and understood all the terms of the DCS Student/Parent 1:1 Device Handbook.
2. I HAVE discussed the DCS Student/Parent 1:1 Device Handbook with my child and assure they shall comply with all the terms within.
3. I AGREE to allow my child to take a Duplin County Schools owned device home for educational purposes.
4. I HAVE been advised that while the device is in my child's possession, I am responsible for any damage or loss. I am aware that I will be charged a replacement fee if the device is lost or damaged.

Student:

1. I HAVE read (or it has been read to me) and understand all of the terms of DCS Student/Parent 1:1 Device Handbook.
2. I HAVE been advised that while the device is in my possession, I am responsible for any damage or loss. I am aware that I will be charged a replacement fee if the device is lost or damaged.
3. I HAVE read (or it has been read to me), understand and signed the Duplin County Schools Responsible Use Agreement.
4. I AGREE that I am responsible for backing up my data and for any apps, programs, emails or files that are not installed by a member of the Duplin County Schools Technology Services Department.

Terms of Agreement

1. I UNDERSTAND that the use of District Technology is a privilege, not a right and that Duplin County Schools retain the sole right of possession of the device. Moreover, DCS staff retain the right to revoke access to, collect and/or monitor the device at any time.
2. I AGREE that in no event shall Duplin County Schools be held liable to any claim of damage, negligence or breach of duty.



Duplin County Schools Student/Parent Device Handbook Agreement Form

STEP 1: Teacher/Principal will fill out the following information for the student.

Student Name: _____

Student ID #: _____

Parent/Guardian Name: _____

Name of School/Teacher Name: _____

DCS Asset Number: _____

STEP 2: Parent/Guardian and Student will read, sign and date below.

By signing this form, the student and the student's parent/guardian certify that they have carefully read, understand, and accept the terms and conditions set forth in the DCS Student/Parent 1:1 Device Handbook and applicable policies found at <https://www.duplinschools.net/Page/197>. These terms and conditions govern a student's use of any device issued to the student by Duplin County Schools.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

STEP 3: Device Acceptance (Please check one option below)

_____ This device has no visible defects.

_____ This device has the following visible defects for which I do not want to be held responsible.

Defects: _____

For Technical Assistance: Contact your teacher if your device is not working properly or is broken. You may also reach out to the Tech Support line at 910-296-6200 Monday through Friday from 7:30am to 3pm.