



WALLKILL CENTRAL SCHOOL DISTRICT

ELEMENTARY STUDENT USER AND PROCEDURE GUIDE

Introduction:

Purpose of this document:

The purpose of this guide is to provide parents and students with a thorough explanation of how the district manages its 1:1 Devices. The success of these Devices is strongly tied to the responsibility, ownership, and pride that our students have when they receive their Device. While the district believes that technology use is critical to student success and needs to be part of the daily learning process, the ability to have a device at all times is considered a privilege that our students should not take lightly.

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1 Receiving Your Device

Devices and power cords may be borrowed by K-6 parents in the event that school is not in session by March 30, 2020 and you do not have a device at home to access the District's learning activities should it become necessary. Parents/Guardians and students (in grades K-6) MUST sign and return the Wallkill Central School District 1:1 Parent Agreement document before the Device can be issued to their child. This Device Procedure Handbook outlines the procedures and policies for families to protect the Device investment for the Wallkill Central School District.

2 Expectation of Privacy

No right of privacy exists in the use of technological resources provided by the school. School system administrators or individuals designated by the superintendent may review files, internet history logs, monitor communications/content activities, and intercept e-mail messages to maintain system integrity and to ensure compliance with board policy and applicable laws and regulations. School system personnel shall monitor online activities or individuals who access the internet via school owned computers. Devices are to be used only by the student for school activities at home.

3 Responsible Digital Use and Awareness

School issued Devices connected to Wi-Fi and internet should be used for educational purposes and students are to adhere to the District's Acceptable Computer and Internet Use Policy (#8274), Internet Safety/Internet Content Filtering Policy (#8275) and all of its corresponding administrative procedures at all times. While working in a digital and collaborative environment, students should always conduct themselves as responsible digital citizens.

4 Device Distribution and Student Device Training

- Students and parents must complete the WCSD Acceptable Computer and Internet Use Policy Agreement as well as the WCSD 1:1 Parent Agreement. It must be signed by the students and parents.
- Training documents and videos will be available online for students and parents to refer to.

5 Returning Your Device

Individual school Devices and power cords must be returned to the Wallkill Central School District when school is back in session. Students whose enrollment is withdrawn or terminated at WCSD for any reason must return their individual school Device and power cord on the date of termination. If the Device or any accessories are returned in damaged or otherwise unsatisfactory condition, a fee will be assessed to cover the repair or replacement of the device(s).

6 Taking Care of Your Device

Students are responsible for the general care of the Device they have been issued by the school. If your Device is broken, or fails to work properly, please contact your building principal.

Do not take district owned Devices to an outside computer service for any type of repairs or maintenance.

6a. General Precautions:

- Take care to protect your password. Do not share your password.
- No food or drink is allowed next to your Device.
- Cords, cables, and removable storage devices must be inserted carefully into the Device.
- Never transport your Device with the power cord plugged in. Never store your Device in your backpack while plugged in.
- Devices should always be carried in the closed position.
- Devices must remain free of any writing, drawing, or stickers that are not the property of WCSD.
- Heavy objects should never be placed on top of your Device.
- Devices must have a Wallkill asset tag on them at all times and this tag must not be removed or altered in any way.
- Devices should never be left in a car.
- When not in use, Devices should be shut down to conserve battery life.
- When charging the Device, avoid stressing the power port on the Device by keeping the power adapter at the same height as the Device.

6b. Carrying Devices:

One of the best features of your Device is the fact that it is portable. When transporting your Device please remember the tips below to help ensure it is protected from damage:

- Transport Devices with care.
- Never move a Device by lifting from the screen. Always support a Device from its bottom with lid closed.
- Device lids should always be closed and tightly secured when moving.
- Take caution when placing other items (notebooks, books, lunch box, etc.) to avoid putting too much pressure and weight on the Device screen. The screen is delicate and can crack easily.
- Ensure that writing utensils, earbuds, etc. do not slip between the screen and keyboard since this could damage the screen.

6c. Screen Care:

The Device screens can be easily damaged. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean or put pressure on the top of the Device when it is closed.
- Do not store the Device with the screen in the open position.
- Do not place anything near the Device that could put pressure on the screen.
- Do not place anything in a carrying case or backpack that will press against the cover.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth. Do not use any liquid cleaning products or wipes. Other materials that can damage your screen include tissues, napkins, and paper towels.

7	At Home Use
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- Device care at home is as important as in school; please refer to the care section.
- Students are allowed to connect to a wireless network when using their Device away from school. Students' use of the Device will be subject to the WCSD website filtering software even when accessing materials on a home connection. The filtering software will only affect WCSD owned devices and its use under the District's Acceptable Computer and Internet Use Policy #8274.
- A Wi-Fi Internet connection is required for much of Device use; however, many applications can be used while not connected to the Internet, including Microsoft Office, PowerPoint and others.
- Students may use the device to access Wallkill CSD learning activities. Please be sure to supervise your child while he/she is online.

8	Managing Your Files and Software
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8a. Saving Your Digital Work:

- Files should only be stored in your Office 365 and not in the Downloads file folder of the Device.
- The majority of student work will be stored in Internet/cloud based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- Students should always remember to save frequently when working on digital media.
- The district will not be responsible for the loss of any student work.

8b. Software on Devices:

- Devices will be managed by the District. Only District approved software will be placed on the Device.

9 Supporting Your Device

Proper care and maintenance of your Device will help keep a device in good working condition.

9a. Updating Your Device:

- When a Device starts up, it updates itself automatically, so it has the most recent version of the operation system without you having to do a thing.

9b. Procedures for Restoring Your Device:

- The school does not accept responsibility for the loss of any software or documents deleted due to the reformatting and reimaging due to technical issues or an issue resulting from inappropriate use.

9c. Apps and Extensions:

- Searching for and applying most apps/extensions from the Web has been disabled for all students. Some mandatory apps/extensions will be automatically added.
- Some web apps will be available to use when the Device is not connected to the internet.

10 Protecting & Storing Your Device

10a. Device Identification:

- Student Devices will be labeled in the manner specified by the school. Devices can be identified in several ways:
 - Record of district asset tag
 - Serial number
 - School generated bar code

10b. Account Security:

- Students are required to use their WCSD domain user ID and password to protect their accounts and are required to keep that password confidential.

10c. Storing Your Device:

- Devices should not be stored in vehicles for security and temperature control issues.
- Under no circumstances should Devices be left in an unsupervised area.

10d. Personalizing the Device:

- Devices must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not property of the Wallkill Central School District.

11 Repairing/Replacing Your Device

Please report all Device problems to your building principal.

11a. Damaged or Lost Device Costs not Covered by District Insurance:

- If the Device is damaged or lost, the costs and procedures are outlined as below:
 - Parents will be responsible for any fees to replace lost or broken devices.

11b. Lost Device and Accessories:

- Devices that are lost are the responsibility of the parent.
- Lost Devices must be reported to building administration within 24 hours of the incident.
- Parents must pay the associated charges to replace the lost Device and/or charger:
 - Device = varies (based on original purchase price)
 - Charger = varies (based on market value).

12	Device Technical Support
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For the following services please contact your building principal:

- Hardware maintenance and repairs.
- User account support.
- Coordination and completion of warranty repairs.
- Distribution of loaner Devices.
- **ALL REPAIRS must be completed by TECHNICAL SERVICES.**

1:1 Device Parent Agreement

Introduction:

The mission of the 1:1 Device (one electronic device for each student) is to ensure that the Wallkill Central School District students have regular, equitable access to the digital tools and resources that allow them to be successful learners outside of the school day. To reach this goal, the district will provide students with a Device that can expand their learning opportunities beyond the walls of Wallkill schools.

The devices are expected to be brought back to school when we return to our normal school schedule as they are used in class each day.

Important Resources:

Resources relating to the 1:1 Devices can be found on our district website at www.wallkillcsd.k12.ny.us, located under the Technology Department Tab. The following resources are available:

- Student User Guide
- 1:1 Device Parent Agreement
- Board of Education Policies: Acceptable Computer and Internet Use and Safety (#8274)
- Online Powerpoint Presentation.

Repairing and Replacing the Device:

Lost Device and Accessories:

- Devices that are lost are the responsibility of the Parent.
- Lost Devices must be reported to the building principal.
- Parents must pay the associated charges to replace the lost Device and accessories:
 - Device = \$250
 - Charger = varies (based on market value)

Be Responsible:

- No stickers or writing are allowed on the device.
- Students must take measures to protect the device from damage or theft.
- At no time shall the device be used for unlawful or inappropriate activities.
- The device and power cord that are assigned to the student are required to be brought back to school when we resume classes.
- Students are not allowed to let others use their Device.

Be Respectful:

- Students must follow the Wallkill Central School District's Acceptable Computer and Internet Use and Safety Policies at all times while using district issued devices.
- Violations of the Acceptable Computer and Internet Use and Safety Policies or items stated in this document will be addressed by the school administration to determine the proper course of action.
- No right of privacy exists in the use of devices provided by the school.

Please initial beside each statement acknowledging that you agree to the statements below.

Parent Initials	
	I have viewed the online and/or paper copy User Guide and Powerpoint Presentation.
	I understand that I am completely responsible for the device and its accessories while it is checked out to me and I am not permitted to loan the device or accessories to anyone else.
	I understand that if my Device is damaged, I must contact the District as soon as possible.
	I agree to return the Device in the same condition in which it was checked out when we return to school. Failure to return my device may result in my device being reported to the local authorities as being stolen.
	I have read and understand the Student User and Procedure Guide and the Wallkill CSD Acceptable Computer and Internet Use Policy (policy #8274).
	I understand that inappropriate and irresponsible use and conduct while using the Device and/or other technology resources and/or school network shall result in disciplinary action. I agree to be a responsible digital citizen and user, and will conduct myself appropriately while online.

Student Name : _____

Grade Level: _____

Parent Signature: _____

Date: _____