

# **SCSD Student/Parent Device Handbook**



*2024-2025*

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## Seymour Community School District

### Introduction

Seymour Community School District has adopted the following technology vision:

*Seymour Community School District promotes a community of communicators, problem solvers, collaborators, innovators, and globally-minded citizens through the responsible use of digital information in a personalized learning environment to empower learners to maximize their abilities.*

A part of this vision includes providing consistent, equitable access to educational technology for our students. The information provided in this document will help parents and students understand the policies and procedures surrounding district-issued technology devices, so students, family members, and the Seymour Community School District can work together to reach common key interests. Parents and guardians will be expected to acknowledge that they have received, read, and understand the policies and procedures put forth in this handbook. Although students will not be expected to sign anything formally, all students will be expected to abide by the policies and procedures in the handbook. At the beginning of each year, students who receive devices will go through an orientation, which includes information directly related to this handbook.

### Acceptable and General Use

Chromebooks, iPads, and other technology are a necessary requirement for access to and completion of many learning activities. They are considered school district property, and all SCSD board policies relating to district property apply to technology devices. All students must also comply with Seymour Community School District's Safe and Responsible Use of the Internet and Other Technology Resources ([363.2](#)). Furthermore, use or possession of "hacking" software, virtual private networks, proxies, filter blocking, and remote connection software is prohibited, and violators may be subject to disciplinary action. All users are expected to comply with copyright, plagiarism, and intellectual property regulations. Users of information must always document sources, in both formal and informal communications. Email messages may not be quoted or forwarded without the permission of the original sender. Violation of applicable state or federal laws may result in criminal prosecution or disciplinary action by the district.

The Seymour Community School District will generally treat Chromebooks, iPads, and other devices as digital textbooks and information access tools necessary for students' academic achievement. Each year parents will need to sign the SCSD Annual Consent Form. Each student in grades 2-12 will be assigned his or her own Chromebook to use at school during each school year. It is imperative that students always use the specific Chromebook assigned to them unless otherwise instructed by a staff member at SCSD because each student will be held responsible for their assigned device.

In addition, students in Early Childhood through 1st grade may be assigned an iPad for virtual learning due to extended absences or school closures. It is the responsibility of the family to care for the assigned device. Students in any grade may be issued a mifi device or other technology to support their learning on an as needed basis. In each case, students will be assigned a specific device, and it will be the responsibility of the family to return the device in working order or communicate any breakage with district IT staff.

## Receiving Your Chromebook

- Chromebooks will be distributed at the beginning of the year with an accompanying orientation. New students will receive an abridged orientation provided by staff at their school building before receiving a Chromebook.
- The following items will be distributed and recorded in the district inventory system:
  - Chromebook, with barcode and student name affixed to device, managed by a SCSD district management console
  - Charging cord with adapter and power cord

## Returning Your Chromebook

- Each year Chromebooks will be collected at the end of the school year at a date determined by school administrators at each building.
- Students who are leaving the district must return district-owned Chromebooks to the library or school office prior to withdrawing from the Seymour Community School District.
- If a Chromebook and/or accessory is lost, stolen, or not returned, the student/guardian will be charged the full replacement cost.
- All devices must be returned to the district in good working condition with the original charger included. If any damage is found when the device is returned, the student will be charged a fee for any replacement parts or equipment necessary to repair it.
- Failure to pay any fee associated with damages or loss of the Chromebook or its original charger, intentional or otherwise, may result in the Chromebook being withheld until the debt is paid. The debt may be given to a collections agency as a last resort.

## Care Guidelines

- Students are responsible for the general care of their devices.
- Students are responsible for keeping devices charged so they are prepared for learning.
- The physical appearance of SCSD devices and accessories should not be customized using methods including but not limited to writing, painting, drawing, stickers, etc. Students may not remove any original labels or stickers from the device.
- Devices should be supervised at all times.
  - If an unsupervised device is found, students should notify a staff member immediately.
  - Leaving a device unsupervised may result in disciplinary action.
  - If a device is considered stolen, students should contact a building administrator immediately.
- Devices should never be left in automotive vehicles or in places of extreme temperatures for long periods of time.
  - If a device is accidentally left in cold temperatures, please place the device in a location of room temperature for at least 30 minutes before powering on.
  - Continual incidences of this nature will be deemed as negligent.
- Students should not lean, sit, step, or apply heavy pressure on a device. Furthermore, students should not place excessively heavy items on top of a device.
- Students should clean the screen, keyboard, or outer surface with a soft, dry microfiber cloth or anti-static cloth. Do not spray liquid directly on a device.
- Students must not store any items between a Chromebook screen and keyboard.
- Students must not eat or drink anything while using their assigned device. If damage occurs due to food or beverage, the student's family will be responsible for the cost of repair.

## Privacy and Safety

- The student to whom a system account and/or hardware is issued will be responsible at all times for its appropriate use.
  - Students should not share passwords with other students or allow other students to login to their assigned device.
  - If a student believes their account has been compromised, they should contact a building administrator or their homeroom teacher.
- The district cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.
  - Contents of email and network communications are governed by the Wisconsin Open Records Act; proper authorities will be given access to their content.
- As required by the Children's Internet Protection Act (CIPA), Internet access is filtered in our school district.
  - Filtering restricts access to inappropriate content, but SCSD cannot guarantee that all inappropriate content will be blocked.
  - **No filter is as reliable as adult supervision.** It is the responsibility of parents or guardians to help monitor a student's technology usage off campus.
- Digital citizenship and data privacy is important to the Seymour Community School District. Meanwhile we suggest parents also join in on the conversation by viewing the [Common Sense Media Family Tip Sheets](#)
- District-issued email and chat communications are not private and are subject to inspection by district administration at any time. District administered student email accounts are to be used only for educational related purposes. Your email account is not yours. Your messages are the property of the school district. The District retains the right to review, audit, intercept, access and disclose all messages created, sent, and received over the email system as necessary. Unacceptable use of the email system would include passing on chain mail, jokes, links to non-educational websites, spam, animations, hoax virus warnings, etc. Chat access or direct electronic messaging (including instant messaging) is prohibited unless there is a direct educational purpose and approval is granted by a school system administrator.

## Cyberbullying

The District's computer network and district owned equipment may not be used for the purpose of harassment. All forms of harassment are unacceptable and viewed as a violation of the District's acceptable use policy and procedures. Cyberbullying includes harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful email or text messages, digital pictures, or web site postings, including blogs, social networking sites, and any other web tools.

Students and community members who believe they have been the victims of such misuses of technology, as described in this policy, should print out a copy of the offending material and bring it to the attention of a staff member or principal.

## Use of Web Tools

The use of social networking, blogs, wikis, podcasts or other web tools are considered an extension of your classroom. Therefore, any speech that is considered inappropriate in the classroom is also inappropriate in any web tools. Students using social networking, blogs, wikis, podcasts, or other web tools are expected to act safely by keeping ALL personal information out of their posts. Students using such tools agree to not share their username or password with anyone besides their teachers and parents.

Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or be subject to consequences appropriate to misuse.

## **Saving and Backing Up Work**

Student files stored in Google Drive do not need to be backed up; they are already stored on servers. At times, students may decide to save certain files locally on their devices; however, it is recommended that students store all important files in Google Drive immediately. Devices may need to be reset frequently, and all local files are removed in these scenarios. Every student is responsible for backing up his or her own files.

## **Warranty and Insurance**

- There is no upfront cost to parents or students to receive a device.
- Student Chromebooks have a 3-year limited warranty covering manufacturer defects provided by the Seymour Community School District.
- Please see [Appendix A](#) for information on fees associated with broken devices.
- The school district reserves the right to charge for the entire replacement cost if negligence or intentional damage is determined. In general, building administration, with the assistance of the district informational technology team, will determine if the damage was intentional or resulting from negligence.
- Manufacturer defects covered under warranty will not impact replacement costs, as the responsibility is on the manufacturer rather than the student.

## **Repairs**

- A student device in need of repair or service should be brought to the Library Media Center (LMC). Students can drop off broken devices daily using procedures established by building administrators.
- The drop off location is equipped with loaner devices that students may use while their original devices are repaired. Depending on the extent of service, original devices may not be returned for up to 4 weeks.
- Students using loaner devices will be responsible for any damages or loss incurred to the loaner while in the possession of the student. Students will not be allowed to take loaner devices home with them. Instead, they must be checked out of and into the LMC each day.

## Chromebook FAQs

### What is a Chromebook?

Chromebooks are mobile computing devices that run Google's Chrome operating system. Chromebooks have a fully-functioning desktop browser that allows students to utilize web-based productivity suites, email, and online coursework.

### Why Chromebooks?

Chromebooks represent a new space in technology. This space is between mobile options such as the iPad and the portable space anchored by laptops. The Chromebook needs little, if any maintenance. It is a web based device so there is no need for downloading or installing software and/or updates. The way a Chromebook operates reduces the need for technical support. Student work on the Chromebook automatically saves to the cloud and in particular the Google cloud. This makes it ideal considering SCSD is a Google Suite school district.

### Do Chromebooks Work without Internet?

Yes. However, like with most devices, operating without Internet access can prove challenging. Chromebooks have productivity features that work offline and can be configured to upload work automatically upon reconnecting to the Internet. [View more about configuring Chromebooks for offline use on Google Support.](#)

### Does the District track web activity?

Yes. The district can track information about what sites students were on, when they were on them, and how long they were on those sites. Students should only visit sites that are approved by the district and those that are not in violation of the Acceptable Use Policy. Violations of the policy can result in disciplinary action, including the student being suspended from using the school network and devices.

### Does a Chromebook need virus protection?

No. Chromebooks are designed not to require virus protection.

### Is there an option to buy the Chromebook?

No. The district does not sell Chromebooks.

### What if students bring their own devices?

If students bring their own devices, they must be powered off and stored in their lockers during the school day. District-issued devices will be the only certified devices, and students will be expected to use them for curricular work at any time. Please consult the cell phone policy for your student's school if you have further questions.

### Can I opt my student out of receiving a Chromebook?

The chromebook is a necessary tool to be used in the instruction process. Students cannot opt out of a district issued Chromebook and may be required to use it during the school day.

### Can I use a case on my Chromebook?

Students and families are welcome to purchase cases to help transport devices to and from school. However, cases must stay in lockers during the school day and will not be allowed to transport devices between classes.

## Appendix A: Replacement Costs

# SCSD Device Replacement

|                                                                                                                                                                                        |                                                                                                                                                                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| *1st Accidental Breakage                                                                                                                                                               | \$0                                                                                                                                                                |
| 2nd Accidental Breakage                                                                                                                                                                | \$0                                                                                                                                                                |
| 3rd Accidental Breakage                                                                                                                                                                | Cost of Repair<br>(up to and including cost of device)                                                                                                             |
| Non-Returned Device                                                                                                                                                                    | Device will be remotely disabled and full-cost of the device will be charged. Cost of the device will be waived once the device is returned in full working order. |
| Lost or Damaged Charger/Case                                                                                                                                                           | Cost of Charger/Case<br>(See Appendix B for Costs)                                                                                                                 |
| *The district reserves the right to charge the full cost of the device if damage is considered intentional, malicious, and/or negligent.                                               |                                                                                                                                                                    |
| *The accidental breakage policy spans the 4-5 years of the specific device assigned to the student and is not per school year. Student devices typically are replaced every 4-5 years. |                                                                                                                                                                    |
| *Parents do not need to insure devices because the district has covered this through this warranty structure.                                                                          |                                                                                                                                                                    |

## Appendix B: Estimated Cost of Repairs

These costs are **estimates only** and are **subject to change** based on market conditions. The school reserves the right to charge the full replacement cost of the device at any time.

| <b>Device</b> | <b>Component</b> | <b>Estimated Cost</b> |
|---------------|------------------|-----------------------|
| Chromebook    | Device           | \$350                 |
| Chromebook    | Motherboard      | \$125                 |
| Chromebook    | Keyboard         | \$100                 |
| Chromebook    | Screen           | \$75                  |
| Chromebook    | LCD Cover        | \$60                  |
| Chromebook    | LCD Frame        | \$55                  |
| Chromebook    | Bottom Housing   | \$55                  |
| Chromebook    | Battery          | \$55                  |
| Chromebook    | Webcam           | \$40                  |
| Chromebook    | Touchpad         | \$40                  |
| Chromebook    | LCD Cable        | \$25                  |
| Chromebook    | Charger          | \$60                  |
| iPad          | Device           | \$350                 |
| iPad          | Screen           | \$150                 |
| iPad          | Headphone Jack   | \$100                 |
| iPad          | Charger          | \$20                  |
| iPad          | Case             | \$30                  |
| MiFi          | Device           | \$200                 |
| MiFi          | Charger          | \$20                  |