Introduction

Dobson High School is implementing a student technology initiative beginning August 2016! All Dobson students will have the opportunity to use a Lenovo ThinkPad Yoga 11e convertible laptop (device) to support their education. Dobson is excited to be included in the Mesa Public Schools implementation of a one device per student (1:1) program, which will provide each student with a device for educational use at school and at home.

This initiative will provide exciting learning opportunities for students. Under the careful guidance of their teachers, students will use the devices to support their education in a variety of ways.

This handbook outlines the basic information needed to successfully participate in the program.

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Policy Overview

Mesa Public Schools is committed to using technology to provide an exceptional learning experience for all students. Highlights from Governing Board Policy JFCH – Student Technology Use include:

- Mesa Public Schools provides technology access to support the educational mission of its schools and to enhance the curriculum and learning opportunities for students and staff.
- The use of district technology by students is a privilege and subject to all applicable district policies and regulations, and state and federal laws.
- Students who violate district policy regarding device/internet use may have their privileges revoked and be subject to further disciplinary and/or legal action.
- All district technology remains under the control, custody (ownership) and supervision of the school.

Parent/Guardian Responsibilities

A strong partnership between school and home will help students be successful in the 1:1 program. Parent responsibilities are to:

- Review the information in this handbook.
- Read Responsible Use of Technology on page 5.
- Determine whether to select the Device Protection Plan offered by the district or assume the financial responsibility for damage, loss or theft. Plan details are on page 4.
- Sign the Technology Device User Agreement and return it to school with your student so he or she can receive the device during registration.
- Monitor student use away from school.
- Ensure the device is properly cared for outside of school.

Receiving and Returning Your Device

To receive the device, a student must submit a signed Technology Device User Agreement to acknowledge receipt of the device and understanding of responsibilities related to the device. The agreement is on page 11 of this handbook.

The device must be returned to the school
- at the end of the school year,
- upon withdrawal or transfer to another district school or
- at the request of the school.
It must be returned in working order with all parts and accessories included or the appropriate fees will be assessed. The fee schedule is on page 4 of this handbook.

Caring For Your Device

Proper use and care of your Lenovo ThinkPad Yoga 11e is essential. This includes caring for the included power cord and stylus. Please follow these guidelines.

At all times

- Follow the Responsible Use of Technology guidelines on page 5 of this handbook.
- Protect your device from damage due to food, liquids or extreme heat or cold.
- Do not place items on top of your device.

At school

- Do not leave your device unattended.
- Secure your device properly in your bag or backpack when not in use.
- Have your power cord with you.

At home

- Charge your device every night. Students are expected to come to school with a fully charged device.
- Store your stylus and power cord with your device.
- Do not leave your device unattended where it could be accidentally damaged by food, liquids, pets or small children.

Traveling to and from school

- Do not leave your device in a vehicle or on the school bus.
- In public, keep your device out of view.
- Secure your device properly in your bag or backpack while traveling.

Device care

- Use a soft, dry microfiber or lint-free cloth to clean your device screen.
- Report any issues with your device promptly to a parent, teacher or school official.
- Do not remove the district barcode or school identification sticker from your device.
- Do not install, uninstall or modify any application, game or operating system component without school authorization.
- Do not deface the device exterior, including unauthorized stickers.
Device Protection Plan (DPP)

As part of the district’s 1:1 technology initiative, parents have the option to enroll in the district’s Device Protection Plan (DPP). Enrollment in the plan will minimize the potential repair and/or replacement costs associated with the device.

By selecting this plan on the Technology Device User Agreement, you agree to pay an annual fee of $30 to be enrolled in the DPP. If a device becomes damaged, your student will take it to the school’s repair center and pay a $20 fee for repair. If the device is lost or stolen, a fee of $200 will be assessed. These fees apply to each occurrence.

Enrollment in the DPP does not begin until the annual $30 payment has been received.

What’s covered under the plan

- Accidental damage, such as cracked screens or cases, broken keyboards, etc.
- Battery replacement (if it is determined that the battery is malfunctioning)
- Loss of power cord or stylus
- Replacement of lost or stolen device. If the device is stolen, a police report must be filed with a copy of the report sent to the district.

Intentional damage to the device is not covered under the plan.

Repair/Replacement Costs

Parents and students who choose not to purchase the Device Protection Plan are responsible for 100 percent of all repair and replacement costs for the device.

The following prices are estimates, as exact costs for each repair will be made upon further inspection of the damaged device.

- Device replacement .................. $575
- Motherboard ................................. $530
- Screen repair or replacement .......... $120
- Battery (internal) ......................... $70
- Power cord ................................. $60
- Keyboard cover ......................... $60
- Cover (top or bottom) ............... $45
- Keyboard ................................. $40
- Stylus ................................. $25

Should your student’s device become accidentally damaged, they will be provided a loaner device while their assigned device is being repaired. The loaner must be returned upon completion of the repairs. This loaner device may not be of equivalent performance or features.

*** All repairs must be made by MPS certified technicians ***
Using The Device Securely

Students are required to enter their district-assigned user ID and password to operate the device. The device has security features and filtering intended to protect and prohibit your student from accessing inappropriate materials on the internet, unless specific action has been taken to bypass these features. Security features and filtering are in effect at school, and on home or other networks, including public libraries, restaurants and airports.

Responsible Use Of Technology

Students must use the device in compliance with Governing Board Policy JFCH, which outlines appropriate technology use. Students and parents must acknowledge they have read this policy, including its regulation, and understand that violation of this policy will result in a loss of privileges and further disciplinary action.

Prohibited uses

Your student is responsible for his or her own actions involving district technology, along with personal files, passwords and accounts. Uses and activities that are expressly prohibited include:

- Accessing, submitting, transmitting, posting, publishing, forwarding, downloading, scanning or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal.
- Soliciting or distributing information with the intent to threaten, harass or bully others.
- Using district technology for any illegal activity or activity that violates other Board policies, procedures and/or school rules.
- Copying or downloading copyrighted materials, including software, without the permission of the copyright owner or express authorization of the student’s teacher or principal.
- Representing as one’s own work any materials obtained on the internet, such as term papers and articles. When internet sources are used in student work, the author, publisher and website must be identified.
- Using an unreasonably high level of internet bandwidth provided by district technology.
- Using district technology for nonschool-related purposes.
- Sharing passwords, using other users’ passwords without permission and/or accessing other users’ accounts.
- Any malicious use, disruption or harm to the school’s technology devices, networks and internet services, including, but not limited to, hacking activities and creating or uploading malware.
- Accessing social networks without specific authorization from the supervising teacher.
• Misuse of a school name or logo on a personal website that gives the reader the impression that the website is an official school or district website.

The district retains control, custody and supervision of all district technology. The district reserves the right to monitor student usage of all district technology. Students have no right of privacy in their use of district technology, including email and stored files.

Device Support

Mesa Public Schools is committed to providing the necessary support to students’ use of the device. Students have several options when it comes to getting the help they need.

Troubleshooting Guides - Students have access to simple troubleshooting steps via Dobson’s website. These guides are accessible 24/7.

Information Systems Help Desk - Students may call the Mesa Public Schools Help Desk at 480-472-0044. Someone is available for assistance between 6:30 a.m. and 5 p.m., Monday through Friday.

Dobson Certified Technicians - These technicians will be available before, during and after school hours.

Dobson Educational Technology Trainers - These integration specialists focus on educator professional development. They will be available before, during and after school hours. They are located in the media center.

Frequently Asked Questions (FAQS)

1:1 Program

What does 1:1 mean?

Every Dobson High School student can receive a device to use for school-related purposes, including note-taking, assignments, tests, research and asking questions. Students will use their devices in class and take them home to use for homework.

Why is the district participating in a 1:1 model of instruction and learning?

The provided device is an important learning and teaching tool. As students and teachers become more familiar with the device, software and applications, teaching and learning activities will evolve and become more in-depth. Key areas of focus are student engagement, access to higher level questions and activities, student self-assessment, parent monitoring of student progress and teacher assessment of learning. Technology usage is an important component of many post-high school challenges, including college, university and work. The 1:1 model will better prepare students for success in high school and beyond.
Are all district high schools receiving devices?

It is the Governing Board’s goal that all high school students have a device to use for their learning. To successfully deploy devices to students, the implementation is in three phases. Skyline and Westwood high schools received student devices during the 2015-16 school year. Dobson and Red Mountain high schools are receiving them in 2016-17. And Mesa and Mountain View high schools will receive them in 2017-18.

When will these devices be issued to students?

Students will receive their devices during Mustang Days, August 1-3, 2016.

What is required for a student to receive a device?

Students must submit a signed Technology Device User Agreement to the school to receive their device. Students will not be allowed to receive a device unless this form is signed by the parent and student. Parents are not required to be in attendance. See the form on page 11.

Are these devices considered school property?

Yes, these devices are checked out to students much like textbooks, and students will be required to return the devices in good working condition. Care and use expectations can be found on page 3 of the handbook.

In addition to the device, what other items will be issued to the student?

Each device comes with a power cord and stylus. These are considered property of Mesa Public Schools and must be returned at the end of the school year.

How is the district able to afford a 1:1 program?

In 2012, voters in Mesa approved a bond, which was earmarked for technology.

Can a student “opt out” of the 1:1 initiative and not receive a device?

Yes. However, Mesa Public Schools and Dobson High School encourage all students to have the technology skills to become successful in their future endeavors. If a student does not wish to accept a device, he or she may use a personal device. In today’s technology-driven world, a device is a tool, like a textbook, that is part of a student’s learning process.

How will the 1:1 distribution impact students with special needs?

The devices being issued to all students have amazing capabilities to help enhance learning. Each child’s IEP team will determine the best strategy and tools for the student’s success.

Will my student need to turn in his or her device at the end of the school year?

Yes, the school-provided devices will be collected, much like textbooks are distributed and collected.
Costs and Protection Plan

Are student rental/use fees associated with the 1:1 program?

There are no costs for students/parents to participate in the 1:1 program. However, students/parents will be held responsible for any damages to the device. Parents have the option to purchase a Device Protection Plan to help minimize their financial risk of potential damage. See page 4 for details.

Will my family homeowner’s insurance cover breakage and damage to my student’s device?

Please contact your personal insurance provider to inquire about policy coverage.

What does the protection plan cost?

The protection plan cost is $30 per device, per year.

Are there additional out-of-pocket costs under the protection plan?

Yes. There will be a $20 fee for each repair and $200 fee for a device that has been lost or stolen.

If we decide not to purchase the protection plan initially, can we purchase it later?

To purchase the protection plan at a later date, your student will need to bring his or her device to the Dobson repair center to have it inspected by a certified technician. If the device is found to be in good working condition, then you may purchase the protection plan. The cost would still be $30.

What type of damages or repairs does the protection plan cover?

The protection plan covers normal wear and tear, accidental damage and general repairs, such as fixing cracked screens or broken keyboards.

Who is responsible for loss, theft or damage to the device while at school or home?

Students/parents are 100 percent responsible for the assigned device. This includes the costs to repair and/or replace the device. Parents may purchase a protection plan from the district to help minimize liability.

What do I do if my student’s device needs to be repaired?

Students should take the device to the Dobson repair center. Students will speak to the certified technician regarding the repairs needed, the applicable costs and estimated repair completion date. The certified technicians will repair the device as quickly as possible. In some cases, a loaner device will be issued to the student at the discretion of district staff for the duration of the repair.

What if the student moves or transfers to another school or district?

Students are required to return the device to the school if they transfer to another school or withdraw from the district. The device must be in good working order and be returned with all components (power cord and stylus). Failure to return the device is a violation of A.R.S. 13-1802.
Does the student have to bring the device home if they already own a computer or tablet?

There is no place to store devices at school overnight, so students are required to take their devices to and from school.

Will the student be able to complete the coursework without a device while it is being repaired?

Yes. Students may be given a loaner device to use while their assigned device is being repaired. The loaner device may not have equivalent performance or features.

Usage/Classroom/Educational Issues

Will students have unlimited access to the internet?

This technology requires the student to enter their district-assigned user ID and password to operate the device. The device has security features and filtering intended to protect and prohibit your student from accessing inappropriate materials on the internet, unless specific action has been taken to bypass these security features. This security and filtering applies to school, home or other networks, such as public libraries, restaurants and airports.

Will students be able to access social media?

Some social media sites have important educational and instructional capabilities, so there will be some access to social media. At this time, Facebook, Snapchat and Instagram will not be accessible through the district's firewall.

What if we don’t have internet access at home?

Students can still use the device without the internet. Textbooks and many assignments will be accessible without an internet connection. Resources will be downloaded on the device and available offline.

When can my student access the school’s internet Wi-Fi capabilities?

The school’s Wi-Fi is always on. Students will be able to access it whenever they are on campus. The cafeteria will be open each morning at 7 a.m. so students will have temperature-controlled locations to sit and access the internet.

Will this 1:1 initiative eliminate the need to bring textbooks home?

No. This program will not eliminate all textbooks. However, curriculum will evolve to use the technology to the fullest extent, which will reduce the number of printed textbooks being used. This will be determined on a course-by-course basis.

What if the student forgets to bring his or her device to school?

Loaner devices will not be provided to students who forget their device at home.
Using Technology/Securing the Device

How will students be trained on the use of the devices?

Current Dobson students have been using devices during their math classes, as well as in other classes on campus. Training from teachers and onsite Ed Tech coaches will continue as additional technology is incorporated as a learning tool in the classroom.

Can students use their own devices?

Yes. Many students may want to use their own devices and/or cellphones to complete learning tasks. The district technology staff will not be able to assist students if their personal technology is malfunctioning. Any device that has Wi-Fi capability should be able to access the school’s internet. Typing and some activities are best completed on a device with a keyboard, and some activities may require larger screens, although those preferences are up to the student.

What are the consequences for inappropriate use of the devices?

Students must use the device in compliance with Governing Board Policy JFCH regarding appropriate use of technology. The student and parent acknowledge that they have read this policy, including its regulation, and understand that violation of this policy will result in a loss of privileges and further disciplinary action.

What will my student do with his/her device during PE and extracurricular classes and activities?

During PE and other cocurricular and extracurricular activities, devices should be secured in the student’s locker unless the device will be used during the class or activity. Instructors will give students directions about device needs as they enter the classroom. Students must provide their own locks. A sturdy combination lock is recommended. The approximate cost of such a lock is $5.

Is the device heat-sensitive?

Yes. Students should use care when storing their devices and should not leave them where they could get damaged by the weather or other elements.

End of Year Procedures

Will personal student data be removed from the device after it is checked back in to the school?

Yes. Devices will be collected at the end of the school year or when the student withdraws from Dobson. At that time, district technology staff will remove personal information and reset the device to original settings, except for initial start-up programs.

If my student returns to Dobson the next year, will he/she get the same device?

That is the intention, though it is not guaranteed at this time.
MESA PUBLIC SCHOOLS

Technology Device User Agreement

Mesa Public Schools (district) will loan a Lenovo laptop device (device) to the student named below under the following conditions:

- The parent and student must sign this agreement.
- The parent and student understand that the device is only being loaned to the student and it remains the property of the district.
- The device must be returned to the district in working order with all accessories upon the earlier of: (i) withdrawal from the district or transfer to another district school, (ii) a request from the school, or (iii) the end of the school year.
- The student must use the device in compliance with the rules in Governing Board Policy JFCH – Student Technology Use (and its regulation), the Student Device Handbook and this agreement. The student and parent acknowledge that violation of the rules may result in a loss of use of the device and further disciplinary action.
- The student will properly care for and use the device.
- Parents are financially responsible for the repair/replacement costs of the device, as outlined in the Student Device Handbook, if the device is damaged, lost or stolen. The value of the device is $575.
- Device Protection Plan: Parents will be given the opportunity to purchase a protection plan through the district. Plan costs will be $30 per device each school year and includes a $20 fee for each repair and a $200 fee for each lost or stolen device. The district recommends parents purchase this plan to protect against more substantial losses.

_____ I/We decline the offer of a Device Protection Plan for this device.
- The student or parent must report any lost, stolen or damaged devices to the school immediately. If the device is stolen, the theft must be reported to a law enforcement agency and a copy of the police report must be delivered to the school.
- If the device is not returned when required by this agreement, after notice to the parent and student the district may report the loss to a law enforcement agency as willful failure to return loaned property in violation of A.R.S. 13-1802 or seek other legal remedies.
- The student must not alter the configuration of the device or accompanying software. Copying or installing software on the device is prohibited.
- This agreement will also govern any additional devices loaned to the student while this agreement is in effect.

By signing this form, we, the undersigned student and parent, confirm that we understand and agree to comply with the terms in this agreement.

Student Name ____________________________  Student Signature ____________________________
Parent Name ____________________________  Parent Signature ____________________________
Date ____________________________  Student ID ____________________________
Device Model ____________________________  Device ID# ____________________________