

Student Device Handbook

2016-17



- Each student and his/her parent or guardian should complete and return the Student Device Agreement reproduced on page two of this handbook.
- A printed copy of this handbook and the Device Agreement is available at the student's school.
- This handbook is available in other languages on our website at ple.gcsnc.com.



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This document can be found online at ple.gcsnc.com.

Device Agreement

Each student and his/her parent or guardian should complete and return the Student Device Agreement reproduced below.



Student Device Agreement

The student and parent/guardian shown below certify that they have had an opportunity to review the Student Device Handbook as well as the Guilford County Schools rules, policies, and procedures to which the Handbook refers. The Handbook is available in multiple languages at ple.gcsnc.com and a printed copy may be requested from the student's school.

The student and parent/guardian shown below also certify that they agree to uphold all the expectations and requirements in the Handbook and policies, including the expectations that...

...the student will:

- use the device appropriately for learning purposes,
- pack, transport, and store the device safely,
- report to the school any damage, loss or theft as soon as reasonably possible, and
- return the device and any assigned accessories when requested by the school to do so.

...the parent or guardian will be responsible for the student's use of the device and the Internet if the student uses the device outside of school.

①

☐ If this box is checked, the student has permission to use software and web tools approved by Guilford County Schools as described in the Handbook.

Agreed to by:

Student ②
Printed
Name: _____

③ Parent/Guardian
Printed
Name: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

The Purpose of a Student Device

Student devices are to be used for learning purposes. They are intended to

give students access to

1. learning resources, and
2. creativity and productivity tools

so that students can

3. become more independent learners, and
4. engage in learning that is more personalized to their academic needs and personal characteristics.

Ownership and Privacy

The device belongs to GCS and is being loaned to the student just like a library book or other school resource. The student is expected to appropriately use and care for the device and to return it (along with any adapters, cords, accessories or chargers that were provided) at any time that the school requests the student to do so.

At all times – even if taken home or off-campus – the device remains the property of GCS and may be inspected or recalled at any time. The student has no right to privacy – and should not expect any – with regard to his/her use of the device or any information s/he stores on it.

If the student has log-in credentials, a password, a PIN code, or any other mechanism that prevents others from accessing the device or data stored on the device, the student must provide to school staff the information or instructions necessary to access the device or data when requested to do so. Likewise, GCS staff may override and/or change the privacy mechanisms if needed.

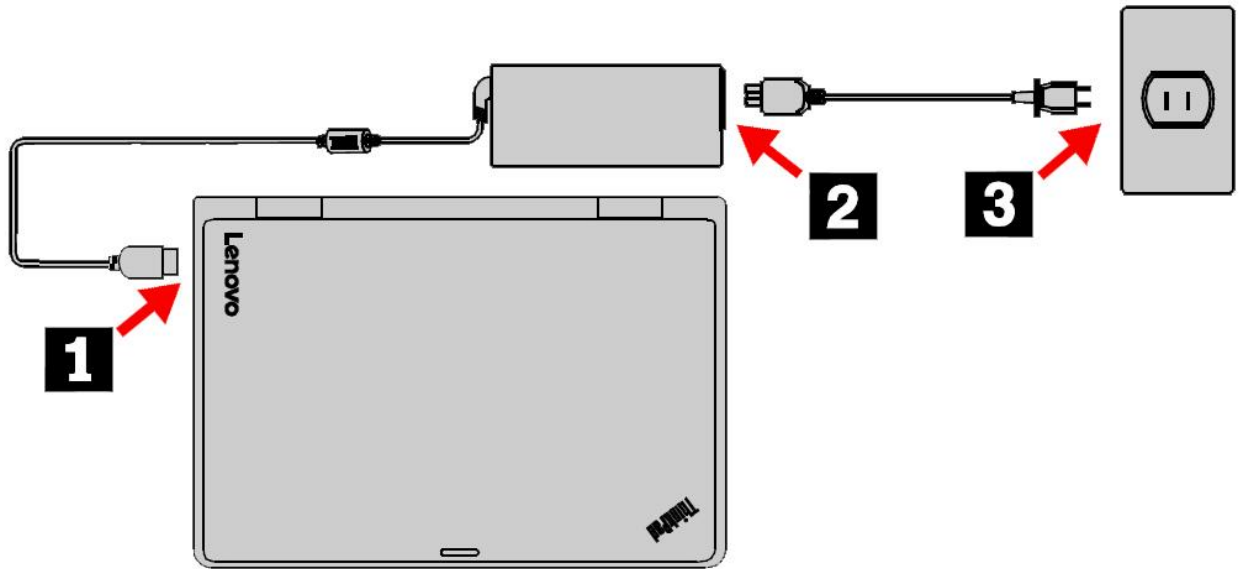
Internet Filtering

Internet content is filtered by GCS content filters everywhere the device gets online, whether that is at school, at home, on a public hotspot, etc. No action is required to activate filtering and no special adjustments to home networking equipment should be necessary.

Getting Help – Basic Troubleshooting

Help with device hardware and software is always available at school through teachers, in the Media Center, and through other school staff. Before seeking help, however, students should try the following basic troubleshooting steps on their own.

- *Make sure there is power.* Make sure 1) the power plug is properly connected to the computer, 2) that the wall cord is plugged completely into the power adapter, and 3) that the wall cord is properly plugged into an electrical outlet.

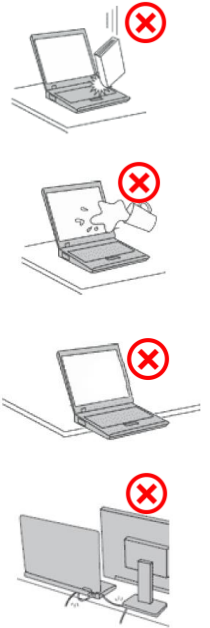


- *Make sure there is Wi-Fi.* Turn Wi-Fi off and on. Re-connect to the network.
- *If nothing else works, restart the device.*

Appropriate Device Care

Students should follow the basic device care expectations, below.

1. *Handle the device with care.* Holding with two hands is better than holding with one. Set the device down gently. Never toss or slide the device. Avoid holding heavy items above the device so that they don't accidentally drop onto the device. If the device is in a book bag, be sure to set the bag down gently and never throw or slide a book bag with a device in it.
2. *Keep the device dry.* Drinks and food should be kept away from the device.
3. *Whenever possible, keep the device off the floor and away from edges, ledges, and stairs.* When placed on the ground, the device is more likely to be stepped on or dropped on, so avoid putting it there as much as possible.
4. *Keep the screen clean.* Periodically wipe off fingerprint smudges and dust using a soft, dry cloth. Never use paper towels, window cleaner, or household cleaners as they could damage the screen.
5. *Protect the power cord.* Don't let the power cord get pinched or bent. Don't stretch the power cord across a space where it could trip someone or get caught on someone's legs.
6. *Turn the device off before moving it.* Put the device into sleep mode, hibernation mode, or turn it off. This will help prevent damage to the computer and possible data loss.



Appropriate Use

Students are expected to use devices appropriately in compliance with all state and federal laws, [Student Handbook Rules](#) and [Board of Education Policies and Procedures](#). This includes, but is not limited to:

- Student Handbook:
 - *Rule 4* – Inappropriate or lewd interpersonal behavior
 - *Rule 8* – Insulting, abusive, harassing, profane, obscene or seriously disrespectful words, acts of touching, gestures, signs, verbal threats, acts of bullying or intimidation, or other acts
 - *Rule 16* - Theft or destruction of school or personal property
 - *Rule 27* – Prohibitions on the use of cellular phones and other electronic devices.
- Board Policy and Procedure:
 - *JCDAE / JCDAE-P* – Harassment by students
 - *EFE / EFE-P* – Acceptable use of electronic transmission capabilities

While Internet filtering will be in place at all times and in all places, a student's parent(s) or guardian(s) will be responsible for the student's use of devices and the Internet when the student is not at school.

Damage, Loss, and Theft

Damaged/Lost Device. If a student's device is damaged or lost, the student should notify school staff as soon as reasonably possible. Steps will be taken to help the student better care for the device. The policy addressing what happens when a device is damaged or lost can be found on our website at ple.gcsnc.com.

Theft. If a student's device, charger, or assigned accessory is stolen, the student should file a police report and share the case number with the school Media Specialist. Until a report is filed and the number is shared with the Media Specialist, the device is considered lost, not stolen. Devices stolen at home should be reported to the local police. Devices stolen at school should be reported to the SRO at the school.

Replacement Chargers / Accessories. If a student is assigned a charger or other accessory and it is damaged, lost, or stolen, the student must purchase a replacement from the school. The student may not connect a charger to the device that was not provided by GCS. The costs for replacements can be found on our website at ple.gcsnc.com.

Intentional Damage. Intentional damage to a device is handled under Rule 16 of the Student Handbook. Consequences may include paying full restitution for the device.

File Storage in OneDrive

To avoid losing files and to increase the ease of accessing files, students should store their files online in their OneDrive account provided by GCS. Instructions for saving files to OneDrive are available at ple.gcsnc.com. Any files stored on the device are subject to being lost if the device is damaged or lost.

Approved Software and Web Tools

Students will have access to a variety of applications and other web tools to enhance their learning experiences. Some of these tools require parental permission if students are under the age of 13. Parents and guardians provide this permission by checking box #1 on the [Student Device Agreement](#) form on the second page of this Handbook.

The software and tools to which this permission applies are reflected on our website at ple.gcsnc.com. GCS will update this list from time to time as software and/or tools are approved, added, and/or removed.

Parent permission:

- extends for the duration of the current school year
- applies to all of the approved software and web tools reflected in the online list, including updates that GCS makes to the list during the year
- applies to any updates the publishers of the software and web tools make to their privacy policies, terms of use, or to the software or web tool itself.

If an e-mail address is required to set up an account for these tools, students must use their GCS student email which is provided, secured, and monitored by GCS through a service called [Gaggle](#).

Safety

The device has been tested and certified for safety. It is still prudent, however, to take precautions with this and all electronic devices.

- *Protect yourself from the heat that the device generates.* When the device is turned on or the battery is charging, the base, palm rest, and/or other parts may become hot. Extended contact with your body, even through clothing, could cause discomfort or even a skin burn. So, avoid keeping your hands, your lap, or any other part of your body in contact with a hot section of the computer for any extended time.
- *Protect yourself from the heat generated by the power adapter.* When the power adapter is connected to an electrical outlet and the device, it generates heat. Extended contact with your body, even through clothing, could cause discomfort or even a skin burn. So, do not place the power adapter in contact with any part of your body while it is in use. Never use it to warm your body.
- *Turn the device off before putting it into a backpack or carrying case.* Leaving it on inside a bag or case could cause a build up of heat.
- *Never attempt to remove the casing on the device or the power adapter.* Hazardous electric energy or spinning fan blades could be present.



Other safety considerations can be found in the device user manual on our website at ple.gcsnc.com.

Device Specifications

More information regarding the device specifications can be found on our website at ple.gcsnc.com.