en español

Loudoun County Public Schools
Student Device Take Home Procedures & Information

The purpose of the Individual Learning Device program in Loudoun County Public Schools is to provide a collaborative and creative environment for all learners. This environment will allow teachers to implement transformative uses of technology and allow students to take ownership of, and responsibility for, their own learning.

Our goal is to provide students access to the tools, resources, and information that they need to make meaningful contributions to the world. Students will be able to use their device to practice important skills that will help them develop as creators, collaborators, communicators, and critical thinkers.

Loudoun County Public Schools is committed to providing learning experiences that lead to deeper learning of core content and competencies through the context of authentic, challenging problems. With their individual learning device, students will be able to use real-world tools and practice real-world skills as they work to solve challenging problems that impact their world.

Device Purpose

The purpose of the device is to provide each student access to tools, resources and information to support their learning. The device allows student access to G Suite for Education, Microsoft's Office 365, educational web-based tools, as well as many other useful internet resources. Students will use their devices not only to consume information and content, but also to become creators of content that contribute to the world.

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1. RECEIVING YOUR DEVICE:

1a: District Owned/Assigned Devices

- Parents/Guardians and students MUST SIGN AND RETURN the LCPS Acceptable Use Policy (signed as part of the Student Rights and Responsibilities acknowledgement) and acknowledge receipt of the Student Device Handbook. This Device Handbook outlines the procedures and policies for families to protect the device investment for Loudoun County Public Schools.
- Students will retain access to their device year-round and return their equipment for upgrades/replacements as they enter 3rd, 6th, and 9th grades. Students will retain their original device each school year while enrolled in LCPS. If a student transfers to another LCPS school, they will bring their device with them to their new school.
- Students leaving Loudoun County Public Schools must return their device to the school.

1b: BYOT

- The Individual Learning Device initiative is a complement to, not a replacement of, the division's BYOT Policy. Students can still bring their own devices to school to support their learning. Students must follow all rules and guidance provided by teachers and schools for appropriate use of student-owned devices.

2. TAKING CARE OF YOUR DEVICE:

Students are responsible for the general care of the device they have been issued by the school. Devices that are broken, or fail to work properly, must be taken to the designated Help Desk at their respective school as soon as possible in order to begin the repair process. ***Devices owned by the district should not be taken to any outside computer service for any type of repairs or maintenance. Students or parents should not attempt to complete any repairs to a device.***

2a: General Precautions

- No food or drinks are allowed next to your device while it is in use.

- Cords, cables, and removable storage devices must be inserted carefully into the device and removed carefully.
- Never transport your device with the power cord plugged in.
- Devices must remain free of any decorations or markings that permanently change the appearance of the chromebook. Decorations that are easily removable and leave no permanent marks or residue are allowed. Vents and LCPS markings and labels **must not** be covered or moved.
- Devices are labeled with a Loudoun County Public Schools property tag. This tag must not be removed or altered in any way.
- Devices should never be left in a car or any unsupervised area.
- Students are responsible for bringing their device completely charged for use each school day.

2b: Carrying devices

- Transport devices with care.
- Students should never store a device in a backpack or carrying case while plugged in.
- Device lids should always be closed and tightly secured when the device is being moved.
- While the device is in a backpack or carrying case, do not place anything in the case or backpack that may cause damage to the device. Examples include but are not limited to: earbuds, pens, pencils, food, drinks, and other school supplies.
- Never move a device by lifting from the screen. Always support a device from its base with the lid closed.

2c: Screen Care

- Device screens are particularly sensitive to damage from excessive pressure on the screen.
- The following actions may cause the device screen to become damaged:
    - Leaning or putting pressure on the top of the device when it is closed.
    - Storing the device with the screen in the open position or folded into tablet mode.
    - Placing anything near the device that could put pressure on the screen.
    - Poking the screen with anything that will mark or scratch the screen surface (regular pressure from as a stylus is fine).
    - Drawing on the screen with any type of writing implement (with the exception of using a a stylus - this will not mark the special surface).
    - Placing items on the keyboard before closing the lid (e.g. pens, pencils, or ear buds).
- Clean the screen with a soft, **dry** microfiber cloth or anti-static cloth.

3. USING YOUR CHROMEBOOK

3a: Device Usage

- Devices are intended for use at school each day.
- In addition to teacher expectations for device use, you may use your device for organization, note taking, or personal productivity.
- Students are responsible for bringing their device to all classes.
- Devices should be stored in a backpack or locked in lockers when not in use.

3b: Devices left at home

- Similar to other school provided resources, Students are expected to bring their devices to school, fully charged, each day. There are a limited number of student loaners that are only provided in emergency situations (e.g. testing) when a student forgets their device.

3c: Devices under repair

- Loaner devices or similar devices will be issued from the school's on-site support staff member to students when they leave devices for repair.

3d: Charging your device

- While a fully charged device battery should last for an entire day of regular use at school, students may choose to bring their AC adapter to school each day. Access to outlets in schools may be limited.
- Students must fully charge their devices each evening.

3e: Wallpaper and Backgrounds

- If students customize the wallpaper or background, students are responsible for ensuring that the images are appropriate for a school environment.

3f: Sound

- Sound should be muted during class unless permission is obtained from the teacher.
- Students should bring headphones or earbuds (preferably with built-in microphone) to be used at school.

3g: Account Access and Password

- Students will only be able to login to their school-issued device using their LCPS.org account.
- Guest Access is not available on LCPS devices. Students must login to use their device.
- Students are required to keep passwords confidential.
- Students should use LCPS GO when at home and at school to log into all LCPS supported applications.

4. MANAGING & SAVING YOUR DIGITAL WORK WITH A STUDENT DEVICE

- When connected to the internet, all items created inside of G Suite for Education or Microsoft Office 365 will be saved to those cloud services.
- If a wireless Internet connection is not available, G Suite for Education items can be made available for offline editing prior to the loss of internet connectivity. Once connected to the Internet, offline documents will sync to the Google Cloud environment, allowing students to work offline.
- Students should store all files in their Google Drive and/or Office 365 OneDrive.
- Certain files downloaded from the internet may be stored in the local storage of their device. Students should move any files that need to be saved to their Google Drive or Office 365 OneDrive to prevent accidental deletion.
- If an LCPS student device needs repair, files stored locally on the device will be lost when the device has to be reset.

5. OPERATING SYSTEM ON YOUR STUDENT DEVICE

5a: Updating your device

- When a device is powered on, updates occur automatically. There is no need for software installs, updates, or re-imaging.

5b: Virus Protections & Additional Software

- The device is provided with protection against malware and security attacks and receives regular updates.
- All files should be stored in Google Drive or Office 365 in case a device needs to be reset to factory settings.

5c: Procedures for Restoring your device

- If your device needs technical support for the operating system, all support will be handled by the school's on-site support. Students should not reset (Powerwash) their own device.

6. ACCEPTABLE USE GUIDELINES

6a: General Guidelines

- Students are responsible for their ethical and educational use of the technology resources provided by Loudoun County Public Schools and are expected to exhibit responsible digital citizenship.
- Access to Loudoun County Public Schools technology resources is a privilege and not a right. Each student and/or parent will be required to follow the Acceptable/Responsible Use Policy (Policy 8650).

6b: Legal Property

- Loudoun County Public Schools is providing students with a device. This device is the property of the school division.
- Students must comply with copyright laws as indicated in U.S. Copyright Law (Title 17,U.S. Code, Sect. 101, et seq.) and the Loudoun County Public Schools Student Rights and Responsibilities Handbook.
- Plagiarism is a violation of the Student Rights and Responsibilities. Credit should be given to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, video, audio, and text.

6c: Consequences

- Students will be responsible at all times for the appropriate use of the device and the account issued in their name.
- Willful misuse of your LCPS device may result in disciplinary action.
- Students are responsible for the cost of replacing for repairing intentionally or negligently damaged or lost devices. See section 8 for more information.
- As outlined in the Acceptable/Responsible Use Policy (Policy 8650) electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated 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.

6d: At Home Use

- The use of devices at home is encouraged.
- Device care at home is as important as it is in school. Please refer to section three of this document.
- Remote filtering gives Loudoun County Public Schools the ability to filter content on the device by routing all internet traffic through the Loudoun County Public Schools internet content filter.
- All contents of a student's email account and contents stored inside of a student's Google Drive or Microsoft OneDrive are monitored by Loudoun County Public Schools.

7. PROTECTING & STORING YOUR CHROMEBOOK

7a: Device Identification

- Student devices will be labeled in the manner specified by LCPS. These labels or markings should not be changed in any way.

7b: Account Security

- Students are required to use their LCPS.org domain user ID and password to protect their accounts.
- Students should never share their LCPS password with anyone.

7c: Storing Your device

- Students should not leave their device unattended.
- Devices not in use should be securely stored.
- Nothing should be placed on top of the device when stored in the locker.
- Students are encouraged to take their devices home every day for at-home use and charging for the next instructional day.

7d: Devices Left in Unsupervised Areas

- Devices should never be left in an unsupervised area.
- Unsupervised areas include the school grounds and campus, the cafeteria, computer labs, gymnasium, locker rooms, library, unlocked classrooms, restrooms, dressing rooms and hallways.
- Any device left in these areas is in danger of being damaged or stolen.
- If an unsupervised device is found, notify a staff member immediately.
- Unsupervised devices will be confiscated by staff.

8. REPAIRING/REPLACING YOUR DEVICE

8a: Accidental damage

- Damaged devices should be brought to the attention of the teacher immediately. Repairs of damaged devices will be handled by the Department of Digital Innovation. Students should never attempt to repair their own device.

8b: Intentionally & negligently damaged devices & AC adapters

- Devices or AC adapters reported or suspected as being intentionally or negligently damaged

will be reported to the school administration and coordinated to be repaired or replaced as necessary by the Department of Digital Innovation. The school administrator will determine if the device or AC adapter has been intentionally or negligently damaged.
- If a device or AC adapter was intentionally or negligently damaged, the student will be responsible for the cost of the repair of the device or AC adapter.

8c: Lost or stolen device

- Lost or stolen devices should be immediately reported to the school administration.
- The student will be responsible for the cost of replacing a lost device.
- If a device is stolen, the assigned student/parent is responsible for obtaining and providing a copy of the police report.

8d: Lost or stolen AC Adaptors

- Students are responsible for the cost of replacement of lost or stolen AC adaptors.
- To avoid damage to the device, students should only charge their device with a charger issued by Loudoun County Public Schools or original manufacturer equipment.

9. DEVICE TECHNICAL SUPPORT

ALL REPAIRS must be completed by LCPS technical staff. Technical support will be available at each school through on-site support at each school. Services provided include the following:

- Hardware maintenance and repairs
- Password resets
- User account support
- Distribution and collection of assigned and loaner devices

10. RETURNING YOUR CHROMEBOOK:

All district owned devices must be returned following the guidelines:

- Students will turn in their device for upgrades/replacement as they enter 3rd, 6th, and 9th grades.
- Students will return their devices at the completion of their senior year.
- Students leaving the district must return district-owned devices to the school system.
- Students transferring schools within Loudoun County will bring their assigned device with them to their new school
- Any device not returned by an unenrolled student will be considered stolen property and law

enforcement agencies will be notified.

11. DEVICE FAQs

Q. What is a Chromebook?
A. “Chromebooks are mobile devices designed specifically for people who live on the web. With a comfortable, full-sized keyboard, large display and clickable trackpad, all-day battery life, lightweight and built-in ability to connect to WiFi, the device is ideal for anytime, anywhere access to the web. They provide a faster, safer, more secure online experience for people who live on the web, without all the time-consuming, often confusing, high level of maintenance required by typical computers.” (“Google”)

Q. How will devices benefit student learning?
A: Having access to tools and information whenever and wherever students need them will give students ownership over their learning in ways that have not previously been possible. Teachers will be able to design learning experiences that allow students to make meaningful connections to the world through the use of their devices without worrying about access to shared laptops. Lastly, students will be practicing important skills that help them make meaningful contributions to the world, during and after their time in Loudoun County Public Schools.

Q. What kind of software does a Chromebook run?
A. Chromebooks provide access to web-based software applications that run inside of a modern web browser. Students can access a number of web applications and internet resources through LCPS GO. Apps or extensions are small software applications that add additional functionality to the Chrome Operating System. Approved apps and extensions can be installed on the device through the LCPS Web Store.

Q. How are these devices managed?
A. Each device we provide to students is managed by Loudoun County Public Schools. The Department of Digital Innovation will maintain devices through our G Suite for Education domain. As such, the school division can pre-install apps or extensions as well as block specific web-applications.

Q. What accessories can I use with my device ?
A. Devices can connect to:

- USB storage, mice and keyboards (see **File types and supported devices that work on a Chromebook**)
- SD cards
- External monitors and projectors
- Headsets, earbuds and microphones
- Chromecast

Q. Can a Chromebook be used anywhere at any time?

A. Yes, as long as you have a WiFi signal to access the web. If internet access is not available, users can work in an "offline" mode through certain Chrome Apps.

Q. Do devices come with Internet Filtering Software?

A. Yes. Regardless of the wireless network a device is connected to, all internet traffic on a student device is filtered through the LCPS internet content filter.

Q. Is there antivirus protection provided?

A. Devices are provided with virus and malware protection, and receive automatic updates.

Q. How long will a device battery last on a single charge?

A. Under normal use, a device battery will last a regular school day. Students will be responsible for charging their device each evening to ensure maximum performance during the school day. Devices should be fully charged and then removed from the AC adapter while in use.