

Northwest Community Schools

TECHNOLOGY HANDBOOK



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INTRODUCTION

The policies in this handbook refer to the use of an individual student computing device which is to include a Chromebook, iPad, etc... In addition to this Student Handbook, students are required to follow all the policies and guidelines outlined in Northwest Community Schools “Acceptable Use Policy”. As Northwest’s one-to-one initiative centers on new devices, software, computer applications, instructional methods and new learning opportunities, additional policies will be continually reviewed and this set of policies updated. Please refer to the Northwest Schools’ website (www.nwschools.org) for the most up-to-date information.

EXPECTATIONS AND CARE

CARE AND MAINTENANCE OF THE CHROMEBOOK, ETC (DEVICE).

1. Do not attempt to gain access to the internal electronics or repair your device.

If your device fails to work or is damaged, please file a trouble ticket located [here](#) . Device repair/replacement options will be determined by school administration. You may be issued a temporary device or other materials until your device is working properly or replaced.

2. Never leave a device unattended.

When not in your personal possession, the device should be in a secure, locked environment. Unattended technology will be collected and stored in the school's Tech Department.

3. Never expose a device to long term extremes in temperature or direct sunlight.

An automobile is not a good place to store any technology.

4. Avoid applying liquids to the device.

Technology does not respond well to liquids. The device can be cleaned with a soft, dry, lint-free cloth. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the device. Use of unapproved cleaners may remove the protective film covering the screen or face of the device.

5. School owned technology MUST remain in the provided case (if applicable) at all times.

The student will be charged for any damage to the device outside the school issued case. If the device is not in the case, any damage incurred will not be covered under the Electronic Device Insurance Protection Plan.

6. Avoid placing weight on the device.

7. Never throw or slide any technology.

8. Student-issued device accessories are the responsibility of the student.

Your device comes with ports for charging and other accessories. Care must be exercised when plugging and unplugging accessories.

9. District owned devices have the ability to be remotely located.

Modifying, disabling or attempting to disable the locator is a violation of the acceptable use policy and grounds for disciplinary action.

10. Each device has a unique identification number and at no time should the numbers or labels be modified or removed.

Modifying or attempting to remove the labels is a violation of the acceptable use policy and grounds for disciplinary action.

11. Do not lend your device to another person.

Each device is assigned to an individual and the responsibility for the care of the device rests solely with that individual. School issued devices should be used solely for the purpose of completing assignments and other coursework.

12. Your device is an electronic device and care must be exercised when handling.

Never throw a book bag that contains a device. Never place a device in a book bag that contains food, liquids, heavy, or sharp objects. The device should never be stored in a locker where damage may be unintentionally inflicted due to weight or other issues which may damage the device.

13. Your device(s) should be charged at home.

Your device is designed for daily use; therefore, each device must be charged and ready for use each school day.

14. The District-owned device and the case must remain free of stickers, writing, painting, or any other forms of adornment.

The school district may provide stickers that have been approved for use by the school administration for identification of a school issued device.

COST OF CHROMEBOOK, SOFTWARE, APPS AND ACCESSORIES

The entire package replacement cost of:

the Chromebook is approximately \$200.00 and includes: the device, charger, software applications, apps and assorted programs/accessories specific to individual classes; and

the iPad is approximately \$300.00 and includes: the device, case, charger, software applications, apps and assorted programs/accessories specific to individual classes.

Device Replacement without charger and power cord:

iPad Device Replacement = \$300.00

Dell 11" Chromebook Device Replacement = \$200.00

HP 14" Chromebook Replacement = \$200.00

Kajeet Hotspot = \$300.00

OPTIONAL NORTHWEST COMMUNITY SCHOOLS ELECTRONIC DEVICE INSURANCE PROTECTION PLAN

2020 - 2021 School Year Annual 1 Year Plan

Families shall purchase an insurance agreement through Northwest Community Schools Electronic Device Insurance Protection Plan (See Attachment C). This insurance agreement only covers the chromebook and/or iPad devices. Cases and chargers for the devices are the responsibility of the student and if damaged or lost will have to be replaced at the full cost. **Accidental Damage = \$25.00**

(Families who qualify for free and reduced program, please contact district office)

1. In the event of damage due to intentional abuse or misuse, it is the parent/guardian responsibility to cover the cost of replacement cost as follows:

- iPad Replacement = \$300.00
- Dell 11" Chromebook Replacement = \$200.00
- HP 14" Chromebook Replacement (Grades 9-12) = \$200.00
- Power Charger and Cable = \$30.00
- Case (iPad) = \$30-\$50
- Kajeet Hotspot = \$300.00
 - Charging cable = \$5.00

2. It is the parent/guardian's responsibility to cover the cost of district-issued accessories in the event of theft, loss or damage due to abuse or misuse.

3. District-issued software applications (apps) are needed for student learning and should not be deleted.
4. Modifying the settings of the district-issued device or deleting district-issued software applications apps(s) may result in student discipline and/or the need for reformatting at a cost to the student.

DAMAGED, LOST, OR STOLEN DEVICES

1. If the chromebook or iPad is malfunctioning, the student must report the malfunction to the building office or designated staff member and deliver the device to the media center for repair. In order to streamline the repair, the district is requesting students/parents to fill out a repair ticket that will be available on the district website or accessed [here](#).
2. In the event that a device is intentionally damaged the parent/guardian will be assessed a fee up to \$300.00 for the replacement of the device or may be billed for repairs.
3. In the event that a district-issued device is lost or stolen, the student and parent/guardian should immediately notify the school administrator. The filing of a police report by the parent/guardian is mandatory for insurance claim processing. In addition, an Electronic Device Insurance Claim Form must be completed (See Attachment D). In the absence of a police report, the parent/guardian will assume responsibility for the full replacement cost.
4. In the event that a police report is filed for a lost or stolen device, Northwest Community Schools may aid the police in recovering the device. All devices are tagged with an asset label. The label is not to be tampered with or removed.
5. Students who unenroll from Northwest Community Schools during the school year must return the device, along with any issued accessories, at the time they leave the district. The device and all accessories should be returned to the school's main office. Failure to return a device in a timely fashion may result in legal action or a prorated amount (up to \$300.00). Students who leave the district prior to December 1st will be reimbursed a prorated amount of insurance paid during the current school year. There will not be a refund after December 1st. .

STUDENT USE OF DISTRICT TECHNOLOGY

- 1. The student should have NO expectation of privacy of materials found on any District owned technology or a school supplied or supported email service.**
All District owned technology is the property of Northwest Community Schools and as a result may be seized and reviewed at any time.
- 2. Students must obtain school permission to publish a photograph or video of any school related activity.**
Devices come equipped with a camera and video capacities. As with all recording devices, it is expected that students will ask permission before recording an individual or group.
- 3. Students are responsible for bringing their device to school every day unless otherwise directed by a staff member.**
Failure to bring the device or any other class material(s) does not release the student from their responsibility for class work. If a student repeatedly fails to bring materials to class, including the device, the student will be subject to disciplinary action.
- 4. Students are responsible for bringing their device to school fully charged.**
A student's repeated failure to bring their device charged may result in disciplinary action.
- 5. Inappropriate or provocative images are prohibited** including but not limited to pornographic images, guns, weapons, inappropriate language, threatening language, drug, alcohol, or gang related images. Such actions are subject to disciplinary action. Personalized screen-savers or backgrounds are permitted.
- 6. Games, music, videos, and sound use, while at school, will be at the discretion of the classroom teacher and building administrator.**
- 7. The device affords limited electronic storage space.**
As with all electronic files, it is good practice to back up, duplicate, or archive files to an independent storage space. Students may save files to their Google Drive.
- 8. The District issued device is designed as a tool for learning.**
Misuses of the device may result in disciplinary action.
- 9. All students should recognize and guard their personal and private information.** While on the Internet, students shall not reveal personal information,

including a home address or phone number, or the address or phone numbers of other students.

10. A student should not share their personal security code with anyone.
Responsibility for the contents/actions of the device rests solely with that individual.

11. Northwest Community Schools expects students to take their device home at night for class work and recharging.
All care, handling and appropriate use that is in effect during the school day shall extend to the use of the device at home.

12. Northwest Community Schools makes no guarantee, written or implied, that materials on the device, including student work, will be safe from deletion or corruption, accidental or otherwise.
Backing up files is recommended.

13. School personnel have the right to limit use of the device at home.

RETURNING THE CHROMEBOOKS/IPADS

Students are expected to return the chromebooks/iPads to the school by the last day of school each year or when requested.

PARENT RESPONSIBILITIES

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

Supervision of the student's use of the device at home.

A discussion of the family's values and expectations regarding the use of the Internet and email at home.

Supervision of the student's use of the Internet and email.

Please do not attempt to repair the device, or attempt to clean it with anything other than a soft, dry cloth.

Report to the school any problems with the device.

Make sure the student charges the device nightly.

Make sure the student brings the device to school every day.

Understand that if the student repeatedly comes to school without the device, a plan will be developed that may require you to bring the device to school if it is left at home or disciplinary action may occur.

Make sure the student has a good bag or backpack to transport the device to and from school.

Understand that it is the responsibility of the parent to return the device to school when requested and upon child's withdrawal from Northwest Community Schools.

COPPA AND VERIFIABLE PARENTAL CONSENT (CHILDREN UNDER THE AGE OF 13)

In order for Northwest Community Schools to continue to be able to provide your student with the most effective web-based tools and applications for learning, we need to abide by federal regulations that require a parental signature as outlined below.

Northwest Community Schools utilizes several computer software applications and web based services, operated not by Northwest Community Schools but by third parties. These include Schoology, Powerschool, SeeSaw, Google Apps, and similar educational programs.

In order for our students to use these programs and services, certain personal identifying information, generally the student's name and email address, must be provided to the web site operator. Under federal law, these websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13.

The law permits schools such as Northwest Community Schools to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent given directly to the web site operator.

This form will constitute consent for Northwest Community Schools to provide personal identifying information for your child consisting of first name, last name, email address and username to the following web operators: Schoology, Powerschool, Google, Follett, SeeSaw, Apple, and to the operators of any additional web-based educational programs and services which Northwest Community Schools may add during the upcoming academic year.

Please be advised that without receipt of this signed form, your enrollment package will not be considered complete as Northwest Community Schools will be unable to provide your student(s) with the resources, teaching and curriculum offered by our learning management system.

FREQUENTLY ASKED QUESTIONS FOR THE ONE-TO-ONE INITIATIVE

Q: What if I wish to use my personally owned device instead of the Districts'?

A: Parents will have the option of having their student use a personal device at home, but all students will be expected to use the district assigned Chromebooks/iPads at school to allow teachers to plan for uniform and consistent instruction.

A: Students will be required to use a school issued Chromebook or iPad for State mandated testing.

Q: Who will receive a Chromebook?

A: All students in grades 2 through 12 will be assigned a Chromebook.

Q: Who will receive an iPad?

A: All students in grades K through 1 will be assigned an iPad.

Q: Is there insurance for the devices?

A: The school district has prepared an optional insurance plan/program to enable students to take the computer devices off campus. *The Electronic Device Insurance Protection Plan is for the device only. Any cost for damage to the device or to the power cord that requires repair or replacement will be the responsibility of the student.* Staff and students are responsible for returning the equipment in good working condition.

Q: How much does the insurance program provided by Northwest Community Schools cost?

A: Insurance is \$25 per device per year with a \$75 total cap per family per year for grades 2-12. Early College students will pay \$25.00 and are not included in the family cap. *Families who are eligible for the free and reduced food services programs need to contact the building offices for further information.*

Q: What happens if my device is damaged, lost, or stolen?

A: The technology device is the responsibility of the student. Each Chromebook and iPad comes with a limited warranty program. Should a Chromebook or iPad be damaged, lost, or stolen the student and parent/guardian should immediately notify school administrators. The filing of a police report may be required to complete the "One-To-One Device Insurance Claim Form".

If the Chromebook or iPad is damaged intentionally, the student will be charged the total amount needed to repair or replace the device, case, and software that has been purchased by the school. The filing of a police report may be completed if vandalism is suspected.

If the Chromebook or iPad is stolen, the filing of a police report by the parent/guardian will be required. The Northwest Community School District may deploy software that may aid in the recovery of the device.

Q: Do parents need/have to sign a contract?

A: Parents and students must sign an *Acceptable Use Agreement*, a *Parent Responsibility Agreement* whether the device stays on campus or not, and an *Insurance Form* if participating in the insurance plan.

Q: What happens if I do not sign the agreements for my child?

A: Your student will not be issued a device.

Q: Will the Chromebooks/iPads be filtered for student-accessed content?

A: Northwest Community Schools belongs to the Jackson Intermediate School District Technology Consortium. The consortium has invested in Securly which is a filter that is provided both on campus and off campus including the home.

Q: Will the Chromebooks/iPads be password protected?

A: Pass codes/words will be required at the time of the setup for all Chromebooks and iPads to protect the security of the students and their work.

Q: Will students be able to download apps?

A: All requests for additional software and or apps should be requested through the student's teacher. Applications to be installed will be provided by the District Technology Team.

Q: Who will repair the inoperable Chromebooks/iPads?

A: The Northwest Community Schools staff will be responsible for scheduling any repairs for the devices. When devices are sent out for repair, another device will be provided on loan for the student until repairs are completed. A repair ticket will be made available through the website for the students and/or parents to fill out to communicate the problem the device is having.

Q: What if I don't want my child to bring their Chromebook/iPad home?

A: Each school building will provide an area where students can store and charge their Chromebook/iPad overnight. However, students will be encouraged to use the devices at home as they will be an integral part of student instruction homework and will be needed to understand the material and complete work.

Q: Should the charger and cord be brought to school?

A: No, the charger should be kept at home and not brought to school. This will ensure that there is less opportunity for damage to the charger and cord. The devices should be charged at home every night.

Q: Will students be able to keep their Chromebooks/iPads during the summer?

A: No. Students will have to turn in their Chromebooks/iPads by the end of the school year so the IT staff can service and update them for the following school year.

Q: If we do not have Internet access at home, are there other options for my student?

A: Northwest Community Schools will have hotspots available for students who don't have a reliable internet connection at home. A link to apply for a hotspot can be found on our website at www.nwschools.org

Northwest Community Schools

The Direction of Greatness

Parent/Student Responsible Use Agreement

6900 Rives Junction Rd. Jackson, MI 49201
(517) 817-4700 www.nwschools.org

All use of technology and the identified electronic devices shall be consistent with the goals of the educational and instructional goals of Northwest Community Schools. This Responsible Use Agreement describes the expectations for Northwest Community Schools students for all use of electronic devices on school grounds, whether district provided or privately owned.

The Electronic Device Policy may be accessed on the school district website at www.nwschools.org

I Understand:

- I will always supervise my electronic device(s) and when I am not using my electronic device it will be stored in a secure or locked environment.
- My electronic device(s) will always be in the provided case (if applicable). However, I understand electronic devices are still vulnerable to damage if dropped, thrown, smashed, or crushed. I will use care when carrying it and placing it in a carrying bag or backpack.
- I will not apply any permanent marks, decorations, or modifications to an electronic device other than those provided by Northwest Community Schools.
- I will not remove any identifying barcodes on electronic device(s).
- I will only use the electronic device that has been assigned to me, unless directed otherwise by a teacher or other staff member.
- I am responsible for the care and protection of electronic devices, and I will report any damage or malfunction of an electronic device immediately to a teacher or school district employee.
- I will not attempt to repair any district provided electronic device or gain access to the internal electronics.
- I will report the loss or theft of an electronic device immediately.
- I agree to return the district provided electronic device issued to me and the case, plug, and cord in excellent condition at the end of the school year or upon termination of enrollment in Northwest Community Schools for any reason.
- I will not expose my electronic device(s) to fluids or excessive temperatures (hot or cold) or other environment that can damage the battery or electronics. Should exposure to extreme temperatures occur I will allow electronic devices to reach a normal room temperature before restarting them.
- If I identify a security problem on my electronic device, I will notify school staff and will not show the problem to other users.
- I will keep my account and password confidential.

- I will not use another individual's account. I will only use authorized accounts set up by the school district and my own, personal account(s).
- I will only access educationally appropriate applications or websites as instructed by school staff.
- I will only connect with groups, online forums and wikis, blogs, web pages, subject area experts, other schools, etc. after getting permission from parents or teachers and while being supervised by them.
- Even with filters in place, my parent or guardian will monitor my use of district provided electronic devices outside of the school environment in order to protect me from potentially dangerous or inappropriate content.
- I will follow the policies of the Northwest Community Schools, the guidelines outlined by my school and classroom teachers, and this Acceptable Use Agreement at all times.
- NWCS has employed the use of Kajeet Wi-Fi Hotspots for Students who may not have a reliable internet connection at home.
- The Kajeet mobile hotspots are designed for Educational platforms only and are in compliance with the Children's Internet Protection Act (CIPA) as well as Children's Online Privacy Protection Act (COPPA).
- Students will only be able to access educational websites/platforms in order to complete coursework. Social Media, Streaming Services (Netflix/Hulu), Gaming Websites, Online Shopping, etc. are blocked and unable to be accessed via the hotspot connection.
- An application MUST be filled out to request a hotspot. You can access the application [here](#):

Educationally Beneficial Behavior

- I will come to school each day with my electronic device fully charged.
- During instructional time I will only access and utilize applications or websites to which I am directed or instructed either by my teacher or as required by my assignments.
- I will not use an electronic device(s) to engage in academic dishonesty (cheating).
- I will not use an electronic device(s) to access, submit, post, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material.

Being Respectful with an Electronic Device

- I will only use a technology device(s) in a manner that promotes positive, kind, respectful, and appropriate communication between teachers, students, parents, and members of our community.
- I will use good judgment when using the camera and microphone. I will not use them to take obscene, inappropriate, illicit, embarrassing, or sexually explicit photos, videos, or recordings. I understand that use of any camera in a bathroom or locker room is strictly prohibited and illegal.
- I will make no attempt to harm or destroy hardware, software, or data of another user, the Internet, or any other network.
- I understand that the electronic device issued to me remains the property of Northwest Community Schools.

Student conduct is being monitored and evaluated by district staff, which includes, but is not limited to: administrators, teachers, school resource officers, coaches, chaperones, and bus drivers. All staff members, students, community members or parents can make a report if a user may have possibly violated the policies of the district regarding the use of technology. The failure of any user to follow these expectations may result in that user's privileges being denied, revoked, or suspended at any time. **In the event of disciplinary action, completion of all classwork remains the responsibility of the students.**

Parent/Student Responsible Use Signature Page

(To be turned in prior to using electronic devices at school or receiving a student device.)

Parents/Guardians and students should read through the packet together and each sign this form.

Parent or Guardian:

As the parent or guardian of _____, I have read, understand, and agree with the stipulations outlined in the Northwest Community Schools Acceptable Use Policy and/or the Northwest Community Schools Electronic Device Insurance Protection Plan.

I understand that such conditions include:

- ❖ Filters will be installed on district provided electronic devices and on the district networks.
- ❖ Filters will also be installed whenever logging into the district network.
- ❖ Internet usage will be monitored for all electronic devices logged onto the network while on the school premises.
- ❖ Supervising electronic device use away from school, including filtering, is my responsibility as a parent or guardian.
- ❖ As part of instructional practice, a district provided electronic device will be issued to my student for use at school even if I choose not to have the device come home.
- ❖ Participation in the Electronic Device Accident Protection Plan is NOT required but highly recommended.
- ❖ I understand that my signature below signifies that this form is binding throughout my student's school career at Northwest Community Schools.

Parent or Guardian's Name (please print)

Parent or Guardian's Signature

Date

Parent or Guardian's Name (please print)

Parent or Guardian's Signature

Date

Student:

- ❖ I will follow the rules, policies and procedures described in the Northwest Community School Electronic Device Handbook and by District staff at all times.
 - ❖ I understand that any use of an electronic device at school is also governed by Northwest Community Schools policies.
 - ❖ I understand that violating these rules, policies and procedures through electronic device misuse may result in disciplinary actions as explained in the Northwest Community Schools Handbook and Northwest Community School Board of Education policies.
 - ❖ I understand that my signature below signifies that this form is binding throughout my educational career at Northwest Community Schools.
-
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Attachment B

Northwest Community Schools

The Direction of Greatness

Electronic Device Insurance Protection Plan

6900 Rives Junction Rd., Jackson, MI 49201
(517) 817-4700 www.nwschools.org

Northwest Community School District (NWCS) is providing and administering an accident protection as part of our current digital learning initiative. Enrollment in this plan is OPTIONAL for anyone planning to take a school district electronic device home who has not otherwise provided evidence of coverage that is acceptable to the district and equal to or greater than what is indicated in this agreement. This plan covers "accidental damage" to the electronic device and is designed to limit individual financial responsibility for any damage as described in the coverage section below. Each school year the annual premium begins coverage for all electronic devices provided by the school district for use by individual staff members or students. In addition, each electronic device is covered under a manufacturer's warranty that covers the normal operation of the electronic device to ensure that it is functioning properly.

<p style="text-align: center;">Program Rate / Coverage</p> <ul style="list-style-type: none"> • \$25 annual premium • Limit of Liability: \$300.00 annually for each separate electronic device. 	<p style="text-align: center;">Effective Coverage / Expiration Date</p> <ul style="list-style-type: none"> • <u>Effective Date</u>: Based on the receipt of signed agreement • <u>Expiration Date</u>: Last day of employment/ enrollment for the current school year or one year from the date of the last signed agreement with NWCS.
<p style="text-align: center;">Coverage</p> <ul style="list-style-type: none"> • <u>Accidental Damage</u>: Pays for accidental damage caused by liquid spills, drops, or any other unintentional event. • <u>Theft</u>: Pays for loss or damage of the electronic device due to theft. The claim requires a police report to be filed. • <u>Fire</u>: Pays for loss or damage of the electronic device due to fire. The claim must be accompanied by an official fire report from the investigating authority. • <u>Electrical Surge</u>: Pays for damage to the electronic device due to an electrical surge. • <u>Natural Disasters</u>: Pays for the loss or damage of the electronic device caused by natural disasters. 	<p style="text-align: center;">Exclusions</p> <ul style="list-style-type: none"> • <u>Dishonest, Fraudulent, Intentional, Negligent or Criminal Acts</u>: Will not pay if damage or loss occurs in conjunction with dishonest fraudulent, intentional, negligent or criminal act. Individuals will be responsible for the full amount of the repair/replacement. • <u>Consumables</u>: Including but not limited to the case (\$60,) the charger (\$30), and software. Cosmetic Damage that does not affect the functionality of the device. This includes but is not limited to scratches, dents, and broken plastic ports/parts or port covers. • <u>Voiding the manufacturer's warranty</u> by tampering with the device or system software. • NWCS is not liable for any loss, damage (including incidental, consequential, or punitive damages) for expenses caused directly or indirectly by the equipment.

PLEASE COMPLETE THE INFORMATION ON THE NEXT PAGE AND
TURN IN THIS **FORM AND PAYMENT** TO YOUR SCHOOL OFFICE.

SCHOOL YEAR: _____
 HOME ROOM (Elementary only) _____

GRADE _____

Attachment B - page 2

Northwest Community School District

The Direction of Greatness

Optional Electronic Device Insurance Protection Plan

Child's Name		GRADE:
Parent/Guardian Name		
Mailing Address		
City, State, Zip		
Home Phone:		Cell Phone:

I WILL participate in the optional Northwest Community School District's Electronic Device Accident Protection Plan. I agree to the provisions outlined in the policy terms and understand that:

- Enrollment in this program is optional.
- The policy only covers the school issued electronic device and does not cover the charger or case.
- This policy does not cover cosmetic damage that does not impair the use of the electronic device; including, but not limited to: scratches, dents, and broken plastic parts or connection ports.
- Damage as a result of a violation of the Electronic Device User Agreement is not covered; including, but is not limited to: dishonest, fraudulent, intentional, negligent, or criminal acts.
- Damage to the device is still the responsibility of the individual employee or student.
- Liability is limited to the replacement/repair of the device; no additional liability is implied or assumed.
- Opening the casing of the device to expose its internal components or hacking the operating system voids warranties and is not covered by this policy. Physically tampering with or hacking the operating system in an attempt to modify a device removes manufacturer protections.
- Devices covered by this protection plan must be in an approved case. Damage that occurs in transit to or from the school site or school activities when the device is not housed in an approved case is not covered under this policy.
- Enrollment in this program does not cover: Dishonest, Fraudulent, Intentional, Negligent/Criminal Acts.
- The enrollment cost is non-refundable. If a student leaves the district before December 1st this amount will be prorated.

Employee/Student Name: _____		
Printed	Signature	Date
Parent or Guardian Name: _____		
Printed	Signature	Date

Office Use Only: Payment Information:

- \$_____ Payment Amt. Enclosed. FORM OF PAYMENT: (circle) Cash Check # _____

NOTES:

Northwest Community School District

The Direction of Greatness

One-to-One Initiative Home Use Checklist

6900 Rives Junction Rd. Jackson, MI 49201
(517) 817-4700 www.nwschools.org

PARENT CHECKLIST FOR HOME USE FOR THE ONE-TO-ONE INITIATIVE

The following are items that this district suggests you consider in establishing guidelines for home for the use of the device assigned to your student.

Item to be Completed	Check if Completed
Have the device in a common room (not in the bedroom with the door closed)	
Establish a time limit on internet, texting, social networking sites, online gaming, etc..	
Ask and know student's personal username and password	
Establish a procedure to check internet history on the device. If any inappropriate material or you have questions about the material being accessed, please contact the building office.	
Monitor networking on social networking sites to ensure that private data is not posted online	
Ensure that the student never arranges a face-to-face meeting through skype or other venue or use inappropriate language	
Do not allow students to make online purchases without parental permission/supervision. Make sure site is secure (https:) before entering any information	
Make sure the device is charged every night. It is the student's responsibility to bring the device to school fully charged. (Charger and power cords should be kept at home and not brought to school)	
Make sure the student is physically backing up the device on iCloud, Schoology, Google, or a physical backup (Flash Drives)	