



Hanover-Horton School District

Creating a Better World, One Student at a Time



K-12 Student Technology Handbook 2020-2021

Student Technology Handbook

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INTRODUCTION

The policies in this handbook refer to the use of an individual student computing device which is to include a Chromebook, iPad, etc... In addition to this Student Handbook, students are required to follow all the policies and guidelines outlined in Hanover-Horton School District's "Responsible Use Policy". As Hanover-Horton School District expands the use of technology in the classroom and at home, in order to keep pace with new devices, software, computer applications, instructional methods and new learning opportunities, additional policies will be continually reviewed and this set of policies updated. Please refer to the Hanover-Horton School District Schools' website (www.hanoverhorton.org) for the most up-to-date information.

EXPECTATIONS AND CARE

CARE AND MAINTENANCE OF THE CHROMEBOOK, ETC (DEVICE).

1. Do not attempt to gain access to the internal electronics or repair your device.

If your device fails to work or is damaged, report the problem to your school's Main Office as soon as possible. Device repair/replacement options will be determined by school administration. You may be issued a temporary device or other materials until your device is working properly or replaced.

2. Never leave a device unattended.

When not in your personal possession, the device should be in a secure, locked environment. Unattended technology will be collected and stored in the school's Tech Department.

3. Never expose a device to long term extremes in temperature or direct sunlight.

An automobile is not a good place to store any technology.

4. Avoid applying liquids to the device.

Technology does not respond well to liquids. The device can be cleaned with a soft, dry, lint-free cloth. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the device. Use of unapproved cleaners may remove the protective film covering the screen or face of the device.

5. Avoid placing weight on the device.

6. Never throw or slide any technology.

7. Student-issued device accessories are the responsibility of the student.

Your device comes with ports for charging and other accessories. Care must be exercised when plugging and unplugging accessories.

8. District owned devices have the ability to be remotely located.

Modifying, disabling or attempting to disable the locator is a violation of the acceptable use policy and grounds for disciplinary action.

9. Each device has a unique identification number and at no time should the numbers or labels be modified or removed.

Modifying or attempting to remove the labels is a violation of the acceptable use policy and grounds for disciplinary action.

10. Do not lend/trade your device to/with another person.

Each device is assigned to an individual and the responsibility for the care of the device rests solely with that individual.

11. Your device is an electronic device and care must be exercised when handling.

Never throw a book bag that contains a device. Never place a device in a book bag that contains food, liquids, heavy, or sharp objects. The device should never be stored in a locker where damage may be unintentionally inflicted due to weight or other issues which may damage the device.

12. Your device(s) should be charged at home.

Your device is designed for daily use; therefore, each device must be charged and ready for use each school day.

13. The District-owned device and the case must remain free of stickers, writing, painting, or any other forms of adornment.

The school district may provide stickers that have been approved for use by the school administration for identification of a school issued device.

COST OF CHROMEBOOK, SOFTWARE, APPS AND ACCESSORIES

The entire package replacement cost of:

the Chromebook is approximately \$200.00 - \$300.00 (depending on model) and includes: the device, charger, software applications, apps and assorted programs/accessories specific to individual classes; and

the iPad is approximately \$350.00 and includes: the device, case, charger, software applications, apps and assorted programs/accessories specific to individual classes.

Estimated Device Replacement Fee without charger and power cord:

iPad Device Replacement = \$300.00

Dell or HP 11" Chromebook Device Replacement = \$200.00

HP 14" Chromebook Replacement = \$300.00

HANOVER-HORTON SCHOOL DISTRICT ELECTRONIC DEVICE INSURANCE PROTECTION PLAN

2020-2021 School Year Annual 1 Year Plan

Families may purchase an insurance agreement through Hanover-Horton School District Electronic Device Insurance Protection Plan (See Attachment B). This insurance agreement only covers the Chromebook and/or iPad devices. Cases and chargers for the devices are the responsibility of the student and if damaged or lost will have to be replaced at the full replacement cost.

1. In the event of damage due to intentional abuse or misuse, it is the parent/guardian responsibility to cover the cost of replacement. While the final repair cost will be determined by the JCISD Technology Department, estimated costs are:

- iPad Replacement = \$300.00
- Dell or HP 11" Chromebook Replacement = \$200.00
- HP 14" Chromebook Replacement = \$300.00
- Power Charger and Cable = \$30.00
- Case = \$25.00
- ID Labels Damaged = \$5.00

2. It is the parent/guardian responsibility to cover the cost of district-issued accessories in the event of theft, loss or damage due to intentional or unintentional abuse or misuse.

3. District-issued software applications (apps) are needed for student learning and should not be deleted.

4. Modifying the settings of the district-issued device or deleting district-issued software applications apps(s) may result in student discipline and/or the need for reformatting at a cost to the student.

DAMAGED, LOST, OR STOLEN DEVICES

1. If the Chromebook or iPad is malfunctioning, the student must report the malfunction to the building office and deliver the device to the office for repair. In order to streamline the repair, the district is requesting students/parents to fill out a repair ticket that will be available on the district website. A link to this repair ticket will be made available in this spot in the future

2. In the event that a device is intentionally damaged the parent/guardian will be assessed a fee up to \$300.00 for the replacement of the device or may be billed for repairs.

3. In the event that a district-issued device is lost or stolen, the student and parent/guardian should immediately notify the school administrator. The filing of a police report by the parent/guardian is mandatory for insurance claim processing. In addition, an Electronic Device Insurance Claim Form must be completed (See Attachment C). In the absence of a police report, the parent/guardian will assume responsibility for the full replacement cost.
4. In the event that a police report is filed for a lost or stolen device, Hanover-Horton School District may aid the police in recovering the device. All devices are tagged with an asset label. The label is not to be tampered with or removed.
5. Students who unenroll from Hanover-Horton School District during the school year must return the device, along with any issued accessories, at the time they leave the district. The device and all accessories should be returned to the school's main office. Failure to return a device in a timely fashion may result in legal action or a prorated amount (up to \$300.00).

STUDENT USE OF DISTRICT TECHNOLOGY

1. **The student should have NO expectation of privacy of materials found on any District-owned technology or a school supplied or supported email service.**
All District-owned technology is the property of Hanover-Horton School District and as a result may be seized and reviewed at any time.
2. **Students must obtain school permission to publish a photograph or video of any school related activity.**
Devices come equipped with a camera and video capacities. As with all recording devices, it is expected that students will ask permission before recording an individual or group.
5. **Inappropriate or provocative images are prohibited** including but not limited to pornographic images, guns, weapons, inappropriate language, threatening language, drug, alcohol, or gang related images. Such actions are subject to disciplinary action. Personalized screen-savers or backgrounds are permitted.
6. **Games, music, videos, and sound use, while at school, will be at the discretion of the classroom teacher and building administrator.**
7. **The device affords limited electronic storage space.**
As with all electronic files, it is good practice to back up, duplicate, or archive files to an independent storage space. Students may save files to their Google Drive or external storage devices.

8. **The District-issued device is designed as a tool for learning.**
Misuses of the device may result in disciplinary action.
9. **All students should recognize and guard their personal and private information.** While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.
10. **A student should not share their personal security code with anyone.**
Responsibility for the contents/actions of the device rests solely with that individual.
11. **Hanover-Horton School District expects students to take proper care of their device at home.**
All care, handling and appropriate use that is in effect during the school day shall extend to the use of the device at home.
12. **Hanover-Horton School District makes no guarantee, written or implied, that materials on the device, including student work, will be safe from deletion or corruption, accidental or otherwise.**
Backing up files is recommended.
13. **School personnel have the right to limit use of the device at home.**

RETURNING THE CHROMEBOOKS/iPADS

Students are expected to return the Chromebooks/iPads to the school on the last day of school, or earlier depending on building plans, or immediately upon leaving our district.

PARENT RESPONSIBILITIES

Your student has been issued either an iPad or a Chromebook to improve and personalize his/her education this year. It is essential the following guidelines are followed to ensure the safe, efficient, and ethical operation of this computer:

Supervision of the student's use of the device at home.

A discussion of the family's values and expectations regarding the use of the Internet and email at home.

Supervision of the student's use of the Internet and email.

Please do not attempt to repair the device, or attempt to clean it with anything other than a soft, dry cloth.

Report to the school any problems with the device.

Understand that it is the responsibility of the parent to return the device to school when requested and upon child's withdrawal from Hanover-Horton School District.

COPPA AND VERIFIABLE PARENTAL CONSENT (CHILDREN UNDER THE AGE OF 13)

In order for Hanover-Horton School District to continue to be able to provide your student with the most effective web-based tools and applications for learning, we need to abide by federal regulations that require a parental signature as outlined below.

Hanover-Horton School District utilizes several computer software applications and web based services, operated not by Hanover-Horton School District but by third parties. These include Google Classroom, Powerschool, Google Apps, Apple ID, Seesaw, and similar educational programs. In order for our students to use these programs and services, certain personal identifying information, generally the student's name and email address, must be provided to the website operator. Under federal law, these websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13.

The law permits schools such as Hanover-Horton School District to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent given directly to the web site operator.

This form will constitute consent for Hanover-Horton School District to provide personal identifying information for your child consisting of first name, last name, email address and username to the following web operators: Powerschool, Google, Follett, DeMarque, B.E. Publishing, Apple, Seesaw, and to the operators of any additional web-based educational programs and services which Hanover-Horton School District may add during the upcoming academic year.

Please be advised that without receipt of this signed form, your enrollment package will not be considered complete as Hanover-Horton School District will be unable to provide your student(s) with the resources, teaching and curriculum offered by our learning management system.



Hanover-Horton School District

Creating a Better World, One Student at a Time

Parent/Student Responsible Use Agreement

10000 Moscow Road, Horton, MI, 49246
 (517) 563-0100 www.hanoverhorton.org Fax (517) 563-0150

All use of technology and the identified electronic devices shall be consistent with the goals of the educational and instructional goals of Hanover-Horton School District. This Responsible Use Agreement describes the expectations for Hanover-Horton School District students for all use of electronic devices on school grounds, whether district provided or privately owned.

The Electronic Device Policy may be accessed on the school district website at www.hanoverhorton.org

I Understand:

- I will always supervise my electronic device(s) and when I am not using my electronic device it will be stored in a secure or locked environment.
- I understand electronic devices are vulnerable to damage if dropped, thrown, smashed, or crushed. I will use care when carrying it and placing it in a carrying bag or backpack.
- I will not apply any permanent marks, decorations, or modifications to an electronic device other than those provided by Hanover-Horton School District.
- I will not remove any identifying barcodes on electronic device(s).
- I will only use the electronic device that has been assigned to me, unless directed otherwise by a teacher or other staff member.
- I am responsible for the care and protection of electronic devices, and I will report any damage or malfunction of an electronic device immediately to a teacher or school district employee.
- I will not attempt to repair any district provided electronic device or gain access to the internal electronics.
- I will report the loss or theft of an electronic device immediately.
- I agree to return the district provided electronic device issued to me and the case, plug, and cord in excellent condition at the end of the school year or upon termination of enrollment in Hanover-Horton School District for any reason.
- I will not expose my electronic device(s) to fluids or excessive temperatures (hot or cold) or other environment that can damage the battery or electronics. Should exposure to extreme temperatures occur I will allow electronic devices to reach a normal room temperature before restarting them.
- If I identify a security problem on my electronic device, I will notify school staff and will not show the problem to other users.
- I will keep my account and password confidential.
- I will not use another individual's account. I will only use authorized accounts set up by the school district and my own, personal account(s).

- I will only access educationally appropriate applications or websites as instructed by school staff.
- I will only connect with groups, online forums and wikis, blogs, web pages, subject area experts, other schools, etc. after getting permission from parents or teachers and while being supervised by them.
- Even with filters in place, my parents or guardians will monitor my use of district-provided electronic devices outside of the school environment in order to protect me from potentially dangerous or inappropriate content.
- I will follow the policies of the Hanover-Horton School District, the guidelines outlined by my school and classroom teachers, and this Responsible Use Agreement at all times.

Educationally Beneficial Behavior

- During instructional time I will only access and utilize applications or websites to which I am directed or instructed, either by my teacher or as required by my assignments.
- I will not use an electronic device(s) to engage in academic dishonesty (cheating).
- I will not use an electronic device(s) to access, submit, post, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material.

Being Respectful with an Electronic Device

- I will only use a technology device(s) in a manner that promotes positive, kind, respectful, and appropriate communication between teachers, students, parents, and members of our community.
- I will use good judgment when using the camera and microphone. I will not use them to take obscene, inappropriate, illicit, embarrassing, or sexually explicit photos, videos, or recordings. I understand that use of any camera in a bathroom or locker room is strictly prohibited and illegal.
- I will make no attempt to harm or destroy hardware, software, or data of another user, the Internet, or any other network.
- I understand that the electronic device issued to me remains the property of Hanover-Horton School District.

Student conduct is being monitored and evaluated by district staff, which includes, but is not limited to: administrators, teachers, school resource officers, coaches, chaperones, and bus drivers. All staff members, students, community members or parents can make a report if a user may have possibly violated the policies of the district regarding the use of technology. The failure of any user to follow these expectations may result in that user's privileges being denied, revoked, or suspended at any time. **In the event of disciplinary action, completion of all classwork remains the responsibility of the students.**



(To be turned in prior to using electronic devices at school or receiving a student device.)

Parents/Guardians and students should read through the packet together and each sign this form.

Parent or Guardian:

As the parent or guardian of _____, I have read, understand, and agree with the stipulations outlined in the Hanover-Horton School District Responsible Use Policy and the Hanover-Horton School District Electronic Device Insurance Protection Plan.

I understand that such conditions include:

- ❖ Filters will be installed on district provided electronic devices and on the district networks.
- ❖ Filters will also be installed whenever logging into the district network.
- ❖ Internet usage will be monitored for all electronic devices logged onto the network while on the school premises.
- ❖ Supervising electronic device use away from school, including filtering, is my responsibility as a parent or guardian.
- ❖ As part of instructional practice, a district provided electronic device will be issued to my student for use at school even if I choose not to have the device come home.
- ❖ Participation in the Electronic Device Accident Protection Plan or equivalent is optional.
- ❖ I understand that my signature below signifies that this form is binding throughout my student’s school career at Hanover-Horton School District.

Parent or Guardian's Name (please print)	Parent or Guardian's Signature	Date
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Parent or Guardian's Name (please print)	Parent or Guardian's Signature	Date
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Student:

- ❖ I will follow the rules, policies and procedures described in the Hanover-Horton School District Electronic Device Handbook and by District staff at all times.
- ❖ I understand that any use of an electronic device at school is also governed by Hanover-Horton School District policies.
- ❖ I understand that violating these rules, policies and procedures through electronic device misuse may result in disciplinary actions, as explained in the Hanover-Horton School District Handbook and Hanover-Horton School District Board of Education policies.
- ❖ I understand that my signature below signifies that this form is binding throughout my educational career at Hanover-Horton School District.

Student’s Name (please print)	Student’s Signature	Date
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Hanover-Horton School District

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Electronic Device Insurance Protection Plan

10000 Moscow Road, Horton, MI 49246
 (517) 563-0100 www.hanoverhorton.org Fax (517) 563-0150

Hanover-Horton School District (HHSD) is providing and administering an accident protection program as part of our current digital learning initiative. Enrollment in this plan is required for anyone planning to take a school district electronic device home who has not otherwise provided evidence of coverage that is acceptable to the district and equal to or greater than what is indicated in this agreement. This plan covers “accidental damage” to the electronic device and is designed to limit individual financial responsibility for any damage as described in the coverage section below. Each school year the annual premium begins coverage for all electronic devices provided by the school district for use by individual staff members or students. In addition, each electronic device is covered under a manufacturer’s warranty that covers the normal operation of the electronic device to ensure that it is functioning properly.

<p style="text-align: center;">Program Rate / Coverage</p> <ul style="list-style-type: none"> • \$25 annual premium • Limit of Liability: \$300.00 annually for each separate electronic device. 	<p style="text-align: center;">Effective Coverage / Expiration Date</p> <ul style="list-style-type: none"> • <u>Effective Date</u>: Based on the receipt of signed agreement • <u>Expiration Date</u>: Last day of employment/ enrollment for the current school year or one year from the date of the last signed agreement with HHSD.
<p style="text-align: center;">Coverage</p> <ul style="list-style-type: none"> • <u>Accidental Damage</u>: Pays for accidental damage caused by liquid spills, drops, or any other unintentional event. • <u>Theft</u>: Pays for loss or damage of the electronic device due to theft. The claim requires a police report to be filed. • <u>Fire</u>: Pays for loss or damage of the electronic device due to fire. The claim must be accompanied by an official fire report from the investigating authority. • <u>Electrical Surge</u>: Pays for damage to the electronic device due to an electrical surge. • <u>Natural Disasters</u>: Pays for the loss or damage of the electronic device caused by natural disasters. 	<p style="text-align: center;">Exclusions</p> <ul style="list-style-type: none"> • <u>Dishonest, Fraudulent, Intentional, Negligent or Criminal Acts</u>: Will not pay if damage or loss occurs in conjunction with dishonest fraudulent, intentional, negligent or criminal act. Individuals will be responsible for the full amount of the repair/replacement. • <u>Consumables</u>: Including but not limited to the case (\$20,) the charger (\$30), and software. Cosmetic damage that does not affect the functionality of the device. This includes but is not limited to scratches, dents, and broken plastic ports/parts or port covers. • <u>Voiding the manufacturer’s warranty by tampering with the device or system software.</u> • <u>HHSD is not liable for any loss, damage (including incidental, consequential, or punitive damages) for expenses caused directly or indirectly by the equipment.</u>
<p style="text-align: center;">PLEASE COMPLETE THE INFORMATION ON THE NEXT PAGE AND TURN IN THIS FORM AND PAYMENT TO YOUR SCHOOL OFFICE.</p>	

SCHOOL YEAR: _____
 HOME ROOM (Elementary only) _____

GRADE _____

Attachment B - page 2



Hanover-Horton School District

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Electronic Device Insurance Protection Plan

Child's Name	GRADE:		
Parent/Guardian Name			
Mailing Address			
City, State, Zip			
Home Phone:	Cell Phone:		

I WILL participate in the Hanover-Horton School District's Electronic Device Accident Protection Plan. I agree to the provisions outlined in the policy terms and understand that:

- Enrollment in this program is required to take school district electronic devices off school premises.
- The policy only covers the school-issued electronic device and does not cover the charger or case.
- This policy does not cover cosmetic damage that does not impair the use of the electronic device; including, but not limited to: scratches, dents, and broken plastic parts or connection ports.
- Damage as a result of a violation of the Electronic Device User Agreement is not covered; including, but is not limited to: dishonest, fraudulent, intentional, negligent, or criminal acts.
- Damage to the device is still the responsibility of the individual employee or student.
- Liability is limited to the replacement/repair of the device; no additional liability is implied or assumed.
- Opening the casing of the device to expose its internal components or hacking the operating system voids warranties and is not covered by this policy. Physically tampering with or hacking the operating system in an attempt to modify a device removes manufacturer protections.
- Devices covered by this protection plan must be in an approved case. Damage that occurs in transit to or from the school site or school activities when the device is not housed in an approved case is not covered under this policy.
- Enrollment in this program does not cover: Dishonest, Fraudulent, Intentional, Negligent/Criminal Acts.
- The enrollment cost is non-refundable.

Student Name:	_____	_____	_____
	Printed	Signature	Date
Parent or Guardian Name:	_____	_____	_____
(For students only)	Printed	Signature	Date

Office Use Only: Payment Information:

- \$ _____ Payment Amt. Enclosed. FORM OF PAYMENT: (circle) Cash Check # _____

NOTES:



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Electronic Device Accident Claim Form

10000 Moscow Road, Horton, MI 49246

(517) 563-0100

www.hanoverhorton.org

Fax (517) 563-0150

Please fill out this claim form and submit it immediately to your school administrative office. Please refer to the declaration page for coverage information. Coverage is not afforded where any person has knowingly concealed or misrepresented any material fact or circumstance concerning this protection plan.

Student Name: _____

Address: _____

Main Phone: _____

Date of Incident: _____ Time Discovered: _____ (AM / PM)

Discovered by: _____

Location of Incident: _____

If claiming vandalism, fire, or theft, did you notify police?

a. Investigating Officer: _____

b. Case Number: _____

Describe Damages:

Describe, in detail, the circumstances of your incident:

The above statement is true and correct to the best of my knowledge.

Name: _____

Printed

Signature

Date

For Office Use Only

Claim Type (circle one): Damage or Lost/Stolen

Prior Claims: _____



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Family Checklist For Take-Home Devices

10000 Moscow Road, Horton, MI 49246
 (517) 563-0100 www.hanoverhorton.org Fax (517) 563-0150

PARENT CHECKLIST FOR TAKE-HOME DEVICES

In order to have a device (either a Chromebook or iPad) assigned to your student, the following tasks must be completed.

Item to be Completed	Check if Completed
Read and sign the Parent/Student Responsible Use Agreement	
Read, complete and sign the Electronic Device Insurance Protection Plan	
Pay the annual insurance fee for the Electronic Device Insurance Protection Plan (\$25.00/student per year -- \$75.00 maximum per family per year)	



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At-Home Learning Checklist For Families

10000 Moscow Road, Horton, MI 49246
 (517) 563-0100 www.hanoverhorton.org Fax (517) 563-0150

FAMILY CHECKLIST FOR AT-HOME LEARNING

The following are items that this district suggests you consider in establishing guidelines for home for the use of the device assigned to your student.

Item to be Completed	Check if Completed
Have the device in a common room (not in the bedroom with the door closed)	
Establish a time limit on internet, texting, social networking sites, online gaming, etc..	
Ask and know student's personal username and password	
Establish a procedure to check internet history on the device. If any inappropriate material or you have questions about the material being accessed, please contact the building office.	
Monitor networking on social networking sites to ensure that private data is not posted online	
Ensure that the student never arranges a face-to-face meeting through skype or other venue or use inappropriate language	
Do not allow students to make online purchases without parental permission/supervision. Make sure site is secure (https:) before entering any information	
Make sure the student is physically backing up the device on iCloud, Schoology, Google, or a physical backup (Flash Drives)	