



**Greenville Public School  
District  
Technology Handbook  
2019-2020**

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## **Technology Goals**

To enable all Greenville Public School District students and employees with the ability to meet and exceed the standards put forth by the GPSD Board of Trustees by supporting the efficient use of technology. The support of the district's technology is moved forward in the following ways.

- By building and maintaining a district network of size and capability to allow continuous use of internet resources for education.
- Support the integration of technology into the curriculum
- Improve communication and widen our sense of community by expanding the way teachers, students, and parents are able to interact with each other.
- Provide greater access to digital content in a variety of formats and modes.

## **Device Usage**

GPSD may provide users with devices or other devices to promote learning outside of the classroom. Users, whether district employees or students, should abide by the same Acceptable Use Policy when using school devices off the school network as on the school network. Users are expected to treat the devices with extreme care and caution; these are expensive devices that the District is entrusting to users' care. Users should immediately report any loss, damage, or malfunction to school administrator. Users **will** be financially accountable for any damage resulting from negligence, misuse, or loss. Use of District-issued devices off the District network will be monitored.

## **Examples of Responsible Use**

I will:

- Use school technologies for school-related activities.
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat school resources carefully and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher, administrator, or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.
- Use District technologies at appropriate times, in approved places, for educational pursuits.

This is not intended to be an exhaustive list. Users should use their own good judgment when using District technologies. You can also visit [www.commonsensemedia.org](http://www.commonsensemedia.org) for further information.

## Device Policy

### Terms

Parents of students who are assigned a take home device shall pay a non-refundable \$30 annual charge. Users will comply at all times with the GPSD Technology Handbook policies. Any failure to comply may result in termination of user rights of possession effective immediately and the District may repossess the device. Any lost, stolen and damaged devices must be reported to school authorities immediately.

### Title

The District has legal title to the property at all times. The user's right of possession and use is limited to and conditioned upon full and complete compliance with this agreement, the GPSD Technology Handbook policies, and all District policies and procedures.

### Loss, Theft or Full Damage

If a device is damaged, lost, or stolen, the student or parent/guardian shall immediately notify the school administration. At that time the parent/ guardian will be advised to file a police report. If a device is lost, or damaged as a result of irresponsible behavior, the parent/guardian will be responsible for the full replacement cost of device. (Parent/guardian will be responsible for full replacement cost of device.)

In the event that a device is damaged the device user will be assessed a fee based on the chart listing replacement cost attached to this document. If damage is not listed then the cost of repair will be based on the total cost of the parts to repair.

In the event of a lost or stolen device and once a police report is filed, the GPSD, in conjunction and with police or sheriff, will deploy location software which may aid authorities in recovering the device. It is imperative that a lost or stolen device must be reported immediately. If lost device is not recovered the parent/guardian will be responsible for full market value of replacement cost.

Students who leave the District during the school year must return the device, along with any other issued accessories, at the time they leave the District. The device and all accessories should be returned to the school administrator. Any fees collected as a part of this initiative will not be refunded.

### Repossession

If the user does not fully comply with all terms of this Agreement and the GPSD Student Technology Handbook, including the timely return of the property, GPSD shall be entitled to declare the user in default and go to the user's place of residence, or other location of the property, to take possession of the property.

## **Terms of Agreement**

The user's right to use and possession of the property terminates not later than the last day of the school year unless earlier terminated by GPSD or upon withdrawal from GPSD.

## **Unlawful Appropriation**

Failure to timely return the property and the continued use of it for non-school purposes without the District's consent may be considered unlawful appropriation of the District's property.

## **Fees for device Use**

### **Use and Maintenance Fees**

- Parents/guardians shall pay a non-refundable annual fee of \$30 plus deductibles per damage incident.
- The premium is by device and covers electrical surges, drops or falls, liquid spills, and part damage.
- The deductible is by incident (i.e. 1st damage, 2nd damage) AND by incident type (i.e. cracked glass, broken LCD, bent frame, etc.).
- If the device is lost, stolen, or totally damaged as a result of irresponsible behavior, the parent will be responsible for the replacement cost. A police/sheriff report will be required for all stolen devices.
- District may disable the device remotely to protect the device and/or data on the device.

Seniors must clear all records and pay all fees before they shall be allowed to participate in commencement exercises.

### **Damaged devices**

Any damage must be reported to school authorities immediately. Power adapters and sleeve must be returned or paid in full.

### **Deductibles:**

- Student will be able to check out a replacement device from the library each day and return the device each day upon payment of the deductible, until repaired device is returned to student.
- The replacement device will be checked in and out daily during the school day.
- If total cost to repair device exceeds the fair market value then the total replacement fee will be accessed and take home of device privileges will be removed.

## **Table of Estimated Repair Pricing for Deductibles**

<b>Loss, Deliberate Damage or Neglect</b>	<b>Estimated Repair/Replacement</b>
I-Pad Replacement	\$400.00
I-Pad Screen	\$100.00
I-Pad Charger	\$20.00
I-Pad Lightning Cord	\$10.00
District Assigned Case	\$25.00
Liquid Damage	\$400.00
Laptop Replacement	\$350.00
Laptop Keyboard	\$85.00
Laptop Power Adaptor	\$40.00
Laptop Liquid Damage	\$320.00
Laptop Broken Screen	\$300.00

### **Handling and Care of the device**

- Keep the device in the district-issued or approved sleeve and case.
- Keep devices and sleeve free of any writing, drawing, stickers, or labels that are not applied by GPSD.
- Use the device on a flat, stable surface.
- Do not place books on the device.
- Do not have food or drinks around the device.
- Wipe surfaces with a clean, dry soft cloth.
- Avoid touching the screen with pens or pencils.
- Do not leave the device exposed to direct sunlight or near any heat or moisture sources for extended periods of time.

### **Power Management**

- It is the user's responsibility to recharge the device's battery so it is fully charged by the start of the next school day.
- Devices with no battery life must be charged in the classroom. The student forfeits use of the device for the entire time it takes to charge the device
- The device must remain on (awake or sleep mode) at school at all times, with no exceptions.

## **Transport**

- Transport device in its protective case and sleeve.
- Do not leave the device in a vehicle for extended periods of time or overnight.
- Do not leave the device in visible sight when left in a vehicle.

## **Monitoring and Supervision**

- Do not leave the device unattended in an unlocked classroom or during an extracurricular activity.
- Do not lend the device to a classmate, friend, or family member.
- Any attempt to “jailbreak” or remove the GPSD profile could result in disciplinary action.
- Students are responsible for the safety and security of the device and any activity on the device.



## **Student Device User Agreement**

As a borrower of an GPSD device:

- I have signed and will follow the policies established in the GPSD Student Technology Handbook.
- I will follow the guidelines listed below for proper care of the device.
- I will report to school authorities any problems/issues I discover while using the device.
- I understand that resetting the device to factory settings may occur as a result of any repairs or modifications on the device, and this reset may result in the loss of data.
- I understand that it is my responsibility to turn in my device for periodic updates throughout the school year.
- I understand that the primary use of the device is as an instructional tool.

### **Guidelines for Proper Care**

1. I shall not loan the device to anyone.
2. I will not remove labels, stickers, or screen protectors already placed on the device by the technology department.
3. I will not write on or place any labels or stickers on the device.
4. I shall give proper and due care to the device at all times, including but not limited to the following:
  - a. Keeping food and drink away from the device.
  - b. Not exposing the device to extreme heat or cold.
  - c. Not attempting to repair a damaged or malfunctioning device.
  - d. Not upgrading the device operating system unless directed by District IT staff.
  - e. Using the appropriate device A/C adapter to charge the device.
5. I shall provide proper security for the device at all times including, but not limited to, the following:
  - a. Not leaving the device unattended in an unlocked classroom or extra-curricular activity.
  - b. Not leaving the device in an unlocked vehicle.

### **Device Management**

1. I shall not sync the device to personal or school computers.
2. District purchased software will be installed on to student devices.
3. To protect the students and the district from loss of a device, all protection services must remain on at all times.



## Greenville Public School District Student & Parent Guardian Technology Agreement

Student Name: Last \_\_\_\_\_ First \_\_\_\_\_

Parent Name: Last \_\_\_\_\_ First \_\_\_\_\_

Address: \_\_\_\_\_

Parent Email Address: \_\_\_\_\_

Parent Phone Number: \_\_\_\_\_

The Greenville Public School District's Acceptable Use Policy allows students to use technology inside and/or outside of the classroom

I have reviewed the GPSD Student Technology Handbook and understand the rules and guidelines for the following:

1. District Technology Goals
2. Responsible Use Policy
3. Financial Terms of Device Agreement \* annual \$30.00 deposit is non-refundable

### Terms of Agreement

The student is responsible at all times for the care and appropriate use of technology.

I understand if my student violates the guidelines agreed to in the GPSD Student Technology Handbook, his/her privilege to use technology may be restricted or removed and he/she may be subject to disciplinary action.

I understand that I may be held responsible for reimbursement for loss, damage, or repair of my student's device, which may have occurred at school, at home, or while the device was being transported. The device remains the property of the District. At the end of the school year or upon transfer from the District, parents and students agree to return the device to the District in the same condition it was issued to the student less reasonable wear.

Signature:

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School

\_\_\_\_\_  
Grade Level

\_\_\_\_\_  
Asset Number



## Greenville Public School District- Student Device Acceptance Form

I understand that the devices and/or accessories that GPSD has provided to me are the property of the Greenville Public School District. I agree to the terms and conditions of the student device User Agreement and the GPSD Student Technology Handbook.

I understand that I must immediately report any damage, loss, or theft of the laptop to GPSD personnel immediately. In addition, I understand that my parent/guardian may be held responsible for reimbursement for loss, damage, or repair of the device issued to me, which may have occurred at school or at home, or while the device was being transported, in accordance with the policies outlined in the GPSD Student Technology Handbook. My parent/guardian will be held responsible for full reimbursement for lost laptop that is not reported immediately.

I understand that a violation of the terms and conditions set out in the Student Device Agreement and the GPSD Student Technology Handbook will result in the restriction and/or termination of my use of a GPSD device, equipment, and/or accessories.

Type of Device & Accessories	GPSD Asset Number
I-Pad	
Charger	
Lightening Cord	
HP Laptop	
HP Laptop Charger	
HP Laptop Carrying Case	

Student Signature:

\_\_\_\_\_

Date:

\_\_\_\_\_

Parent/Guardian Signature:

\_\_\_\_\_

Date:

\_\_\_\_\_