# enCompass Academy

## Parent/Student iPad/device Use & Agreement Handbook 2023-2024

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**Disclaimer:** This document may contain references to Board Policies and other documents pertaining to the rules and regulations of the Washoe County School District and enCompass Academy. The school reserves the right to revise any of these documents during the course of the school year. For the current version of any of these documents, please check the District's website at [www.washoeschools.net/Policy](www.washoeschools.net/Policy) as well as the policies of enCompass Academy at [www.encompassacademy.org/policies-and-procedures](www.encompassacademy.org/policies-and-procedures)

**Non-Discrimination Statement**: enCompass Academy is committed to nondiscrimination on the basis of race, color, national origin or ethnic group identification, marital status, ancestry, sex, sexual orientation, gender identity or expression, genetic information, religion, age, mental or physical disability, military or veteran's status in educational programs or activities, and employment as required by applicable federal and state laws and regulations. No school employee, including, without limitation, administrators, faculty, or other staff members, nor students shall engage in acts of bullying, harassment, or discrimination on the premises of any public school, school-sponsored event, or school bus in the school. Prohibited behaviors include cyber-bullying, sexual harassment, hazing, intimidation and retaliation.

# **<u>Welcome to enCompass Academy Device Loaner Program</u>**

enCompass Academy recognizes that basic technology skills are important building blocks of literacy in the 21st Century, and **these skills are best acquired through the use of technology through regular instruction**.  In the course of a regular school day, students at enCompass Academy have the opportunity to interact on a regular basis with technology.  However, we recognize that this may not always be so at home.  During these unprecedented times, where technology is even more essential to providing instruction in a remote learning world, it is vital that students have access to the technology and tools to be successful.

EnCompass is implementing a device loaner program for the remainder of this school year to provide support to all our students while learning remotely at home.  For this school year, it will be a need-based decision.  In the future, we expect to grow this program to all students.  As such, this is a pilot 1:1 program whereby students who require it will be issued a laptop to use for learning while at home.

Through this 1:1 program, we expect students to become knowledgeable in core academic areas covered by the Nevada Academic Content Standards (NVACS). Students will utilize **21st Century Skills**, as outlined in WCSD's 21st Century Competencies Framework, by becoming collaborators, constructors of knowledge, problem-solvers, innovators, learners using technology, self-regulators, and skilled communicators.

Through our Remote Learning program, students will learn to be:
- technology literate
- competent at using digital technologies constructively in work and learning environments
- responsible digital citizens able to use digital technologies in an ethical, legal, equitable, and healthy manner
- learners in a variety of environments, including face-to-face, online, and blended settings

# Chapter 1 – General Overview

## 1.1 Overview

The school views the use of electronic resources as central to the delivery of its educational program and expects that all students will use electronic resources as an essential part of their learning experience. It is the policy of the school to maintain an environment that promotes ethical and responsible conduct in all electronic resource activities. With this privilege, come responsibilities for the parent/guardian and for the student.

## 1.2 Signing this Agreement

**When signing the Student/Parent Laptop Agreement, you are acknowledging that you understand and accept the information in this document.**

1. All users of the school's network and equipment must comply at all times with WCSD Administrative Regulation 7211 Responsible Use and Internet Safety Policy
2. Devices are on loan to students and remain the property of the school. School laptops should be used solely for students' learning purposes and shall not be used for personal use unrelated to school assignments and lessons.
3. Use of the device and network must support instructional outcomes as defined by the teacher.
4. All rules and guidelines are in effect before, during, and after school hours, for all school computers whether on or off the school campus.
5. All files stored on school equipment, the network, or cloud services are property of the school and may be subject to review and monitoring.
6. The term "equipment" refers to devices, batteries, power cord/chargers and cases. Each piece of equipment is issued as an educational resource. The term "device" includes laptops, tablets, notebooks, and desktop computers.
7. Students are expected to keep the devices in good condition. Failure to do so may result in fees for repair or replacement. ("Good condition" means:  no cracks in the screen, no dents or scratches on the outer shell of the device, no missing keys, it's clean, etc.)
8. The device warranty will cover normal wear and tear along with any damage that might occur during normal use of the device.
9. Students are expected to report any damage to their computer by the next school day.
10. Students who identify or know about a security problem are expected to convey the details to a staff member without discussing it with other students.
11. Students are expected to notify a staff member immediately if they come across information, images, or messages that are inappropriate, dangerous, threatening,

or make them feel uncomfortable.

12. All users are expected to follow existing copyright laws and educational fair use policies as instructed through the [Digital Citizenship curriculum](#). (See 4.15)

13. Students should only log in under their assigned username. Students should keep their username and passwords private.  With the use of the Chromebook, that is their enCompass Academy email and password.

14. Students may not loan device components to other students for any reason. Students who do so are responsible for any loss of components.

15. Devices come with a standardized image already loaded which should not be modified in anyway.

16. All students have access to a network drive on which to store data (Google Drive). It is the responsibility of the student to see to it that critical files are saved regularly to this location.

17. The school may remove a user's access to the network without notice at any time if the user is engaged in any unauthorized activity.

18. The student understands that the assigned device and any equipment associated with it is subject to inspection at any time without notice and remains the property of the school.

19. The school reserves the right to confiscate the equipment at any time if there is reasonable suspicion that the student is violating a civil or criminal law or if the student is otherwise violating school policy, regulation, or procedure.

20. The use of the school's technological resources is a privilege, not a right, and is not transferable or extendible by students to people or groups outside the school.

21. The use of the assigned device and its associated equipment terminates when a student is no longer enrolled in enCompass Academy.

22. ***All assigned equipment must be returned to enCompass Academy at the time of withdrawal from the school.***

# Chapter 2 – Parent /Guardian Responsibilities

## 2.1 Overview – Parent/Guardian Responsibilities

The school makes every effort to equip parents/guardians with the necessary tools and information to ensure safe use of the devices in the home. The school has adopted a K- 12 digital citizenship curriculum through Common Sense Media to teach students how to use technology tools appropriately, which is a life skill. In order for students to be allowed to take their devices home, a student and their parent/guardian must have signed the last page of this document.

## 2.2 Liability

The parent/guardian and student are personally responsible for the cost of repair or replacement if the equipment is:
- Not returned
- Intentionally damaged
- Lost
- Stolen (see 8.2)

## 2.3 Monitoring Student Use

The parent/guardian must agree to monitor student use of the device outside of the school day. The best way to keep students safe and on-task is to have a parent/guardian present and involved. The parent/guardian may choose to:
- Investigate and apply parental controls available through your internet service provider and/or your wireless router.
- Develop a set of rules/expectations for device use at home. Some websites provide parent/student agreements for you to sign.
- Only allow device use in common rooms of the home (e.g., living room or kitchen) and not in bedrooms.
- Demonstrate a genuine interest in what your student is doing on the device. Ask questions and request that they show you their work often.

## 2.4 Support and Student Safety

For schools and parents/guardians alike, student safety is always a top priority. The precautions described in this section are intended to help students be safe on the path to and from school. Student safety always comes first. Please review the following safety tips with your student:

- Walk to and from school in groups of two or more.
- Let someone know when you leave and when you arrive home.
- Follow the safest route to school. Use main streets; avoid dimly lit areas, alleys, and shortcuts.
- If someone follows you on foot, get away from them as quickly as possible.
- If someone follows you in a car, turn around and go in the other direction.
- Always tell a parent, guardian, school official, or trusted adult what happened.
- If someone demands your device, give it to the person.

# Chapter 3 – Device Rules and Guidelines

## 3.1 Overview – enCompass Acceptable Use and Internet Safety Policy

The rules and regulations are provided here so that students and parents/guardians are aware of the responsibilities students accept when they use a school-owned device. In general, this requires efficient, ethical and legal utilization of all technology resources. ***Violations of these rules and guidelines may result in disciplinary action.***

## 3.2 General Guidelines

- All use of technology must:
    - Support instructional outcomes as defined by the teacher
    - Follow local, state, and federal laws
    - Be school appropriate

## 3.3 Security Reminders

- Do not share logins or passwords with anyone.
- Do not develop programs to harass others, hack, bring in viruses, or change others' files.

Follow internet safety guidelines (WCSD Administrative Regulation 7211) and the enCompass Academy Acceptable Use Policy as outlined in the Student Handbook.

## 3.4 Activities Requiring Teacher Permission

- Instant-messaging
- Using headphones in class
- Listening to music in class
- Watching videos in class
- Playing educational games in class
- Printing
- Internet browsing and social media use

## 3.5 Appropriate Content

- All files must be school appropriate. Inappropriate materials include explicit or implicit references to:
    - Alcohol, tobacco or drugs
    - Gangs
    - Obscene language or nudity
    - Bullying, harassment, or threats

   o Discriminatory or prejudicial behavior

## 3.6 Thumb/Flash Drives/External Hard Drives

- Plugging any thumb drives, flash drives, or external hard drives into a school device is prohibited.
- Saving files to the student's Google Drive is the method for saving files.

## 3.7 School Updates to the Device

- The device must be in **SLEEP MODE** when not in use in order to receive mandatory school updates. <u>DO NOT COMPLETELY SHUT DOWN the device.</u>

# Chapter 4 - Device Use, Care, and Classroom Routines

## 4.1 Red Zones and Red Times

"Red Zones" are areas where the devices are not to be used at any time. "Red Zones" include the following: bathrooms, locker rooms, and the nurse's office. "Red Times" are certain times during the school when the devices are not to be used. Administration and/or teachers will notify students of "Red Zone"/"Red Times" and may change them accordingly.

## 4.2 Storage of Your Device

- Devices should remain on your person while at school, and should not be left around the school.
- Never leave the device underneath a pile of things.
- Never leave the device out in a public space.

## 4.3 Hallways

- Keep your device in the case at all times.
- Always use the handle, strap, or two hands to carry the device.
- Never leave the device unattended for any reason.
- Log-off or lock the device before you change classes.

## 4.4 Classroom Habits

- Center the device on the desk.
- Close the lid of the device before carrying it.
- Lock the device before walking away from it.

## 4.5 Care of Device at Home

- Charge the device fully each night.
  - Keep the area around the charging brick clear to prevent overheating.
- Use the device in a common room of the home.
- Store the device on a desk or table – never on the floor!
- Only use a clean, soft cloth to clean the screen and do not use cleansers or liquids of any type.
- Protect the device from:
  - Extreme heat or cold

- o Food and drinks
- o Small children and pets

## 4.6 Traveling to and from School

- Put the device in "sleep mode" before traveling.
- Do not leave the device in a vehicle, especially on the seats.
- Use your backpack or carry the case by the handle or shoulder strap.
- If ever in a situation when someone is threatening you for your device, give it to them and tell a staff member as soon as you arrive at school or a parent/ guardian when you arrive home.
- Stolen devices may be located through a school software program and may be retrieved in cooperation with police.

## 4.7 Prohibited Actions

- Students are prohibited from:
  - o Defacing the device in any way. This includes but is not limited to marking, painting, drawing or marring any surface of the device.
    - If such action occurs, the student will be charged the cost of repair or replacement.
  - o Putting stickers or additional markings on the device, battery, or power cord/charger.
    - If such action occurs, the student will be charged the cost of repair or replacement.
  - o Leaning on the top of the device when it is closed.
  - o Placing anything on top of the device that can put pressure on the screen.
  - o Removing barcodes on the device or accessories.

## 4.8 Troubleshooting and Swaps

- Always try restarting the device as the first step in troubleshooting.
- If appropriate, student may ask a classmate for help to troubleshoot a problem.
- Student may ask a teacher to troubleshoot if the teacher is available to help for this purpose.
- Students are reminded to not waste too much class time troubleshooting.
- If the student is unable to resolve the problem, the student should fill out a Tech Support Request Form.
- The school tech will contact the student and if it is not a quick fix, the student will be issued a "swap" device to use while waiting for their issued device to be fixed.

## 4.9 Email for Students

All school students are issued a Google email account through the G-Suite for education. This account allows students to safely and effectively communicate and collaborate with school staff and classmates, giving them an authentic purpose for writing. It is important to note:

- Email should be used for support instructional outcomes only.
- All email and all contents are property of the school and can be accessed by the school.
- Email should only be used by the authorized owner of the account.
- Students need to protect their passwords.
- Students are limited to sending and receiving email only within the school.
- Mailbox size is restricted.
- Emails should not contain profanity, obscenity, derogatory, offensive or discriminatory language.
- Email should not be used for:
  - Non-education related forwards (e.g. jokes, chain letters, images)
  - Harassment
  - Cyber-bullying, hate mail, discriminatory remarks
  - Individual profit or gain, advertisement, or political activities

## 4.10 Webcams

Each student device is equipped with a webcam. This equipment offers students an extraordinary opportunity to experience a 21st Century tool and to develop 21st Century communication skills. Webcams are to be used to support instructional outcomes only, under the direction of a teacher including, but not limited to:
- Recording videos or taking pictures to include in a project.
- Recording a student giving a speech and playing it back for rehearsal and improvement.

- Please note that installing internet calling/video-conferencing software is prohibited. Software for using the webcam is already installed on the school device.

### 4.11 Listening to Music

- Listening to music on your device is not allowed during school hours without permission from the teacher.

### 4.12 Watching Videos

- Watching videos on your device is not allowed during school hours without permission from the teacher.

### 4.13 Gaming

- Online games are not allowed during school hours unless you have been given permission by a teacher. Any games must be in support of instructional outcomes as defined by the teacher.
- Online games are allowed at home if all of the following conditions are met:
  - The content of the game is school appropriate
  - You have permission from your parent/guardian
  - The game is in support of instructional outcomes as defined by the teacher
  - All school work is complete
  - No download of any kind is needed
  - An installation of personal software is not required

### 4.14 Desktop Backgrounds and Screensavers

- Inappropriate media may not be used as a desktop background or screensaver. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, or gang-related symbols will result in disciplinary action and/or loss of device privileges.

### 4.15 Copyright and Plagiarism

- Students are expected to follow all copyright laws. Duplication and/or distribution of materials and/or images for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC)

# Chapter 5 - Disciplinary Actions

## 5.1 School Progressive Discipline Plan

Discipline is progressive and will follow the school's student behavioral matrix/progressive discipline plan

1. Verbal Warning

2. Minor Referral and classroom consequence(s), including parent/guardian contact.

3. Major Referral and school consequence(s), including parent/guardian contact.

*It is important to note that low-level, first-time infractions will have lesser consequences than infractions that are repetitive or more serious in nature. The school may remove a user's access to the network without notice at any time if the user is engaged in any unauthorized activity.*

## 5.2 Equipment Related Behavior Violations

| Equipment Related Behavior Violations | Equivalent "Traditional" Classroom Violations |
|---|---|
| Not bringing a charged device | Not bringing a pencil or notebook |
| Email, instant messaging, internet surfing, computer games (off-task behavior) | Passing notes, looking at magazines, games (off- task behavior) |
| Missing case | No binder/missing supplies |
| Cutting and pasting without citing sources (Plagiarism) | Plagiarism |
| Cyber-bullying | Bullying, harassment |
| Damaging, defacing, or endangering device or accessories | Vandalism, property damage |
| Using profanity, or obscenity | Inappropriate language |
| Accessing pornographic material, inappropriate files, or files dangerous to the integrity of the network | Bringing pornographic or other inappropriate content to school in print form |
| Using an electronic resources account authorized for another person | Breaking into or using someone else's items |

## 5.3 Examples of Equipment Violations

- Repeated tech-related behavior violations (see table above).
- Using electronic resources for individual profit or gain; for product advertisement; for political action or political activities.
- Making use of the electronic resources in a manner that serves to disrupt the use of the network by others.
- Unauthorized downloading or installing software.
- Attempts to defeat or bypass the school's internet filter.
- Modification to school browser settings or any other techniques, designed to avoid being blocked from inappropriate content or to conceal internet activity.
- The use of any and all non-school VPN software.

## 5.4 Examples of Unacceptable Use

- Using the guest wireless network instead of the school's access point.

- Using the network for illegal activities, including copyright, license or contract violations.
- Unauthorized downloading or installation of any software including shareware and freeware.
- Using the network for financial or commercial gain, advertising, or political lobbying.
- Accessing or exploring online locations or materials that do not support the curriculum and/or are inappropriate for school assignments.
- Vandalizing and/or tampering with equipment, programs, files, software, network performance or other components of the network; use or possession of hacking software is strictly prohibited.
- Gaining unauthorized access anywhere on the network.
- Revealing the home address or phone number of one's self or another person or any other act that may invade the privacy of other individuals.
- Using another user's account or password or allowing another user to access your account or password.
- Coaching, helping, observing, or joining any unauthorized activity on the network.
- Posting anonymous messages or unlawful information on the network.
- Participating in cyber-bullying or using objectionable language in public or private messages, e.g., racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning or slanderous.
- Falsifying permission, authorization, or identification documents.
- Obtaining copies of, or modifying files, data, or passwords belonging to other

users on the network.
- Knowingly placing a computer virus on a computer or network.
- Attempting to access or accessing sites blocked by the enCompass filtering system.
- Downloading music, games, images, videos, or other media without the permission of a teacher.
- Using the webcam inappropriately.
- Sending or forwarding social or non-school related email.
- Accessing or deleting the administrative account.

# Chapter 6 – Device Security

## 6.1 Balanced Approach

Two primary forms of security exist: device security and internet filtering. Each device has a security program installed. The school strives to strike a balance between usability of the equipment and appropriate security to prevent damage to the school network.

## 6.2 Device Security

Security is in place on the device to prevent certain activities. These include downloading or installing software or browser extensions on the devices, removing software, changing system settings, etc.

## 6.3 Internet Filtering

The school abides by the Children's Internet Protection Act (CIPA): https://www.fcc.gov/consumers/guides/childrens-internet-protection-act and maintains an on-site internet filtering software package. This program automatically filters all student access to the internet through the school device, regardless of where the student is using the device.

# Chapter 7 – Damaged Equipment

## 7.1 Repairs

Occasionally, unexpected problems do occur with the devices that are not the fault of the user (computer crashes, software errors, etc.). The enCompass support team will assist students with having these fixed. These issues will be remedied at no cost.

## 7.2 Loaner Devices – "Swaps"

Temporary replacements, known as "swaps," are available at the school so learning is not disrupted by the repair process. Students are responsible for the care of the swap as if it were their issued device. Students are required to save files to their Google Drive in case they need to be issued a swap. Swaps are only issued to students whose device is in for repairs. *Forgetting the device or not having a charged device are not acceptable reasons for requesting a swap.*

## 7.3 Accidental Damage vs. Negligence

Accidents do happen. However, if an investigation shows willful or intentional damage, the student may be subject to discipline and the cost of repair or replacement.

# Chapter 8 – Lost or Stolen Equipment

## 8.1 Lost Equipment

- If any equipment is lost, the student/parent/guardian must report it to the school immediately (within one school day).

- The circumstances of each situation involving lost equipment will be investigated individually. Students/parent/guardian may be charged for lost equipment.

## 8.2 Stolen Equipment

- If equipment is stolen, the student/parent/guardian must report it to the school immediately (within one school day).
- Upon investigation, if there is no clear evidence of theft, or the equipment has been lost due to student negligence, the student/parent/guardian will be responsible for the full cost of replacing the item(s).
- Failure to report the theft may result in a fee for full replacement cost to the student.

## 8.3 Financial Responsibility/Insurance Information

There is a cost ($5.00) for the receipt of a student charger from enCompass Academy. By accepting the school-owned charger, parents/guardians are accepting full responsibility for the repair or replacement cost of the device. Each device will be assigned to one particular student for the duration of the school year and therefore it is the responsibility of the student to maintain control and possession of the device at all times in compliance with school directives.

ANY damaged, lost or stolen devices must be reported immediately to school personnel.

## 8.4 Replacement Costs

| Item Missing or Damaged (Laptop) | Cost |
|---|---|
| **Laptop Only** | $475 |
| **Stylus** | $59 |
| **Power Adapter** (brick and cord) | $84 |
| **Laptop Case** (CB Slim Plus-2h 88. Item # CB 11-2H-88) | $20 |
| **Laptop Full Package** *(laptop, charger, stylus, case)* | $515 |
| | |
| Item Missing or Damaged (iPad) | Cost |
| **iPad Only** | $399 |
| **Power Adapter (brick and cord)** | $38 |
| **iPad case** | $16 |
| **iPad Full Package (laptop, charger, case)** | $415 |

| Part | Part Cost | Total  w/ labor fee |
|---|---|---|
| **Single key** | **Covered Tech Fee** | **Covered Tech Fee** |
| **Touchpad** | **$35** | **$50** |
| **Keyboard** | **$75** | **$90** |
| **Battery** | **$85** | **$100** |
| **Hard drive** | **$150** | **$165** |
| **Display\*** | **$475** | **$475** |

## 8.5 Payment Timeline

Parents/guardians/students have 30 days to pay any fees. If fees are not cleared within 30 days, students/parents will be charged for the full cost of repairs. The school may setup payment plans to clear fees, if needed.

# enCompass Academy Device Liability and Responsibility Checkout Form

Student Name (please print):_____

Grade:_____ Student ID: _____

This computer agreement is to signify that the above-named student and parent/guardian are fully responsible for maintaining this device. Prior to device checkout, this form must be signed and initialed by both the student and the student's parent or guardian and returned to the school. It is agreed that enCompass Academy is not responsible for any loss or damage done to the device while in possession of the student. If loss or damage occurs, the student and parent or guardian are responsible for the repair or replacement of the device.

**Technology Cost:**
- **Charger Deposit …………………………………………………………………………$5.00**

**Repair Costs:**
- **Repair fee (per repair + parts)............................................................$15.00 +parts**
- **Lost/broken AC adapter/charger .......................................................$84.00**
- **Lost or broken case ..........................................................................$20.00**
- **Lost or broken stylus……………………………………………………………………………$59.00**
- **Identification sticker/label replacement  ............................................$10.00**
- **Lost, non-repairable or stolen laptop ................................................ $495.00**
- **Lost, non-repairable or stolen iPad .................................................... $399.00**

**Parent or Guardian and Student initial on the lines below to acknowledge agreement:**

1. I understand that my student will be receiving a device for academic use both at school and at home. (_____/_____)
2. I have read and agree with the enCompass Parent-Student Device Handbook.  (_____/_____)
3. It is understood that unpaid fines for computer loss may result in the school putting a hold on student records. Continued misuse of the device may result in a loss of this privilege and potential discipline according to the guidelines in the Student Handbook and the enCompass Parent-Student Device Handbook.  (_____/_____)
4. Failure to return the device upon request or termination of enrollment will result in a police report being filed for stolen property belonging to the enCompass Academy. (_____/_____)

    By signing below, I acknowledge that I have read and agree with the enCompass Parent/Student Device Handbook, and understand and agree to abide by the conditions set forth within the guidelines stated above.

Parent Signature_____Date_____

Student Signature_____Date_____

(OFFICE USE ONLY) Asset Number_____Model_____Serial Number _____