

LEARNING 20/20



Kanawha  
COUNTY SCHOOLS

Discover. Excel. Advance.

Kanawha County Schools Student Technology  
Handbook, Procedures, and Information

2018-2019

Discover, Excel, Advance

**K**eeping students and teachers connected to personalized learning

**C**reating a learning environment that is aligned with real world expectations

**S**tudents who are prepared for ever changing college, career, and global opportunities

*Please read entire document carefully and return pages 10 and 11 to the school along with the optional Damage Waiver form if you choose to opt in.*



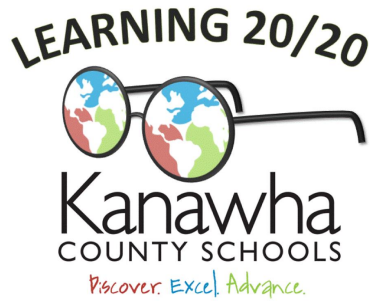
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## Kanawha County Schools Learning 20/20

- The focus of the iPad program at Kanawha County Schools is to provide tools and resources to the 21st Century Learner. This iPad is as essential as a textbook and will be used as such.
- Excellence in education requires that technology be seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and one of the learning tools for our students is the iPad. The individual use of iPads is a way to empower students to maximize their full potential and to prepare them for college and the workplace.
- Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with iPads integrates technology into the curriculum anytime, anyplace.
- The policies, procedures and information within this document apply to all iPads used at Kanawha County Schools, including any other device considered by the Administration to come under this policy. Teachers may set additional requirements for use in their individual classroom.

### **Kanawha County Schools Electronic Device Handbook**

By using or taking possession of an Electronic Device owned by the Kanawha County School District, a user and their parents/guardians are agreeing with the terms of the Kanawha County Acceptable Use [Policy J33A](#)\* and the expectations detailed in the Student/Parent Laptop Handbook.

\*District Acceptable Usage Policy found at: <http://bit.ly/1ywCBcL>

# Handbook for Electronic Device Deployment

## General Information:

### Qualifications:

Students actively enrolled in, and who physically attend Middle and High schools in the Kanawha County School district, qualify to use a district owned electronic device. In order to receive and use the borrowed device, the student must also comply at all times with the expectations of any applicable Kanawha County student policies and procedures; including but not exclusive to behavior, attendance, and Telecommunications access.

### Terms:

Qualifying students will be issued a district-owned electronic device at no cost to student/parent/guardian (see Optional Damage Waiver\*). One Apple iPad, original Apple Brand charger (power brick/cable) and case are being loaned to the Student and are in good – condition/working order. It is the Student's responsibility to care for the equipment and ensure that it is retained in a safe environment. Financial obligation is not incurred by the student/parent/guardian unless loss or damage of the borrowed device or accessories occurs. All use of the District owned device must remain in compliance with the Kanawha County Schools iPad Handbook and WVDE – Policy 2460/District Technology Usage Policy J33A. Any failure to comply may terminate qualification and rights of possession effective immediately and KCS may repossess the property.

### Title/Ownership

The legal title to the electronic device belongs to the Kanawha County School District and shall at all times remain as such. Your right of possession and use of the borrowed device is limited to, and conditioned upon, your full and complete compliance with the expectations detailed in KCS Student Policies and the KCS Student/Parent Device Handbook. Because the borrowed device is the property of the school district, it is subject to monitoring of use and search of contents at any time. There is no expectation of privacy in use or data stored on a district-owned device.

### Loss or Theft: (\*Please see Optional Loss/Damage Waiver for device coverage)

By taking possession of a borrowed device, the borrower agrees to assume full responsibility for the safety, security, and care of the borrowed property. In a case of complete loss or theft occurring at school, the borrower must report the incident to a school representative and to technology department personnel from the district within **one school day** of the occurrence. In the case of loss or theft occurring away from school, the borrower must report the incident to the law enforcement officials of the jurisdiction within **24 hours** of the occurrence and then provide documentation of the afore mentioned law enforcement report to the school and technology department within one day of the occurrence. Failure to comply with time limits set above will result in coverage, included in any **\*loss/damage waiver**, to be rendered null and void resulting in student/parent/guardian assumption of full financial responsibility for the device.

### Damage: (\*Please see Optional Loss/Damage Waiver for device coverage)

By taking possession of a borrowed device, the borrower agrees to assume full responsibility for the safety, security, care, and proper use of the borrowed property. In case of accident, fire, flood, or careless handling of the property, the borrower agrees to assume full responsibility for the damaged device as deemed necessary by the school district. In the case of damage to a borrowed device the user must report any damage (case, device, or chargers) to school personnel and technology department within one school day of the occurrence. Failure to comply with time limits set above will result in coverage, included in any **\*loss/damage waiver**, to be rendered null and void resulting in student/parent/guardian assumption of full financial responsibility for the device.

### Repossession:

If you do not fully comply with all terms of the Student/Parent Device Agreement and District Technology Usage Policies including the timely return of the property, Kanawha County Schools shall be entitled to declare you in default and come to your place of residence, or other location of the device, to take possession of the property.

## **Terms of Agreement:**

A user's right to use and possess the borrowed device terminates no later than the last day\* the student attends Kanawha County Schools unless terminated earlier by the District for noncompliance. The equipment will be returned when requested by Kanawha County Schools. This agreement is also terminated upon withdrawal from active enrollment in the district or terminated due to a change in schedule/attendance or the student is no longer physically attending class regularly at a Kanawha County Schools location. ***\*High Schools Seniors must return their device two weeks prior to graduation.***

## **Replacement/Repair: (\*Please see Optional Loss/Damage Waiver for device coverage)**

The replacement cost of the lost device is based on the cost of the replacement of the device at the time of loss. A student/parent/guardian is fully responsible for the replacement cost of any device lost while in their possession. Replacement costs for accessories including but not limited to, cases, charging cords, etc. will be based on the **cost at the time of replacement.**

## **\*Damage Waiver Opportunity\*:**

Kanawha County Schools offers a damage waiver program to provide risk management services for our 1:1 initiative. Parents/Guardians and students participating in this initiative will be responsible for protecting the assigned device from loss or damage. If an accident or loss should occur, Kanawha County Schools will waive all or part of the responsibility for the financial loss, subject to a deductible of \$49.00 per incident, for parents/guardians who have chosen to participate in the Optional Damage Waiver program. In exchange for this damage waiver coverage, Kanawha County Schools requires an annual contribution of \$40.00. Payment for coverage must be made within 14 days beginning the date students receive the device. Payment of the damage waiver fees will be handled at the local school. Coverage does not begin until the school has received payment. If you have additional questions, call your school office or KCS Department of Technology. Additional information about the waiver is attached to this packet. Fees collected are non-refundable.

## **Special Circumstances/ Restricted Access - Parent/Guardian – Initiated Accommodations**

It is not the district's recommendation that a student be restricted/denied access to any learning resource that is granted to all other students. If, at any point, circumstances outside of school call for a student to have limited or restricted access to district-provided resources, a written request by the student's parent/guardian, in collaboration with a school administrator, must be placed on file with the particular school from which the parent/guardian is requesting the special accommodation. If the request is initiated by the parent/guardian, then approved by a school administrator, and placed on file with the school's technology department, a student may be granted, "As needed only" or "by Teacher request only" access to their device, rather than have it issued permanently to the student.

## **Administrator – Initiated Accommodations**

Noncompliance with the expectations of the Student/Parent Handbook or violations of School or County policies can result in the loss of privilege with, or restricted access to, district-provided technology as a consequence for misuse or as a safety measure for a particular student. The use of Kanawha County School technology is a privilege rather than a right and can, therefore, be taken away from a user who has displayed a pattern of behavior that is considered by an administrator to be potentially unsafe or unhealthy for the user, other students, staff, the technology itself, or the learning environment.

## **General Precautions:**

- Cords and cables must be inserted carefully into the iPad to prevent damage.
- iPads must remain in the KCS provided case **at all times**.
- iPads must remain free of any writing, drawing, stickers, or labels that are not the property of the Kanawha County School District.
- iPads must never be left in an unlocked locker, unlocked car or any unsupervised area.
- Students are responsible for keeping their iPad's battery charged for school each day.

## Receiving Your iPad

- Parents and students must sign and return the iPad Loan Agreement and the Acceptable Use Agreement documents before the iPad can be issued to their child.
- WVDE issued Email accounts (@stu.k12.wv.us) must be used for all email communication on the KCS Electronic device. This is in compliance with current WVDE policy and KCS Policies.
- ITUNES accounts used on the device must be created using the WVDE email account provided to each student.
- One user with specific privileges and capabilities will be set up on the iPad for the exclusive use of the student to which it has been assigned. The Student agrees to make no attempts to change or allow others to change the privileges and capabilities of this user account.
- ITUNES accounts for students under the age of 13 **must be created** using the [U13 Portal provided by Apple Computer](#). This account is a restricted account tied to the parent email. Parents will be notified if there is any attempt to bypass account limits or visit sites with restricted access due to explicit content.

## Handling, Care, and use of your device:

- Students are responsible for the general care of the District issued iPad and should notify school personnel of any problems.
- Do not allow other users access to an electronic device assigned to you.
- Start each day with a fully charged battery.
- Carefully insert and/or remove headphones and charging cables.
- Protective cases provided with iPads protect the iPad from normal treatment.
- iPads must be kept in the protective case provided by Kanawha County Schools at all times.
- Make sure that your device is not exposed to liquids, extreme heat or cold temperatures, which could cause the device to malfunction.
- Make sure that the surface of the case or device is not altered or defaced. Decorations or stickers, except those required for KCS inventory or affixed by school personnel are prohibited.
- Only KCS School or district personnel are permitted to troubleshoot, diagnose, or arrange for repair of the device.
- iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.
- Do not lean on the top of the iPad.
- Do not place anything on top of the iPad or in the carrying case that could put pressure on the screen.
- Clean the screen and/or the external case with a soft, dry cloth or anti-static cloth.
- Do not “bump” the iPad against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

## Security, Storage, and Transporting your Device:

- The Student acknowledges and agrees that the Student's use of the District Property is a privilege and that by the Student's agreement to the terms hereof, the Student acknowledges it is the Student's responsibility to protect and safeguard the District Property and to return the same in good condition.
- Keep your device in a protective carrying case and backpack when not in use or in transport in and outside of school.
- Handle with caution even when inside the protective case. Do not throw, slide, drop, and toss, etc. at any time.
- Your device should not be left unattended in the classroom, locker, or any unsecured area.
- Keep your device out of reach of younger siblings, family pets, or anyone capable of careless handling or inadvertent damage to the device.
- The iPad does have identification on it indicating that it is the property of Kanawha County Schools. This identification should not be altered, removed, or modified in any way.

## Using the Device at School:

Learning 20/20 devices are intended for use at school each day. In addition to teacher expectations for iPad use, school messages, announcements, calendars and schedules may be accessed 24/7 using the iPad. Students are responsible for bringing their iPad to school fully charged. The devices will be taken to all classes daily.

- Students are responsible for making sure that they do not switch devices or share devices with other users.
- Chargers and other accessories should not be shared or switched with other users.

- Students/parents are responsible for any loss or damage that may occur to it regardless of whether loss/damage occurs at school or away regardless of whom is using it at the time of loss/damage. (See terms of Optional Loss/Damage Waiver)
- Secure the device out of view from anyone outside of the vehicle if being temporarily stored in a parked vehicle. Never store your device in an unlocked and/or an unattended parked vehicle.
- Communicate with teachers, coaches, sponsors, supervisors, etc. about ensuring that your device will receive secure storage if you have it at school related activities, sporting events, etc.

### **Reporting Loss/Damage**

- In case of loss or theft occurring at school, the borrower must report the incident to the appropriate school personnel, school resource officer, and/or the KCS Department of Technology within 24 hours of the occurrence.
- In case of theft or loss occurring away from school the borrower must report the incident to law enforcement officials of the jurisdiction within 24 hours of the occurrence and then provide documentation of the police report to the appropriate school contact, and technology department office personnel.
- In case of damage to the device you must report the incident to school or technology department personnel within one school day/24 hours of the occurrence.
- Failure to comply with time limits set above will result in coverage, included in any **\*loss/damage waiver**, to be rendered null and void resulting in student/parent/guardian assumption of full financial responsibility for the device.

### **File Storage and Back-up:**

- Every student in Kanawha County Schools has access to both Google Drive and Microsoft One Drive.
- These storage platforms should be used for back-up and storage of all electronic files, images, or assignment data.
- Content stored on the device may be lost if the device requires repair or maintenance and cannot be recovered.
- Kanawha County Schools is not responsible for any data loss that may occur.

### **Wireless access in and outside of school:**

- All Kanawha County usage expectations and policies pertain to the device in school and use on home networks.
- Devices will connect to home **wireless** networks if one is present.
- Many public destinations, including public libraries, now offer open or pass code settings which provide patrons with WIFI internet access. These options can provide Internet access away from school.

### **Content filtering:**

- Kanawha County Schools provides content filtering, configured by the county and the State of WV in compliance with existing county and state policies.
- KCS Acceptable use Policies and [WVDE Policy 2460](#) define content considered inappropriate in a school setting. These guidelines are also to be observed when the device is used outside the school setting.
- This filtering does not absolve the user from attempting to access unauthorized or inappropriate sites on the Internet.
- No content filter is capable of preventing access to all online content that is not school related. Content filters will provide a degree of protection to the user and the device. The user assumes responsibility for not accessing content that is either inappropriate or non-school related whether blocked by a filter at any particular time or not.
- Attempts to bypass or disable the content filtering on a device will result in disciplinary consequences or restriction of a student's technology privileges, as outlined in the [KCS acceptable use policy](#) and [WVDE policy 2460](#).

## **Daily Use Expectations**

### **iPads Left at Home**

If students leave their iPad at home, they are responsible for getting the course work completed as if they had their iPad present. If a student repeatedly leaves their iPad at home, they will be required to turn in and check out their iPad from a school designated staff member for a time to be determined by the school staff.

## **iPad Undergoing Repair**

Kanawha County Schools will work with Apple Care professionals, for the duration of coverage, to provide expedited repairs.

## **Charging Your iPad Battery**

iPads must be brought to school each day in a fully charged condition. Students need to charge their iPads each evening. Repeat violations will be handled in a manner developed by school personnel according to the school policy.

## **Screensavers/Background photos**

- Inappropriate media may not be used as a screensaver or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures, etc. will result in disciplinary actions.
- Lock screen codes may need to be shared with the teacher in the room to facilitate any required repair or resetting of the device.

## **Sound, Music, Games, or Programs**

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Music is allowed on the iPad and can be used at the discretion of the teacher.
- The intended purpose of the device in the school or classroom is to enhance the learning process. Storage priority on the device will be given to county and school installed applications and files.
- All software/apps provided by the district must be kept on the device.
- The only appropriate email address is the WVDE email address "@stu.k12.wv.us"
- Google Apps for Education, provided by the KCS will be used as file storage and creation software.
- Microsoft 365 Online, provided by the WVDE, will also be used to enhance workflow and information exchange.
- Reports of inappropriate content will result in a review of the iPad by designated school personnel.

## **MANAGING YOUR FILES & SAVING YOUR WORK ON IPADS**

### **Saving to the iPad/Home Directory**

Students may save work on the iPad. It is recommended students export documents for storage on Google Drive or Microsoft One Drive. The iPad will NOT be backed up in case of re-imaging. Malfunctions of the iPad are not an acceptable excuse for not submitting work.

### **Network Connectivity**

The Kanawha County School District makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.

## **SOFTWARE ON IPADS**

### **KCS Installed APPS**

The software/apps originally installed by KCS must remain on the iPad in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular course. School specific licenses for Apps require that the software be deleted from iPads at the completion of the course or when transferring from one school to another.

### **Additional Software**

Storage limits on the devices may limit extra software/apps on Student iPads. Storage will be allocated to educationally appropriate apps or software, which may result in personal app deletion. KCS will not provide additional iCloud storage. KCS will manage the iPads so that they contain the necessary apps for schoolwork. The Technology Department or the school assigning the device will manage educational Apps, provided by the school or KCS.



## Inspection

Reports of inappropriate content will result in a review of the iPad by designated school personnel. This may result in reduced/removed access to the device.

## Procedure for re-loading software

If technical difficulties occur, due to apps or software, which causes device instability, the iPad will be restored. Students are responsible for checking to insure that iCloud back-up is scheduled and successful. The school does not accept responsibility for the loss of any software or documents deleted due to reformatting and reimaging.

## Software upgrades

Upgrade versions of licensed software/apps are available from time to time and can be installed by the student user. KCS Technology department and/or school personnel may take possession of student iPads for periodic updates and/or syncing.

## iPad Check-in

If a student transfers out of the Kanawha County School District during the school year, the iPad **must** be returned at that time.

## Check-in Fines

- **School iPads and accessories** must be returned prior to last attendance date in a Kanawha County School.
- **Graduating seniors** must return the device at least **two weeks prior** to graduation.
- Students, who graduate early, withdraw, are expelled, or terminate enrollment at KCS for any other reason must return their individual school iPad **on or before the date of termination**. If a student fails to return the iPad upon termination of enrollment at KCS Schools, that student/parent will be held liable for any replacement costs associated with the device.
- The student/parent/guardians will also pay the replacement cost of the iPad, or, if applicable, any damage waiver deductible if the device is damaged beyond repair or is lost/not returned.
- Students/parents/guardians who fail to return KCS devices will be held liable.
- Furthermore, the student will be responsible for any damage to the iPad, consistent with the District's iPad plan and must return the iPad and accessories to the student's school in satisfactory condition. The student will be charged a fee for any needed repairs, or replacement components not returned, not to exceed the replacement cost of the iPad, chargers, cables, and case. (\*See Optional Damage Waiver Program)

## Parent Responsibilities

Your son/daughter has been issued an iPad to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this computer:

- I will supervise my child's use of the iPad at home.
- I will discuss our family's expectations regarding the use of the Internet and email at home.
- I will supervise my child's use of the Internet and email.
- I will not attempt to repair the iPad, nor will I attempt to clean it with anything other than a soft, dry cloth.
- I will report, to the school, any problems with the iPad.
- I will not load onto or delete any software from the iPad.
- I will make sure my child recharges the iPad battery nightly.
- I will make sure my child brings the iPad to school every day.
- I understand that if my child comes to school without the iPad, I may be called to bring it to school.
- I agree to return the iPad to school when requested and/or upon my child's withdrawal from Kanawha County Schools.
- I will maintain a record of the passwords used on the device and provide the information to the district, if needed, to track the device.

## Student Responsibilities

Your iPad is an important learning tool and is to be used for educational purposes. In order to take your iPad home each day, you must be willing to accept the following responsibilities:

- When using the iPad at home, at school, and anywhere else I may take it, I will follow the policies Kanawha County Schools, especially the Student Code of Conduct and Acceptable Use Policy, and abide by all local, state and federal laws.
- I will treat the iPad with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.
- I will not lend the iPad to anyone, not even my friends or siblings; it will stay in my possession at all times.
- I will not use my iPad with personal email accounts other than those assigned by school and/or the WVDE (@stu.k12.wv.us)
- I will not remove programs or files from the iPad.
- I will not give out personal information when using the iPad.
- I will bring the iPad to school every day.
- I agree that email (or any other electronic communication) should be used only for appropriate, legitimate, and responsible communication. I will practice good Digital Citizenship skills.
- I will keep all accounts and passwords assigned to me secure, and will not share these with any other students.
- I will not attempt to repair the iPad.
- I will recharge the iPad battery each night.
- I will return the iPad when requested and upon my withdrawal from Kanawha County Schools.
- I will keep the iPad in its protective case at all times.

In the event that the iPad is damaged, lost or stolen under this plan, restitution will be expected. It is important to remember that the ITUNES account used on the device has the ability to track the location of the iPad (location will be indicated on a map) and remotely control a sound notification on each device. In the event of loss or theft, it is very important to notify school personnel quickly (before the battery drains). The school district will treat a lost iPad as stolen and will support the authorities in tracking the device.

**I have read, understand and accept the parent/student responsibilities enclosed in this KCS Technology Handbook.**

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date \_\_\_\_\_

Kanawha County Schools  
**Student/Parent Technology Agreement**

Student Information:

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

WVEIS Number \_\_\_\_\_ Current School: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Cell Phone \_\_\_\_\_

Parent Name: \_\_\_\_\_

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

Is Wifi Internet coverage available at Home: **YES**                      **NO**

The **Kanawha County Schools** Responsible Use Agreement allows students to use technology inside and/or outside of the classroom.

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

1. District Technology Goals
2. Responsible Use Agreement
3. iPad Usage Agreement
4. Financial Responsibilities - where applicable
5. Mobile Technology Precautions
6. Student/Parent Technology Agreement
7. Student iPad User Agreement

**Acceptable Use:**

As a student at KCS, I acknowledge that I have read through and agree to the KCS Acceptable Use Agreement.

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Terms of Agreement**

The student is responsible at all times for the care and appropriate use of technology. I understand if my child violates the guidelines agreed to in the **KCS 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 will be held responsible for reimbursement for loss, theft, damage, or repair of my child's mobile device, which may have occurred at school or at home, or while the mobile device was being transported.

The mobile device remains the property of Kanawha County Schools. Upon transfer from the district, parents and students agree to return the mobile device to the school in the same condition it was issued to the students less reasonable wear. Failure to return the mobile device results in financial obligation for the replacement cost of the device and accessories.

Kanawha County Schools will provide an optional damage waiver\* for the loaned device. If interested in this optional damage waiver, please see the attached damage waiver enrollment form. ***If you choose not to participate in the optional Damage Waiver Program, please indicate by initialing the box below to clarify your intention to opt out of the optional damage waiver coverage.***

***I choose to OPT OUT of the optional damage waiver and will be responsible for all instances of repair or replacement. I understand that this means that I am accepting responsibility for the full cost of repair or replacement of the device (and accessories) if it is damaged, lost, or stolen.***

**Parent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_