Comanche OK Public Schools

1:1 Mobile Device Technology

Program Handbook

&

Usage Agreement



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Comanche Public Schools 1-to-1 Program Handbook

In an effort to provide our students and teachers with the tools they need to prepare for the future, Comanche Public Schools has implemented a 1-to-1 Technology Initiative for all students in the PreK-12 grade for the 2026-2027 school year. This packet will serve as information for students and parents/guardians. In addition, forms are provided that must be signed by the parent/guardian and student before a mobile device will be issued. The definition of a 1 to 1 mobile device includes Chromebooks, Chromebook accessories, iPads, iPad accessories, and any future technology the school district utilizes for digital and remote learning.

1. Mobile Device SPECIFICATIONS

PreK-2 Students will be issued an iPad 9, charger assembly (consisting of an Apple charger and charging cable), and integrated Logitech keyboard case. Students in grades 3-12 will be issued a Lenovo 300e Chromebook, charger assembly (consisting of a Lenovo charger, charging cable, and power cable), and UZBL always-on carry case with pouch. The process for issuing the referenced devices will be via checkout of each asset by serial number, barcode, QR code. and/or product model # or SKU within the district's technology inventory system. **Items presented for any periodic check-in/recheck audit or end of year check-in must be an exact match of the items originally checked out to students.** The cost to replace Items that do not match devices checked out to a user will be the responsibility of the student and parent/guardian. The fees for replacing such items is as follows:

iPad and Integrated Logitech Keyboard Case 300.00
iPad Charging Assembly 25.00
Chromebook 300.00
Chromebook Charging Assembly 35.00
Chromebook Case 25.00

2. ISSUING OF MOBILE DEVICES

Mobile devices will be distributed by the school. **Please read all paperwork carefully and make sure that you understand all documents before signing.**

Mobile devices will be audited by a check in and recheck process at the end of each semester and will be checked in at the end of each school year for maintenance and cleaning over the summer.

3. TAKING CARE OF YOUR MOBILE DEVICE

Students are responsible for the care of the mobile devices that have been issued by the school. Mobile devices that are broken or fail to work properly must be taken to Technology Department Personnel immediately.

Never try to repair the mobile device yourself or have someone outside the district work on it. This could void the warranty and cause you to incur additional charges.

3a. General Precautions

- No food or drink is allowed next to your Mobile device. Spills can incur costly repairs.

- Cords, cable, and removable storage must be inserted and removed carefully.
- Students should NEVER carry their Mobile devices while the screen is open. **Never carry your Mobile device by the screen.**
- Mobile devices should be closed and turned off when not in use to conserve battery life.
- **Mobile devices must remain free of any writing, drawing or stickers that are not the property of Comanche Public Schools.**
- Mobile devices must never be left unsupervised **ANYWHERE.**
- Students are responsible for keeping their Mobile device battery charged for school. Students who come to class unprepared without their charged Mobile device will face disciplinary action outlined by each building principal just as they would for not bringing their homework or textbook to class.
- Mobile devices should only be used by the student that it was assigned to.

3b. Carrying

- The Mobile devices should be closed and in their protective cases while being carried at all times.
- Only the Mobile device belongs in the protective case. No writing utensils, chargers, metal objects, etc.
- The Mobile device charger can be stored in the outside pouch if needed.

3c. Screen Care

The Mobile device screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen. To avoid damage and costly repair fees, please adhere to the following rules:

- Do not lean on the top of the Mobile device when it is closed.
- Do not place anything near the Mobile device that could put pressure on the screen.
- Keep all objects (pens, pencils, etc.) off of the screen.
- Do not place anything on the keyboard before closing the lid.
- Clean the screen only with a soft, dry microfiber cloth.
- **Do not use Windex or other harsh chemicals to clean the screen**.

4. USING YOUR MOBILE DEVICE AT SCHOOL

Mobile devices are intended to be used at school each day. In addition to teacher expectations for Mobile device use, school messages, announcements, calendars, and schedules will be accessed using the Mobile device. Students are responsible for bringing their charged Mobile device to all classes.

4a. Mobile devices Left at Home

If students leave their Mobile device at home, they may face disciplinary action. Repeat violations of this policy will result in loss of take home privileges, as well as possible disciplinary actions that align with district or building level policies for coming to class unprepared.

4b. Mobile devices Undergoing Repair

Loaner Mobile devices will be issued by the library when they leave their Mobile devices for repair unless the student owes a fee for repairs.

4c. Charging the Mobile device

Mobile devices must be brought to school each day **fully charged.** Students need to charge their mobile devices each evening. Failure to bring mobile devices charged each day can result in loss of take home privileges, as well as possible disciplinary actions that align with district or building level policies for coming to class unprepared.

Tips for conserving battery life:

- **Mobile devices boot up in a very short period of time. It is a good idea to power the device completely off when not in use to conserve battery life.**
- **It is recommended that students keep screen brightness at 60-80% to conserve battery life while in use.**

4d. Screensavers and Backgrounds

Inappropriate media may not be used as a screensaver or background on your Mobile device. Presence of weapons, pornographic materials, inappropriate language, alcohol, drugs, R-rated, or gang-related symbols or pictures will result in disciplinary actions.

4e. Sound

Sound must be muted at all times at school unless permission is obtained from the teacher for instructional purposes. Students are required to **provide earbuds to use with their devices in class.**

5. USING YOUR MOBILE DEVICE AT HOME

Mobile device use will be filtered and monitored both on and off campus using a district-owned management software. That being said, it is recommended that parents/guardians set limits for their student's use of the device while at home and monitor use. Extra care should be taken at home not to leave the device or any accessories within reach of pets, siblings, or other family members who should not have access to the device and could damage it.

Internet connection at home will be beneficial to students. Mobile devices will have many uses at home without Internet access, but the students' ability to get full benefit from their assigned Mobile device will be much greater if they have Internet access.

6. MANAGING FILES AND SAVING WORK

Students should use Google Drive or a USB thumb drive to back up their work. Comanche Public Schools provides unlimited Cloud storage to every student in Google Drive. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Computer malfunctions are not an acceptable excuse for not submitting work.

7. INSPECTION

Students may be selected at random to provide their Mobile devices for inspection to check for restricted images, damages, etc. Also, anytime the student is logged into a Mobile device, Technology staff and administration will have the ability to view the browsing history of all Mobile devices, to capture images from them, and to freeze or take over control of the Mobile device if they are being used in a manner contrary to school policy, the Mobile device Acceptable Use Agreement, or the Comanche Public Schools Acceptable Use Policy. This will only be used to ensure that Mobile devices are being used for appropriate educational purposes and that students are staying on task.

8. ACCEPTABLE USE

8a. General Guidelines

- Students will have access to all available forms of electronic media and communication which is in support of the educational goals and objectives of Comanche Public Schools.

- Students are responsible for their ethical and educational use of all Comanche Public Schools technology resources.
- Access to Comanche Public Schools technology resources is a privilege and not a right.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, campus administration, or Technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the Student Code of Conduct.
- Cyber bullying will not be tolerated.

★ **The use of student school generated accounts and or devices for the purpose of fraudulent or unethical use is prohibited and is subject to disciplinary action by administration and/or suspension of use of any technology accounts and devices governed by Comanche Public Schools**.

8b. Privacy and Safety

- **Chat rooms and chain letters are prohibited.**
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, Social Security number, credit card numbers, password or passwords of other people.
- Remember that storage is **not** guaranteed to be private and confidential.
- The Comanche Public Schools Technology Department makes every effort to block obscene, pornographic, or otherwise offensive material. If you inadvertently access a web site that contains obscene, pornographic or otherwise offensive material, notify a teacher or an administrator immediately so that such sites can be blocked, and you will not be disciplined for breaking the Acceptable Use Policy or Student Code of Conduct.
- The companion district board approved CIPA compliant Acceptable Use Policy includes complete online safety information.

8c. Legal Property

Students are required to comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent/guardian. Plagiarism is a violation of the Comanche Public Schools Student Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text. Use or possession of hacking software is strictly prohibited, and violators will be subject to severe disciplinary penalties. Violation of applicable state or federal law including the Oklahoma Penal Code, Computer Crimes, will result in criminal prosecution and/or disciplinary action by the district.

8d. Email

Email accounts will be provided by Comanche Public Schools through Google Apps for Education for all students. Please take the following into account:

- All emails are archived and filtered by the district and may be viewed at any time by administration if misuse is suspected.
- Emails and documents on school-owned equipment are part of the public domain and are NOT private and ARE subject to inspection.
- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters, or spam.
- Students should maintain a high level of integrity with regard to email content.

8e. Consequences

The student in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. This means if someone else uses your computer to break the rules, you are still responsible. Non-compliance with the policies of the Comanche Public Schools 1:1 Technology Program Handbook and Comanche Public Schools Acceptable Use Policies will result in disciplinary action. Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated district staff to ensure appropriate use. The district cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of email and network communications are governed by the Oklahoma Open Records Act. Proper authorities will be given access to their content.

9. PROTECTING AND STORING YOUR MOBILE DEVICE

9a. Mobile device Identification

Mobile devices will be labeled in the manner specified by the district. Labels are **NOT** to be intentionally removed from the Mobile devices. Mobile devices can be identified in the following ways:

- Record of serial number
- Record of asset tag number
- Individual user account name and password

9b. Password Protection

Students are expected to keep their passwords confidential. Remember that if someone logs into your computer and breaks the Comanche Public Schools Acceptable Use Policy, you are still responsible for all inappropriate items found on your Mobile device. **It is in your best interest to keep both your device and your password secure.**

9c. Storing Your Mobile device

When students are not using Mobile devices, they should be stored in a locked room or locker. Students should take the Mobile devices home every night and charge them. Mobile devices should never be left in a vehicle (locked or not) anywhere. They are an attractive target for thieves.

9d. Mobile device Left in Unsupervised Area

Under no circumstances should Mobile devices be left in unsupervised areas. Unsupervised areas include the school grounds and campus, computer labs, hallways, locker rooms (not locked up), library, unlocked classrooms, and gyms. Any Mobile device left in these areas is in danger of being stolen. Unsupervised Mobile devices will be confiscated by staff and taken to the campus principal or the Technology Department. **If a Mobile device is found unsupervised, there will be a $ 5.00 fee to reclaim it.** Disciplinary action may also be taken for leaving your Mobile device in an unsupervised location.

10. REPAIRING OR REPLACING YOUR MOBILE DEVICE

10a. Accidental Damage

If accidental damage occurs, the Mobile device needs to be brought to the Library as soon as possible. The first time repair is needed on a device will cost the student nothing. However, any subsequent repairs that may be needed will be subject to the fee schedule listed in section 11. A loaner device may be given to the student until the fee is paid, but it must be turned in to the Library at the end of each day.

10b. Claims

If a Mobile device is stolen, a police report must be completed and a copy of the report must be turned in to the school. Loss is defined as total non-theft casualty damage to the mobile device and/or accessories due to the impact of legitimate and uncontrollable causes (e.g., fire, storm, etc.). A signed affidavit from the parent or guardian and other proper authorities documenting such loss must be turned in to the school. The time frame for submission of either required form should be within 5 business days after the loss.

11. LIST OF REQUIRED AND POSSIBLE FEES

The definition of a 1 to 1 mobile device includes Chromebook, Chromebook accessories, iPad, iPad accessories, and any future technology the school district utilizes for digital and remote learning.

- Annual 1:1 mobile device usage fee (Assistance Available) –

$35.00 - 1 student	$60.00- 2 students	$90.00- 3 students
$120.00- 4 students	$150.00- 5 students	

***If you need financial assistance with the district device usage fee please contact a building secretary.**

This fee covers the following:

1. 1st replacement of accidental damage or stolen 1 to 1 mobile device. (limited to one free replacement per student every three years)
2. 1st replacement of accidental damage or stolen 1 to 1 mobile device charger assembly.
3. 1st replacement of accidental damage or stolen 1 to 1 mobile device carrying case.
4. 1st repair of an accidental damage 1 to 1 mobile device.
5. 1st repair of an accidental damage 1 to 1 mobile device charger assembly (damaged original charger must be returned to technology dept.).

❖ **(Stolen Claims Requires Proper Documentation such as Police Reports, Casualty Loss Documentation, etc.)**

- Additional Fees **Not** Covered by the 1:1 Mobile Device Usage Fee
  1. 1st replacement of a **lost** mobile device, charging assembly and/or device carrying case.
  2. 2nd and subsequent replacements of lost or stolen 1 to 1 mobile devices during the 3-school year time frame noted above will be subject to an additional fee of $ 300.00.
  3. 2nd and subsequent replacement of lost, stolen or damaged Mobile Device Charger Assembly will be subject to an additional fee of $35.00
  4. 2nd and subsequent replacements of a lost, stolen or damaged 1 to 1 mobile device carrying case will be subject to an additional fee of 25.00.
  5. 3rd and subsequent repair of an accidentally damaged, lost, or stolen 1 to 1 mobile device will be subject to an additional fee according to quote from Trafera and will require a parent meeting with administration.
  6. 3rd and subsequent repair of an accidentally damaged 1 to 1 mobile device charger assembly will be subject to a fee of $35.00 and will require a parent meeting with administration.
  7. Replacing a Missing or Damaged 1:1 mobile device Asset Tag – $ 25.00 Fee
  8. Removal and cleaning of student applied stickers, tags, etc. on mobile devices – $ 25.00 Fee.
  9. **Mobile devices, charging assemblies, or associated cases <u>intentionally</u> damaged, defaced, vandalized, destroyed, or lost through negligence are not covered by the device usage fee. Intentional damage is not considered accidental and includes situations such as, but not limited to, keys missing from the keyboard, scratches or carvings on the devices, headphone jack broken off in the headphone port, etc. The cost for repairing or replacing such units/assemblies will be the responsibility of the student and parent/guardian and will require a parent meeting with administration**.

  ★ Fee Schedule for Non-Covered Items:
  - Mobile device 300.00
  - Mobile device charging assembly 35.00
  - Mobile device carries or keyboard case 25.00
  - Chromebook LCD panel replacement 90.00
  - Chromebook Keyboard replacement 40.00

- All final decisions regarding fees, repairs, and/or replacements will be handled on an individual basis at the discretion of the school administration and Technology department.

12. MOBILE DEVICE TECHNICAL SUPPORT

The Technology Department manages the repair work for mobile devices. Services provided include the following:

- Hardware maintenance and repairs
    - Password identification
    - User account support
    - Operating system of software configuration support
    - Application information
    - Re-imaging hard drives/devices
    - Updates and software installations
    - Coordination of warranty repair

Comanche Public Schools Mobile device Acceptable Use Agreement

This Agreement represents an outline of the Mobile device policies and procedures. By signing this Agreement, students and parents/guardians agree to follow these policies and procedures. Students and parents/guardians are encouraged to read and understand these policies and procedures prior to signing this Agreement.

Access to Comanche Public Schools technology is a privilege, not a right. Violating the letter or spirit of the regulations may be cause to deny a student access to said technology, and may result in more serious disciplinary action(s) and/or financial obligation.

I have read this parent/guardian and student agreement and understand our responsibilities in the use of the Mobile device, computer network, Internet, and any other applicable equipment. We also understand all the policy and procedural expectations and obligations related to the 1-to-1 Technology Initiative Comanche Public Schools is implementing.

_____ _____

Parent/guardian signature Date

_____ _____

Parent/guardian printed name Parent/guardian Phone Number

_____ _____

Student signature Date

_____ _____

Student printed name Student graduation year