

Leyton Public Schools
Handbook Addendum
Electronic Device Rental Agreement
Buyout Initiative



Contents

| | |
|------------------------------------|----|
| Introduction | 2 |
| Computer Specifications | 3 |
| Device take-home Privileges | 4 |
| Device Use at School | 5 |
| General | 5 |
| Device Software, Apps and Settings | 5 |
| Sound | 5 |
| Lunch | 5 |
| Extracurricular Activities | 5 |
| Device Care | 6 |
| General | 6 |
| Display Care | 6 |
| Misbehaviors and Consequences | 7 |
| Computer Violations | 7 |
| Forgotten or Uncharged Devices | 7 |
| IT Controls | 7 |
| Family Computer Tips | 8 |
| Device Consent Form | 9 |
| | 10 |

INTRODUCTION

Leyton Public Schools is proud to offer our high school students a 1:1 device for use at school and at home. This opportunity started with the 2017-2018 school year. The 1:1 Learning Initiative, which provides mobile computing and wireless technology to all students in grades 9-12, has been designed to provide students with the skills and tools they need in school and for lifelong learning and success. The Leyton Board of Education has the discretion to adapt and change any policies as necessary to make the 1:1 Initiative beneficial to our students and staff. These changes could occur at any time throughout the school year as needed for optimum academic success.

COMPUTER SPECIFICATIONS

All students who signed the option form Option 1 or Option 2 will receive a device and a power supply. The device has been assigned to the student using its Product Service Code and serial number.

Please note that these devices require Wi-Fi connection in order to be able to access the internet. This is provided only at the school.

DEVICE TAKE-HOME PRIVILEGES

While students who choose Option 1 or Option 2 will be issued a device for school, it will be up to individual families to decide whether or not they would like their student(s) to bring their device home at the end of each school day. Before take-home privileges will be granted, parents/guardians must pay the lease with the option to purchase fee and sign all the necessary agreements.

The student will have the option to take their device and power supply home at the end of the academic year. They must sign out the condition of the device before leaving for summer vacation and return with the same device when school resumes.

The device and power supply will be collected at the end of the academic year or upon termination of the student's enrollment for maintenance, cleaning and repair. If the student does not participate in the buyout option.

Any laptop not returned when requested will be reported to local law enforcement as stolen property.

DEVICE USE AT SCHOOL

General

Devices are intended to be used at school every day. Students are responsible for bringing their device to every class unless specifically advised by teachers not to bring them.

Devices must be brought to school fully charged every day. Only use provided chargers to charge your device. Extra chargers are not provided.

Students must comply with individual classroom teachers' rules.

No device will be allowed in the locker room at any time.

No device will be permitted at the table during lunch.

Device Software, Apps, and Settings

The presence of inappropriate material including (but not limited to) guns, and weapons-related content, pornographic content, alcohol, drug, or gang related symbols or pictures, or any other material deemed unacceptable by the school administration on the device or in the student's online storage will result in disciplinary action (see Computer Violations) and, where appropriate, referral to law enforcement.

Sound

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. All students are advised to acquire their own headphones or earbuds.

Lunch

Students will not be permitted to use their devices at the lunch table.

Extracurricular Activities

Students will be allowed to take their devices to extracurricular events at the discretion of the family/coach/sponsor.

If the student brings their device to an event, students and parents/guardians assume full responsibility for any loss, damage, or theft that may occur during the event.

DEVICE CARE

General

No food or drink is allowed near your laptop.

Students may not carry the device with the screen open.

Under no circumstances should devices or other technology be left in unsupervised areas. Unsupervised areas include, but are not limited to: the school grounds and campus, common areas, unlocked classrooms or in lockers, bathrooms, buses, cars, and hallways. Any computer left in these areas is in danger of being lost or stolen.

Students are not permitted to write or draw on the laptop.

The device must be transported to and from school in a protective cover. The student is responsible for purchasing this.

Students may install covers or cases on their device as long as they are removable and do not cause physical damage to the device.

Students should not, under any circumstances, repair, alter, or make changes to their device. When students encounter a problem, they or their teacher should contact the Technology Department.

Loaner devices will be available for students upon availability to those who are awaiting repairs by the technology department. Students will be expected to return the loaner device by the end of the school day.

Device Care

The device display can be damaged if subjected to rough treatment. The display is particularly vulnerable to damage from excessive pressure.

- Do not lean the lid on the lid of your device when it is closed
- Do not place anything in the device bag that will press against the case
- Do not poke the screen
- Do not place anything on the keyboard before closing the lid (pencils, pens, fingers or headphones)
- Do not leave your device in a hot vehicle
- Do not place your device in your backpack without the proper sleeve or laptop compartment built into the backpack.

MISBEHAVIORS AND CONSEQUENCES

Computer Violations

Leyton Public Schools has a zero tolerance policy on computer violations. Students who are not responsible users or technology will receive the following consequences:

- First Offense - Detention
- Second Offence - Double Time Detention
- Third Offence - Take home privileges revoked
- Fourth Offence - Determined by Administration

Forgotten or Uncharged Device

Teachers will expect that students come to school ready to learn and with their device appropriately in working order; charged, undamaged, and fully functioning. Students who forget to bring or charge their device will receive consequences at the teacher's discretion.

Unsupervised devices will be confiscated by the staff and taken to the administration office. Disciplinary action will be taken for leaving the device unattended.

IT Controls

The Technology Department has the right to, at any time, to access a students device, add or remove software, change settings, and/or remove local data on the device. It is up to the student to make sure their data is safely stored and backed up.

FAMILY COMPUTING TIPS

Computers are a resource tool. Leyton Public Schools strives to provide students with the skills and tools needed to support lifelong learning and success. While it is great to have your children learn to use the latest technology, spending too much time with video games and surfing the web can be unproductive. Due to federal regulations, Leyton Public Schools will filter and document usage on District-owned equipment at all times. Measures have been put in place to limit student access to harmful or inappropriate material at school. **No technology measure is perfect or will serve as an adequate substitute for parent/guardian involvement, communication and supervision.** It is the responsibility of parents/guardians to supervise, manage, and monitor their children while they are not at school.

Parents/guardians should communicate with their children and set computer limits. Here are some examples:

- I will not give out personal information such as my address, phone number, parent's/guardian's work addresses/phone numbers, or the name and location of my school without parent/guardian permission.
- I will not respond to any messages that are mean or in any way make me feel uncomfortable. It is not my fault if I get a message like that. I will report mean or uncomfortable messages to a trusted adult.
- I will talk with my children so that we can set up rules for using the internet. We will decide on the time of day that is appropriate, length of time and appropriate websites that can be viewed.
- Limit the hours during the day that your child is on a device.

One of the District's goals with this initiative is to provide equitable technology access to families. Family members of the student with a school issued device are permitted to use the device to check the school website, student's grades, etc. The student's use of the device for school work should take priority over other family use. All uses of the student's device are required to follow the policies and procedures outlined in the handbook as well as the District's Acceptable Use of computers and Internet Policy.

Device Consent Form

Student Expectations

Property of Leyton Public Schools

User agrees to abide by Federal/State/Local Laws

- I understand that the device issued to me belongs to Leyton Public Schools and that the district has provided it to me only for my educational use.
- I understand that nothing I access, create or store on the device is private. The device may be examined by school staff at any time and without notice to me or my parents.
- The device is assigned to me and is ALWAYS my responsibility.
- I will use the device as instructed by teachers, staff or parents.
- I will not share files or add software to the device unless instructed by my teacher.
- I will not bypass or change the device management settings or network management settings.
- I will come to school with the device fully charged and in a case every day.
- I will always carry the device with the lid closed and in a case.
- I will protect the device from pets, food and beverage spills.
- I will follow all copyright laws while using the device.
- I will never post my image, name, address, or other personal information online without the permission of my parent(s) or teacher.
- I understand that everything I post online may be accessed FOREVER.
- I will never remove or alter any markings identifying the laptop as school property.
- I understand that I am not to have my laptop near lunchroom tables during lunchtime.

This device is the property of Leyton Public Schools. I understand that if I violate any of the rules listed above, my technology privileges may be taken away.

Student Printed Name: _____

Signature: _____

Date: _____

Payment:

Please mark which of the following options you choose:

Option 1- School Device, no take home.

There is a lab fee associated with choosing this option. Devices may be shared and cannot be taken home. The district will provide students with the technological devices necessary to complete all basic curricular projects. To the extent that a student is not required by the district's curriculum to utilize a device off district property, the district may charge students a convenience fee to take the device off district property. Insurance of \$100 and a damage deposit up to \$250 may also be required.

Option 2- Lease to purchase a Dell Laptop.

Incoming freshmen will receive a brand new Dell Laptop. Pricing is \$150.00 **paid in three equal installment payments of \$50, each year, for a total of \$600 after 4 years.** Students will own the device upon graduation with a \$1.00 buyout after final \$50.00 payment is made. Device repair and virus protection will be provided.

1st Payment of each year is due the day the device is received

2nd Payment of each year is due December 15th.

3rd Payment of each year is due May 1st.

Option 3- Bring Your Own Device (BYOD).

You elect to purchase and use your own device (laptop, chromebook, Surface, etc)

NOTE: no device repair, virus protection or software will be provided. School devices will not be available to use.

Student Signature: _____ Date: _____

Student Printed Signature: _____

Parent Signature: _____ Date: _____

Parent Printed Signature: _____

Mrs. Alison Haley

Leyton Public Schools

Technology Coordinator

Technology Integration Specialist

alison.haley@leytonwarriors.org

308-377-2301