



EDUCATIONAL DEVICE PROGRAM:

Device Purpose

Lucerne Valley Unified School District may supply students with an educational device to be used at school. The supplied device will provide each student access to educational materials needed for each student to be successful. The educational device allows student access to Apps for Education, educational web-based tools, as well as many other useful sites. The supplied device is an educational tool not intended for gaming, social networking, or high end computing.

1) Taking care of Educational Device

a. General Guidelines

- i. The device must have a Property of LVUSD tag on them at all times and this tag must not be removed or altered in any way. If tag is removed disciplinary action will result.
- ii. No food or drink is allowed next to your device while it is in use.
- iii. Cords, cables, and removable storage devices must be inserted carefully into the device.
- iv. Never transport your device with the power cord plugged in.
- v. Students should never carry their device while the screen is open.
- vi. Device must remain free of any writing, drawing, or stickers.
- vii. Vents cannot be covered.

b. Carrying Your Device

- i. Transport device with care.
- ii. Device lids should always be closed and tightly secured when moving.
- iii. Never move a device by lifting from the screen. Always support a device from its bottom with lid closed.

c. Screen Care

- i. Screens can be easily damaged. The screens are particularly sensitive to damage from excessive pressure on the screen.
- ii. Do not lean or put pressure on the top of the device when it is closed.
- iii. Do not store the device with the screen in the open position.
- iv. Do not place anything near the device that could put pressure on the screen.
- v. Do not poke the screen with anything that will mark or scratch the screen surface.
- vi. Do not place anything on the keyboard before closing the lid (ex. Pens, pencils, or disks, etc.
- vii. Do not place the device near magnets or anything with high electric current.



2) Using your Device

- a. Passwords and Background Images
 - i. Take care to protect your password. Do not share your password.
 - ii. Inappropriate media may not be used as a screensaver or background.
 - iii. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols, pictures, or anything else deemed inappropriate by Lucerne Valley USD would result in disciplinary actions.
- b. Chromebook Account Access
 - i. Students will only be able to login using their *@gafe.lucernevalleyusd.org account
 - ii. Make sure you are not in guest mode or you will not be able to access your Chrome extensions.
 - iii. The district utilizes an internet content filter that complies with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks will have all internet activity protected and monitored by the district.
- c. Managing and Saving
 - i. Apps for Education is a suite of products, which includes calendar, sites, word processing, presentations, drawings, spreadsheets, forms, etc. that lets students create different kinds of online documents, collaborates in real time with other people, and store documents as well as other files in the cloud.
 - ii. With a wireless internet connection, you can access your documents and files from any Chromebook, anywhere, at any time.
 - iii. All items will be stored online in the Google Cloud environment.
 - iv. Chromebook malfunctions are not an acceptable excuse for not submitting work.
- d. Sound, Music, Games, or Programs
 - i. Sound must be muted at all times unless permission is obtained from the teacher for instructional music purposes.
 - ii. Personal music is not allowed on the device. Any music on the device should only be added at the request and discretion of a teacher.
 - iii. All software/apps must be district provided or requested in writing for school approval. Any instances of downloading apps that have not been approved by the district are carefully monitored and will result in deletion of the program from the device and disciplinary action.
 - iv. Any software that is deemed inappropriate for use in school is not to be downloaded or installed on the device. This includes, but is not limited to, music, games, videos, images, e-books, and apps. Immediate removal of material (or full reset of the device), contact with parents, and disciplinary action will take place.



3) Acceptable Use Policy

a. General Guidelines

- i. The District Acceptable Use Policy applies to all students use of Educational Devices.
- ii. Students are responsible for their ethical and educational use of the technology resources of the Lucerne Valley USD.
- iii. Access to the Lucerne Valley USD technology resources is a privilege and not a right and can be revoked at any time.
- iv. Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and virus.
- v. Any attempt to alter data, the configuration of a device, or the files of another user, without the consent of the individual, building administrator, or the technology department, will be considered an act of vandalism and subject to disciplinary action in accordance with the Acceptable Use Police, student handbook, and other applicable school policies.

b. Privacy & Safety

- i. Do not go into chat rooms or send chain letters without permission. If applicable, teachers may create discussion groups for communication among students for education purposes.
- ii. Do not open, use, or change files that do not belong to you.
- iii. Do not reveal your full name, phone number, home address, social security number, credit card numbers, password, or passwords of other people.
- iv. Remember that storage is not guaranteed to be private or confidential as all device is the property of the Lucerne Valley USD.

c. Legal Property

- i. Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher.
- ii. Plagiarism is a violation of the student policy. 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.
- iii. Use or possession of hacking software is strictly prohibited and violators will be subject to discipline.

d. Google Account

- i. Google accounts and access will be given to all students utilizing Chromebooks. This is a requirement that gives them access to sign into the device and participate in communication with peers and staff for education use.



e. Consequences

- i. The student, in whose name a system account and/or Educational Device hardware is issued, will be responsible at all time for its appropriate use.
- ii. Non-compliance with the policies of this document will result in disciplinary action.
- iii. Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time designated district staff to ensure appropriate use.
- iv. The district cooperated fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.



Lucerne Valley Unified School District
Educational Device Policy, Procedures, and Information

I have read, understand, and agree to abide by the Lucerne Valley Unified School District Educational Device Policy, Procedures, and Information as included in the preceding pages. Should I commit any violation or in any way misuse my Educational Device, I understand my access privilege may be revoked and school disciplinary action may be taken against me. I understand that I am to treat the Educational Device no different than any other district owned piece of equipment. I will not alter any Educational Device, or use Lucerne Valley Unified School District Educational Devices in a manner that is not aligned with the Educational Device Policy, Procedures, and Information.

By signing below, I/we acknowledge that I/we have read the Educational Device Policy, Procedures, and Information and agree to all terms and conditions.

Student's Name: _____

Student's Signature: _____ **Date:** _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ **Date:** _____