



**Nevada**  
Community School District

## **1:1 Device Handbook**

Nevada High School  
Nevada Middle School  
Central Elementary

This handbook is included as part of student registration and in student handbooks. Agreement by both parents and students is implied during registration.

*Modified 5/31/2017*

# Nevada Community School District

## STUDENT/PARENT 1:1 DEVICE USE AGREEMENT

(PLEASE READ THIS ENTIRE AGREEMENT CAREFULLY)

This agreement is made effective upon receipt of a device, between the Nevada Community School District (NCSD), the student receiving a device ("Student"), and his/her parent(s) or legal guardian ("Parent"). The student and parent(s), in consideration of being provided with a computing device, software, and related materials (the "Device") for use while a student is at Nevada Community School District, hereby agree as follows:

### A. EQUIPMENT

**A.1 Ownership:** NCSD retains sole right of possession of the device and grants permission to the student to use the device according to guidelines set forth in this document. Moreover, Nevada administrative staff retains the right to collect and/or inspect the device at any time, including via electronic remote access, and to alter, add or delete installed software or hardware.

**A.2 Equipment Provided:** Efforts are made to keep all device configurations the same. "Devices" include a computing device, a protective case, charger, software, and other miscellaneous items. NCSD will retain records of the serial numbers of provided equipment.

**A.3 Substitution of Equipment:** In the event the device becomes inoperable, NCSD has a limited number of spare devices for use while the device is repaired or replaced. However, it cannot guarantee a loaner will be available at all times. This agreement remains in effect for such a substitute.

**A.4 Responsibility for Electronic Data:** The student is solely responsible for any non-NCSD installed software and for any data stored on the device. It is the sole responsibility of the Student to backup such data as necessary. NCSD provides a means for backup via Google Drive, but NCSD does not accept responsibility or liability for any such software.

**A.5 Students Eligible for 1:1 Device Program:** Full time Nevada High School, Middle School, and Central Elementary 1-4 students will be issued a device at the start of each school year. Students that are enrolled in the Nevada High School Alternative Program are not eligible to receive a laptop. Alternative program students will have computers provided within the alternative program classroom. Dual enrolled students are eligible depending on the class offering that the student is taking.

### B. DAMAGED OR LOST EQUIPMENT

**B.1 Repairs & Replacements:** NCSD reserves the right to charge the student and parent the full cost for repair or replacement when damages occur due to gross negligence as determined by administration.

Examples of gross negligence include, but are not limited to:

- Lending equipment to someone other than one's parents/guardians.
- Using equipment in an unsafe environment.
- Using the equipment in an unsafe manner.

Students must keep the device locked (i.e. locked in your school locker, home or secure place where others do not have access) or attended (with you or within your sight) at all times. Devices left in bags or backpacks or in unattended classrooms are considered "unattended" and may be confiscated by faculty or staff as a protection against theft. If confiscated, the student will receive a warning

before getting the device back. If the device is confiscated a second time, the student will be placed on Check In / Check Out for a two week period. A third confiscation may result in loss of device for one semester. Unattended and unlocked equipment, if stolen – even at school- will be the student’s responsibility.

**B.2 Responsibility for Damage:** The student is responsible for maintaining a 100% working device at all times. The student shall use reasonable care to ensure that the device is not damaged. NCSD reserves the right to charge the student and parent the full cost for repair or replacement when damages occur due to gross negligence as determined by administration

Parental responsibility regarding costs for repairs to devices will follow the following format and will reset each year (except in the determined case of negligence, in which the full cost will be paid by the parents):

	Parental Responsibility
First Repair	\$0
Second Repair	First \$50
Third and up repair	Full Cost

**B.3 Responsibility for Loss:** In the event the device is lost or stolen, the student and parent may be billed the full cost of replacement.

**B.4 Actions Required in the Event of Damage or Loss:** Report the problem immediately to the NCSD Technology Department. If the device is stolen or vandalized while not at a NCSD sponsored event, the parent shall additionally file a police report.

**B.5 Authorized Repairs:** NCSD requires that all repairs be made by NCSD Technology staff, and devices are not to be taken to outside vendors for repair (Ex. Apple Store, Best Buy, etc.). If device is determined to have been repaired by someone other than the NCSD Technology Staff, the parent may be charged in full for the device.

**C. LEGAL AND ETHICAL USE POLICIES**

**C.1 Monitoring:** NCSD has the ability to monitor device use using a variety of methods to assure compliance with NCSD’s Appropriate Use policies. Web access is filtered and logged both at school and at home. The computer should not be turned on, used, or out of its case while in the restroom or locker room to ensure privacy to all of our students and staff.

**C.2 Legal and Ethical Use:** All aspects of NCSD Appropriate Use Policy; Local, State, and Federal Laws remain in effect.

**C.3 Allowable Customizations:**

- The student is *permitted* to alter or customize the assigned device to their own working styles (i.e. background screens, default fonts, and other system enhancements). All customizations of devices need to be school appropriate.
- The student is *permitted* to download legally obtained music, but cannot download or install any other software without permission from the NCSD Technology Department. NCSD will not be responsible for backing up these files.

#### D. STANDARDS FOR PROPER COMPUTER CARE

Students are expected to follow all the specific guidelines listed in this document and take any additional **common sense** precautions to protect their assigned device.

**Loss or damage resulting from failure to abide by the details below may result in full-financial responsibility.**

##### D.1 Student's Responsibilities:

- Treat the equipment with as much care as if it were your own property.
- Bring the device and charger to school every day.
- A loaner will be provided (if available) for school day use only in the event of a device failure.
- Keep the device either secured (i.e. home or other secure place where others do not have access) or attended (with you or within your sight) at all times. Keep the device stored in a secure place (i.e. locked in the locker room or other suitable place) when you cannot directly monitor it. For example, during athletic events, games, practices, and trips, store the computer in a secure place assigned by your coach/sponsor and arrange to return to school to retrieve it after the activity. Devices left in bags and backpacks, or in unattended classrooms are considered "unattended" and may be confiscated by school personnel as a protection against theft. Unattended and unlocked equipment, if stolen –even at school- will be your full financial responsibility.
- Avoid use in situations that are conducive to loss or damage. For example, never leave devices in school vans or buses, in the gym, in a locker room, on playing fields, or in other areas where it could be damaged or stolen.
- Avoid storing the device in a car. Avoid leaving the device in environments with excessively hot or cold temperatures. Do not leave in a car overnight at any time.
- Do not let anyone other than your parents/guardians use the device. Loss or damage that occurs when anyone else is using your assigned computer will be your full responsibility.
- **Adhere to NCSD Computer Use Policy at all times and in all locations.**
- Read and follow general maintenance email alerts from school technology personnel.

##### D.2 How to Handle Problems:

- Troubleshoot with an adult or another student.
- Promptly report any problems to Tech Support Students, the Technology Department, or School Office.
- Don't force anything (e.g. connections, popped-off keys, DVD/CDs). Seek help instead.
- When in doubt, ask for help.

##### D.3 General Care:

- Do not attempt to remove or change the physical structure of the device, including keys, screen cover, or casing. Doing so will void the warranty, and families will be responsible for 100% of the repair or replacement cost.
- Do not remove or interfere with the serial number or any identification placed on the computer.
- Keep equipment clean. For example, don't eat or drink while using the device.
- **Do not do anything to the device that will permanently alter it in any way.**
- Do not put stickers or use any type of markers on the device.
- Computer skins will not be allowed. Only hard protective cases are allowed, and must fit the computer properly.

##### D.4.1 Carrying the Device:

- Always completely close the lid and wait for the device to enter sleep mode before moving it, even for short distances. Movement while the device is on can result in permanent damage to the hard-drive and therefore the loss of all data. Sleep mode is sufficient.

- Do not grab and squeeze the device, as this can damage the screen and other components.
- High School
  - When not using the device, always store it in the laptop bag. Note: do not store anything (e.g. cords, papers, or disks) in the area within the case designed for the computer other than the computer itself as this may damage the screen.
  - We recommend you carry the laptop bag inside your backpack. The “vertical sleeve” style laptop case was chosen expressly for this purpose. Simply slide the device in and out while leaving the case within the school pack. Do not overstuff your backpack – extreme pressure on the laptop can cause permanent damage to the screen and other components.
- Middle School
  - Always store the device in the provided bag. The provided bag is meant to be always left on, and can unzip and open with the computer still inside. Devices found to be removed from the case may result in loss of privileges. Note: do not store anything (e.g. cords, papers, or disks) in the area within the case designed for the computer other than the computer itself as this may damage the screen.
- Central Elementary 1-4
  - Always store the device in the provided case. Do not remove device from case, as it is meant to always stay on.

### D.5 Screen Care:

- The device’s screen can be easily damaged if proper care is not taken.
- Never leave any object on the keyboard. Pens or pencils left on the keyboard are guaranteed to crack the screen when the lid is closed. Screens are particularly sensitive to damage from excessive pressure.
- HS/MS - Do not touch the device’s screen with anything (e.g. your finger, pen, pencil, etc.) other than approved computer screen cleaners.
- Clean the screen with a soft, dry, anti-static cloth or with a screen cleaner designed specifically for LCD type screens.
- If you are unsure if a cleaner is designed for the laptop screen ask the NCSD Technology Department first.

### D.6 Battery Life and Charging:

- **Arrive to school each day with a fully charged battery.** Establish a routine at home whereby each evening you leave your device charging overnight.
- Avoid using the charger in any situation where you or another is likely to trip over the cord.
- Only use a school issued charger. Any damage resulting from use of a non-NCSD charger will be billed in full.
- Don’t let the battery completely drain. Immediately shut down if you are unable to connect to the charger.
- Close the lid of the computer when it is not in use, in order to save battery life and protect the screen.
- High School: Do not charge your device while it is in the bag. Ensure the computer has air circulation while charging.
- Central Elementary: At the end of the day, ensure the device is placed in the correct slot on the cart in the classroom and plugged in to charge.

### D.7 Personal Health and Safety:

- HS: Avoid extended use of the device resting directly on your lap. The bottom of the laptop can generate significant heat and therefore causes temporary or permanent injury. Use a barrier such as a book or devices made specifically for this purpose when working on your lap.
- Avoid lengthy use involving repetitive tasks (such as typing and use of the track pad). Take

frequent breaks as well as alter your physical position (typing while standing, sitting, leaning, etc.) to minimize discomfort. If possible, set up a workstation at home with an external keyboard or mouse that allows you to situate the screen at eye-level, and keyboard at lap-level.

#### **D.8 Syncing up Documents:**

- We will not sync/backup any documents. You may use the School's provided Google Drive for the purpose of backing up files.
- IT IS HIGHLY RECOMMENDED AND ENCOURAGED TO USE GOOGLE DRIVE FOR ALL YOUR WORK AS YOU DO NOT NEED TO WORRY ABOUT LOSING ANYTHING.

#### **E. EQUIPMENT LENDING INFORMATION**

This additional agreement allows students to check out a variety of peripheral equipment such as still cameras, video cameras, microphones, drawing tablets, E readers, other audio-visual devices, and peripherals for multimedia school projects. NCSD grants the student permission to borrow technology equipment for school and home use based on mutual agreement of the following:

##### **E.1 Agreements:**

- I will return the equipment at the established due dates and times and understand that I will be billed for replacement costs if equipment is not returned promptly.
- I will treat this equipment with the same care as if it were my own property.
- I will maintain the equipment in clean condition.
- I will avoid use in situations that are conducive to loss or damage.
- I will heed general maintenance alerts and advice from school technology personnel.
- I will promptly report any malfunction, loss, damage, or theft to the NCSD Technology Department.
- I will always transport the equipment within the case provided whenever leaving the school building.
- I will adhere to the NCSD Acceptable Use Policy (605.6 & 605.6R1) when using this equipment at all times and locations.

#### **F. LEGAL ISSUES AND JURISDICTION**

Because the NCSD owns and operates the equipment and software that compose our network resources, the school is obligated to take steps to insure that all facilities are used legally. Any illegal use of network resources is prohibited. All content created, sent, accessed, or downloaded using any part of NCSD's network resources is subject to the rules stated in this policy and Board Policy 605.6 & 605.6R1. School administration monitors our network and may find it necessary to investigate electronic incidents even if they happen after hours and outside of school. As the owners of our network resources, including the email system, the school administration reserves the right, if needed, and at its discretion, to remotely access to open, examine and/or delete electronic files that violate this Computer Use Policy.

#### **G. DISCLAIMER**

The NCSD does not have control of all the information on the Internet or incoming email, however NCSD has an Internet and spam filter in place. Sites accessible via the Internet may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal, or otherwise inconsistent with the mission of the Nevada Community School District. While NCSD's intent is to make Internet access available for educational goals and objectives, account holders will have the ability to access other materials as well. At NCSD, we expect students to obey the Computer Use Agreement when using the Internet. Students found in violation of the policy will be disciplined. In addition, NCSD account holders take full responsibility for their access to NCSD's network resources and the Internet. Specifically, NCSD makes no warranties with respect to school network resources nor does it take responsibility for:

1. The content of any advice or information received by an account holder.
2. The costs, liability or damages incurred as a result of access to school network resources or the Internet, or any consequences of service interruptions.

## **H. DISCIPLINE**

Any student who violates these rules will be subject to disciplinary action, the minimum of which will result in parental contact.

### **H.1 Inappropriate use and consequences:**

All technology services shall be used in a responsible, efficient, ethical, and legal manner. The following violations may lead to disciplinary action, loss of privileges, or both. This list is not complete; additions can be made without notice.

### **H.2 Inappropriate use of the network and Internet:**

1. Viewing unauthorized materials, images, and/or websites is prohibited
  - a. Showing, depicting, suggesting, or implying illegal activity, drug use, or gambling
  - b. Showing or encouraging violence against a living being or physical property
  - c. Showing adult-oriented material, including nudes or images that show or suggest sexual acts
  - d. Showing provocative or explicit dress (or undress)
2. Storage of inappropriate materials on the school network is prohibited

#### **“Minor” violations:**

1. Knowingly accessing inappropriate websites
2. Conducting personal business transactions such as soliciting/advertising for a business, advertising/buying/selling of goods for sale, participating in gambling and/or lotteries
3. Installation of any programs not directly authorized by the technology staff
4. Adjusting or changing computer settings without permission

#### **“Major” violations:**

1. Use of someone else’s account
2. Moving, deleting, or changing files/folders not your own
3. Removing or damaging device hardware
4. Bypassing the school’s filter
5. Illegal Activities

### **H.3 Consequences for violations:**

The consequences listed below are examples of possible consequences. Teachers, administrators, and the NCSD Technology Department will determine the appropriate consequence based on the severity of the infraction and the student’s history of infractions. Possible consequences may include but are not limited to the following:

1. Loss of network and device privileges
  - a. Restriction to school day use only (check in / check out)
  - b. Restriction to use of desktop computer within the school
  - c. Restriction to use only in classroom under direct teacher supervision
  - d. Complete prohibition of use of computer or network at any time
2. Detention
3. Parent contact and/or meeting
4. Suspension or expulsion
5. Referral to authorities, charges for illegal activities

## **I. RESPONSIBILITY FOR PROPERTY**

Students are responsible for maintaining a 100% working device at all times. The student shall use

reasonable care to be sure that the device is not lost, stolen, or damaged. Such care includes:

- Not leaving equipment in an unlocked car or unlocked home.
- Not leaving equipment unattended or unlocked while at school or elsewhere.
- Not lending equipment to anyone except one's parents/guardians.
- Not using equipment in an unsafe environment.

Students must keep the device locked (i.e. locked in your school locker, home or secure place where others do not have access) or attended (with you or within your sight) at all times. Devices left in bags or backpacks or in unattended classrooms are considered "unattended" and may be confiscated by faculty or staff as a protection against theft. If confiscated, the student will receive a warning. If the device is confiscated a second time, the student may be required to get a parent signature acknowledging financial responsibility before getting the device back. Unattended and unlocked equipment, if stolen – even at school – will be the student's responsibility.

### **J. COMPUTER USE AND CONDUCT POLICY AGREEMENT**

The primary goal of NCSD's available technology is to enrich the learning that takes place in and out of classrooms. In particular, technology offers opportunities for exploration and analysis of academic subjects in ways that traditional instruction cannot replicate. However, certain legal and ethical restrictions apply. Also, the limited supply of both hardware and software requires us to set priorities for use. Academic work for courses always takes priority over any other use of the computer equipment. The IMC equipment is reserved exclusively for academic use. The following is a list of rules and guidelines, which govern the use of NCSD computers and network resources.

Network resources refers to all aspects of NCSD's owned and leased equipment, including computers, printers, scanners, and other peripherals, as well as email, Internet services, servers, network files and folders, and all other technology-related equipment and services. These rules apply to any use of NCSD's network resources whether this access occurs while on or off campus.

#### **J.1 Students will:**

- Access the system for educational purposes during school hours (this includes the use of networked printers in the building).
- Use appropriate language and be respectful of others.
- Observe and respect license and copyright agreements.
- Keep passwords and personal information confidential (student names, telephone numbers, and addresses should not be revealed over the system)
- Perform system updates as requested outside of the school hours. Some system updates may take time to process and require a restart. Not performing system updates regularly may cause that software to run improperly.
- Return the devices back to NCSD at the end of the school year for system updates and re-imaging of the laptop.
- Return the devices at any time to NCSD when asked regardless of time or prior warning.
- Hand over the device when given notice; this may be for review or repair.

#### **J.2 Students may not use NCSD resources:**

- To create, send, share, access, or download material which is abusive, hateful, threatening, harassing, or sexually explicit.
- To alter, add or delete any files that affect the configuration of a school computer other than the device assigned for personal use.
- To conduct any commercial business that is not directly related to a class.
- To conduct any illegal activity (this includes adhering to copyright laws).
- To access the data or account of another user (altering files of another user is considered vandalism).
- To install any software onto NCSD computers, to copy NCSD software (copying school owned



software programs is considered theft).

**J.3 In Addition, Students may not:**

- Give out personal information to anyone on the Internet (this protects users from becoming potential victims of those with criminal intent).
- Give password(s) to anyone
- Post anonymous messages
- Forward email commonly known as "SPAM", Unsolicited Commercial Email (UCE), or "junk email."