



Mesa Public Schools High School Student Device Handbook

Introduction

Mesa Public Schools is dedicated to providing unprecedented excellence in education through its 1:1 technology initiative, which gives high school students the opportunity to use district-issued devices to support their education.

This blended learning initiative provides exciting opportunities for students. Under the careful guidance of their teachers, students use the devices in school and at home 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 uses technology to provide an exceptional learning experience for all students. Highlights from Governing Board Policy JFCH – Student Technology Use include:

- Mesa Public Schools provides district technology to support the educational mission of its schools and to enhance the curriculum and learning opportunities for students.
- 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 and its regulations may have their privilege to use district technology revoked and may also be subject to further disciplinary and/or legal action.
- All district technology remains under the control, custody and supervision of the district.

Parent/Guardian Responsibilities

A strong partnership between school and home will help students be successful using 1:1 technology. 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 a device.
- Monitor student use away from school.
- Ensure the device is properly cared for outside of school.

Receiving and Returning Your Device

To receive a 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.

Your 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.

Caring for Your Device

Proper use and care of your device 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.
- 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.
- Keep 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 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.

Dobson, Red Mountain, Skyline, Westwood - Lenovo			Mesa, Mountain View Dell	
<i>with DPP</i>	<i>without DPP</i>		<i>with DPP</i>	<i>without DPP</i>
\$200	\$575	Device	\$200	\$430
\$20	\$200	Motherboard	\$20	\$208
\$20	\$125	Screen	\$20	\$130
\$20	\$50	Battery (internal)	\$10	\$15
\$10	\$15	Power cord	\$20	\$35
\$10	\$20	Keyboard	\$5	\$7
\$20	\$30	Keyboard cover	\$10	\$15
\$10	\$25	Cover (top or bottom)	\$5	\$8
\$10	\$25	Stylus	\$10	\$20
\$20	\$40	SD reader	\$20	\$208

Should a 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

Students are responsible for their actions involving district technology, along with personal files, passwords and accounts. Uses and activities that are expressly prohibited include:

- Accessing or downloading VPNs or other proxy-avoiding extensions with the intent of bypassing district security features and filtering.
- 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 their school'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.

Certified Technicians - These technicians are available on campus before, during and after school hours.

Educational Technology Trainers - These integration specialists focus on educator professional development. They are available on campus before, during and after school hours.

Frequently Asked Questions (FAQS)

1:1 Program

What does 1:1 mean?

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

Why does the district support a 1:1 model of instruction and learning?

Technology is an important learning and teaching tool. The device, software and applications enhance teaching and learning activities. 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 use is an important component of many post-high school challenges, including college, university and work. The 1:1 model better prepares students for success in high school and beyond.

When are these devices issued to students?

Students receive their devices according to their high school's schedule. Usually distribution is during registration days or the first week of school.

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 receive a device unless this form is signed by the parent and student. Parents are not required to be present. A sample form is on page 11.

Are these devices considered district property?

Yes, these devices are checked out to students much like textbooks, and students are required to return the devices in good working condition. Care and use expectations can be found on page 3. Failure to return the device may result in appropriate collection efforts and a possible stolen property report to law enforcement.

In addition to the device, what other items are 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.

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

Yes. However, Mesa Public Schools 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 does the 1:1 distribution impact students with special needs?

The devices issued to all high school 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 a 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 there fees associated with the 1:1 program?

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

Does 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 is a \$200 fee for a device that has been lost or stolen or is not repairable. Fees for repairs are listed on page 4.

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

To purchase the protection plan at a later date, your child needs to bring the device to the school's 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?

Parents and students 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 if a student's device needs to be repaired?

The student should take the device to the school repair center. The student will speak to a certified technician regarding the repairs needed, the applicable costs and estimated repair completion date. 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.

Can a student 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.

What if a 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. If the student transfers to another district school offering 1:1 technology, the DPP will transfer, if purchased.

Do students have to bring their devices home if they already own a computer or tablet?

Students are required to take their devices to and from school, as there is no place to store them at school overnight.

Usage/Classroom/Educational Issues

Do students have unlimited access to the internet?

Students must enter their district-assigned user ID and password to operate the device. The device has security features and filtering intended to protect and prohibit students 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.

Can students access social media?

Some social media sites have important educational and instructional purposes, so students do have access to social media. Parents should remind their child of any family rules and expectations regarding social media.

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 are downloaded on the device and available offline.

When can students access the school's internet Wi-Fi capabilities?

The school's Wi-Fi is always on. Students can access it whenever they are on campus. The cafeteria and/or media center is open each morning before school so students have temperature-controlled locations to sit and access the internet.

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

No. This program does not eliminate all textbooks. However, using technology to the fullest extent will reduce the number of printed textbooks being used. This is determined on a course-by-course basis.

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

Loaner devices are not provided to students who forget their device at home.

Using Technology/Securing the Device

How are students trained on the use of the devices?

Training from teachers and onsite Ed Tech coaches is provided.

Can students use their own devices?

Yes. Students may use their own devices and/or cellphones to complete learning tasks. Any device that has Wi-Fi capability can 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. The district technology staff is not able to assist students if their personal technology is malfunctioning.

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 does a student do with the device during PE?

During PE, devices should be secured in the student's locker, unless the device will be used during the class or activity. Instructors give students directions about device needs as they enter the classroom. Students must provide their own locks. A sturdy combination lock is recommended, which is approximately \$5.

Is the device heat- and water-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 are collected at the end of the school year or when the student withdraws or transfers from the school. At that time, district technology staff removes personal information and resets the device to original settings, except for initial start-up programs.

If a student returns to the same school the next year, will he or she get the same device?

That is the intention, though it is not guaranteed.

Mesa Public Schools (district) will loan a 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.
- Accessing or downloading VPNs or other proxy-avoiding extensions with the intent of bypassing district security features and filtering is prohibited.
- 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.
- 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 prorated 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# _____