

Litchfield Middle School Litchfield High School District Loaned Device Program Guide 2018-2019 School Year

The mission of the Litchfield Public Schools is to provide all students with appropriate academic and personal learning experiences within a safe and supportive educational environment. In partnership with our parents and community, we challenge every learner to acquire the knowledge, skills, and personal attributes needed to become productive and self-directed citizens.

Litchfield Public Schools is committed to challenging every learner to acquire the knowledge, skills and personal attributes needed to become productive and self-directed citizens. To ensure all students are provided the appropriate academic and personalized learning to do so, the Board of Education has implemented a District Loaned Device Program that provides each student with an electronic device that will enhance learning, foster inquiry and collaboration, and complement our curricula, which requires students to research efficiently and communicate effectively.

ACQUIRING A DISTRICT DEVICE

How does my son/daughter get a district device?

Laptops and tablets are issued at the beginning of the school year to all students and to any student who transfers after the start of the school year. Two items are required before a student is issued a device: 1) a signed "Regulation Acceptable Use of Technology" #5131.42 form (included at the end of this Guide); and 2) payment of our user fee (Litchfield Middle School one-time user fee = \$45 for Lenovo 11e laptop); (Litchfield High School one-time user fee = \$45 for Dell Venue 11 Pro tablet or Dell Chromebook). Before the end of the school year, a date will be announced on which the students and their parents or guardians will return the Litchfield Public Schools school-loaned device. On this date, the school will inspect the device for damage and will notify you of your responsibility for any damage not covered under warranty.

Does my son/daughter have to take a school-loaned device?

Currently, the Board of Education policy provides guidelines for 1 to 1 computing. ([BOE policy #5131.41](#)) Our software licensing agreements are only for district owned devices, and our technology department can only provide support for our district devices.

You must complete a Litchfield Public Schools District Loaned Device Program Student/Parent/District Agreement Form even if you choose to decline a district loaned device.

What is the user fee and what does it cover?

There are two different devices used at the middle and high school, and each have a separate manufacturer service plan.

The 7th - 8th grade students are issued a Lenovo 11e laptop for a one-time user fee of \$45. This is to support the administration of the one-to-one program for items such as loaner devices and wireless access.

The 9th – 12th grade students are issued a Dell Venue 11 Pro tablet or Dell Chromebook 11 3189 for a one-time user fee of \$45. This is to support the administration of the one-to-one program for items such as loaner devices and wireless access.

First accidental damage incidents, but not including loss, theft, or intentional damage as determined by the computer manufacturer, are covered for repair. All second time damage incidents may result in additional repair fees; \$250 for LCD Panel Replacement; \$160 for plastic damage; \$80 for mobile keyboard, \$20 for a charger, \$8 for a charging cable. A full device replacement cost is \$250.

The user fee is not device technology insurance. However, third party technology insurance is available to provide coverage for damage from misuse. There are several vendors that provide technology insurance at a reasonable cost.

If you require financial assistance, simply complete the [“Confidential Waiver Form”](#) located on our school website under the Board of Education policy tab (form 5131.7). Return this form to the Main Office of the school your child attends.

USING A DISTRICT-OWNED DEVICE

What comes with my school-loaned device?

The 7th - 8th grade Lenovo 11e laptop comes with a power adapter. The 9th – 10th grade Dell Chromebook 11 3189 comes with a power adapter. The 11th - 12th grade Dell Venue Pro 11 7140 tablet comes with a detachable keyboard and a power adapter. All school-loaned devices have a comprehensive package of licensed software which includes but is not limited to:

- Audacity
- Google Apps for Education
- Microsoft Office 365
- SmartMusic

What can I do with my school-loaned device?

Teachers will determine whether or not the device will be used during each class period.

All school-loaned devices contain the necessary licensed hardware and software required to complement our curricula. It is not permissible to add or change the hardware, memory, or hard drive. This includes downloading music, videos, and games. Restitution for damage to the device caused from unauthorized downloads will be the responsibility of the student to whom the device was loaned.

Students should store documents on Google Drive. Students are allowed to access only those files that belong to them or which they are certain they have permission to use. Files stored within the school computer systems should be limited to those relating to formal school courses or activities. Email (or any other computer communication) should be used only for legitimate and responsible school related communication.

District-wide filtering is in place. Internet histories may also be checked. Students may not bypass the school's network at any time. Use of personal hotspots is prohibited.

Can I install other software or hardware on my school-loaned device?

The student is responsible for complying with any and all hardware, software, and service provider licensing agreements, terms of use, and applicable state and federal copyright and other intellectual property protections. Violation of any such licenses, terms, or laws shall constitute a violation of this policy. Litchfield Public Schools is the sole licensee of the software included with the school-owned device. Any copying, modification, merging, or distribution of the software by the student, including written documentation, is prohibited.

What if I have a problem with one of the programs?

Most issues with the school-owned devices can be fixed by reviewing one of the tutorials located within the Student Tech Support section of the the Technology website (<https://www.litchfieldschools.org/central-office/technology/student-tech-support-ts4lhs>). However, issues that cannot be resolved should be reported immediately to the Litchfield Public Schools Student Support Center, located in the High School, Room 102, open for students throughout the school day. If necessary, the student will receive a spare device until the originally loaned device is fixed.

What if my school-loaned device becomes damaged?

Any concerns should be reported immediately to the Litchfield Public Schools Student Support Center. Students may be 100% responsible for any damage that is not reported within one school day.

Students are expected to treat their device with care and respect. The following information from the Litchfield Public Schools Technology Team provides some guidance regarding careful and respectful use:

- A protective laptop carrying case is highly recommended. A protective case that will fit a 13" device should be sufficient.
- Keep both the device and the power cord clean and free of marks at all times. Placing stickers, writing or drawing on, engraving or otherwise defacing the device or power cord is not allowed and may result in loss of privileges and/or disciplinary action.
- Use care when transporting the device to and from school.
- Protect the device from extreme heat or cold. Do not leave the device in a car, even if the car is locked. Do not leave the device exposed to direct sunlight or near any heat or moisture sources for extended periods of time.
- Avoid eating and drinking (including water) or being near others who are eating and drinking while using the device.
- Do NOT stack any objects on top of your device. This includes books, musical instruments, sports equipment, etc.
- Do NOT squeeze the device into a heavy / overstuffed backpack.

- Use the device only on a firm, dry, flat surface. Do not use the device on a bed or soft surface that could interfere with the cooling system.
- Never "swap" or "share" a device with another student. The device should be in possession of whom it was loaned, or in a designated, secure area, at all times. No device should ever be left unattended.
- You can use painters tape (only) to mark your laptop and charger with your name, the Student Support Center will have this available.

For second and subsequent damage incidents to the device, restitution will be the responsibility of the student to whom the device was loaned:

LPS District-Loaned devices = \$250

What if someone else damages my device?

Any damage caused by another party must be reported to the Main Office immediately. Each computer is assigned to an individual student. That student is responsible for the responsible care and appropriate use of the device he/she was loaned. Restitution for damage to the device will be the responsibility of the student to whom the device was loaned:

LPS District-Loaned devices = \$250

What if I forgot to charge my device or my device runs out of battery during the school day?

Students are required and expected to take home and bring their school-loaned devices back to school each day with the battery fully charged. It is best to plug in the device each night to assure a full charge the following day. We cannot guarantee that charging stations will be available at all times during the school day.

What Internet access does my device allow? Will my privacy be protected?

All district-loaned devices have wireless capability. At home or on campus, our district-loaned devices access the school's servers and the Internet using our filtered, wireless infrastructure. The school-loaned devices may be connected to a home-wireless system or may be connected to a cable modem or router. Litchfield Public schools is not responsible for home Internet connectivity issues.

All communications and information transmitted by, received from, stored within, or which pass through the Litchfield Public Schools facilities may be archived, deleted, monitored and reviewed for content or usage at any time. Litchfield Public Schools also reserves the right to investigate suspected inappropriate uses of its resources or systems using its resources.

Litchfield Public Schools reserves the right to monitor or access the hard drives of its school-loaned devices if it suspects or is advised of possible breaches of security, harassment, or other violations of other school policies, rules, regulations, directives, or law, or if evidence exists which demonstrates to the school that its school-loaned devices may contain information, data, or other intellectual property that belongs to another person. Internet histories may be checked.

As always, students should limit personal information on the device for safety reasons. Students should never share their password with another student. Passwords should always be kept confidential. Students should never share personal information about themselves or others while using the Internet or email.

District-wide filtering is in place on school-loaned devices. Students may not bypass the school's network at any time. Use of personal hotspots at school is prohibited. Students are ONLY to use the "LHS-student" or "LPS-wireless" wireless network for connecting to the Internet while at school.

With administrative approval, parents/guardians can request their child's password be reset so that they can supervise computer use.

This form must be completed prior to student being granted access to District Programs, and/or a device is loaned.

LITCHFIELD PUBLIC SCHOOLS DISTRICT OWNED DEVICE PROGRAM
STUDENT/PARENT/DISTRICT AGREEMENT (BOE Policy # 5131.41)

Student Name Typed:	Student Grade:
Student Signature:	
Parent Name Typed:	
Parent Signature:	

★ Be sure to place a checkmark in the option you are selecting ★

Option 1) WE ACCEPT A DISTRICT-OWNED DEVICE

Our signatures below indicate that we have read and understand all aspects outlined within regarding Litchfield Public Schools District Owned Device Program.

Our signatures also indicate that we have read and understand the Litchfield Public Schools One to One Computing Policy ([Board Policy No. 5131.41](#)) and Technology Policy ([Board Policy No. 5131.4](#)). These policies are incorporated by reference into this agreement.

★ LPS District-Owned device replacement fee is: \$250 ★

★ All previous year Technology Fees must be paid in full or a payment plan established prior to being issued a District-Owned Devices. ★

We understand that our one-time user fee is non-refundable. This user fee does not cover intentional damage, loss or theft. Checks should be made payable to "Litchfield Middle School" or "Litchfield High School." You may also pay online via our [RevTrak payment system](#). Visit our school website / Family Resources / RevTrak.

★ Litchfield Middle School one-time user fee = \$45 (Lenovo 11e laptop)

(only 7th grade students or any student new to the Litchfield Middle School)

★ Litchfield High School one-time user fee = \$45 (Dell Venue 11 Pro tablet or Dell Chromebook)

(only 9th grade students or any student new to the Litchfield High School)

OR

Option 2) WE WILL NOT ACCEPT A DISTRICT-OWNED DEVICE

We choose not to accept a district-owned device. We understand that:

1. Our signature indicates that we have read and understand the Litchfield Public Schools One to One Computing Policy ([Board Policy No. 5131.41](#)) and Technology Policy ([Board Policy No. 5131.4](#)). These policies are incorporated by reference into this agreement.
2. The technology department cannot provide wireless service or other services to a privately owned device;
3. We cannot load any district-owned software to a privately owned device;
4. Privately-owned devices that result in a disruption to the school environment may be confiscated and released to a parent.