

Frequently Asked Questions For Student Learning Devices

Q. What will each student be receiving with their device?

A. Each student will receive a device, charger, stylus, and carrying case. School-issued carrying cases are to be used at all times when transporting the device.

Q. What are the features of the device?

A. The students' devices include keyboards that run on Windows with geo-tracking, Internet filtering, virus protection, and a 3-year warranty.

Q. Will students receive any training when they are issued their device?

A. Students are expected to attend an orientation session to learn about the device policies and procedures, as well as, how to use and care for their device.

Q. How should the device be properly cared for?

A. The device should be stored in a safe secure location avoiding extreme temperatures. The device should be kept away from food and liquids. It should be cleaned with a soft, dry, lint-free cloth. Never use any chemical to clean the screen or keyboard. (ie Windex, bleach wipes). Also, be careful not to put excessive pressure on the screen.

Q. Will students keep the same device each year?

A. Students may be assigned the same device for multiple years.

Q. Will students turn the device back in at the end of the school year?

A. Yes, students will return the device at a specified time at the end of the year so they can be checked for serviceability. If a student transfers out of OPS during the school year, the device will be returned at that time.

Q. What happens if a student leaves their device at home?

A. Students are expected to bring their device fully charged to school each day. If they leave their device at home, they will be responsible for getting their course work completed as if they had their device present and working.

Q. When can students use the devices in their classrooms?

A. Use of the device in the classroom is at the teacher discretion.

Q. What happens if a student has a problem with their device?

A. Any and all support or repair will be handled through the district. Please do not contact any outside vendor (i.e., Geek Squad, device manufacturer) for repair or support issues. It is the responsibility of the student to report the device issues as soon as they occur by taking them to the designated technical support location. If the device cannot be fixed immediately, the student may be issued a different device to use on a temporary basis.

Q. How will the district provide on-line/internet security for students?

A. By law, the district is obligated to ensure on-line/internet security for the 1 to 1 technology devices. The bond funds include an "internet filter" which will help protect students from accessing inappropriate sites. The same filters that are implemented at school will also be used at home or off site locations.

Q. Does the school Internet filter block all inappropriate content?

A. Okemos Public Schools subscribes to an Internet filtering service that provides categories of blocked sites. The categories are continually updated by the vendor. We apply the categories to students and their devices as required by the Child Internet Protection Act (CIPA). We may also apply additional filters as a district should we determine material is inappropriate or not related to education. It is a daily process of evaluating sites. The product we use also maintains history logs files by user and machine.

It should be noted that there is no perfect filter. Keeping this in mind, the district places a strong emphasis on responsible Internet use.

As an example, YouTube and Google images are open to Okemos students in grades 7-12. Like other sites on the Internet, YouTube offers educational and non-educational related material. Because we recognize the educational benefits YouTube offers, we have chosen to allow access to this site.

Q. Can students download educational software on the device?

A. Students do have the rights to download software to the device as long as it is legally downloaded educational software, this includes educational software from the Microsoft Store. Students may not attempt to alter, modify, or upgrade the device in any way. Doing so may void the warranty.

Q. Can students print from their devices at school and at home?

A. Students can use a school printer for educational purposes only and will be at the discretion of the teacher. Students may install a printer for home use.

Q. Are there any prohibited areas at school that students can not use their device?

A. Students may not use their device in locker rooms, bathrooms, the cafeteria, or any other areas used for the purpose of changing clothes or designated by administration.

Q. Can students personalize their devices?

A. Students will add a school issued non-adhesive stickers to their devices to distinguish their device from others. Students may **not** put adhesive stickers on their device or use any type of marker on them. Removing or interfering with serial numbers or any other identification is not permitted.

Q. Can a student use their device for taking pictures, and audio/video recordings?

A. Students shall not capture, record, transmit or post images, audio, or video of a person or persons unless provided with authorizations by a teacher or administrator in compliance with

OPS policies. **This applies both in and out of the school setting. Use of any recording, video or camera functions without a subject's consent is also strictly prohibited.**

Q. What happens if a student uses the device inappropriately?

A. Violations of the Student Code of Conduct (i.e., cheating, harassment, illegal activity, inappropriate images and content, etc.) that involve the use of any electronic device will be handled by administration as outlined in the Student Handbook. Loss of electronic device privileges up to and including confiscation of the device may accompany discipline for the offense. Failure to surrender and allow access to any electronic device upon request from a staff member is considered insubordination and will be handled by administration as outlined in the Student Handbook. Please refer to district Code of Conduct Policy #5144 for further details regarding electronic communications and student expectations.

Q. What happens if there is damage to the device?

A. In the event of damage to the device not covered by the warranty, the student and parent/legal guardian may be billed for the damages. The machines have a 3 year accidental warranty on the device. Repeated damage offenses may result in loss of the device for the remainder of the year (a daily check out device will be provided). The administration has the authority to waive or modify charges if the cause of damage is judged to be beyond the student's control.

Q. What happens if the device is stolen?

A. Devices that are lost or stolen need to be reported to the school's main office immediately. If a device is stolen or vandalized while not at an OPS sponsored event, the parent/or legal guardian shall file a police report and notify the school's main office as soon as possible. If a device is lost or stolen, the student may be financially responsible for its replacement. The student may also lose the right to take future devices home.

Note: Lost, damaged, or stolen devices in the care, custody, and control of a student may be covered by the homeowners'/renters' policy of the parent/guardian. Most homeowner/renter policies will provide some limit of coverage for the "damage to the property of others" under the comprehensive personal liability coverage part of the policy and is not normally subject to any deductible. Please consult your insurance agent for details about your homeowners'/renters' coverage.

Q. Where can I get additional information about the Acceptable Use Policy and student learning device policies?

A. The student learning device website has links to the Student Handbooks. Students also received a student handbook at the beginning of the school year.