



Student Device and
Electronic Use
Agreement and
Handbook



Glossary

Definitions	3
CIPA, COPPA, FERPA	4
Board Policies	5
Devices	6
Chromebooks	6
Laptops	6
Desktops	6
Tablets	6
Cell Phones	6
Device Usage	7
Activities Strictly Prohibited	7
Vandalism	8
Device Management	8
Deployment	8
Summer School	8
Device Return	9
Technology Protection Plan	9
Loss or Theft	10
Home Access	10
District Provided Hot-Spots	10
Seniors	10
Bring Your Own Device (BYOD)	10
Electronic Use and Handbook Agreement	11



Definitions

You may see the following terms throughout this handbook and can assume the following definitions for each.

SJPS – St. Johns Public Schools

Device – A Chromebook, laptop, desktop, tablet or cell phone and charger provided to or owned by the student that is being used on school grounds or elsewhere while SJPS related work is being done.

School - Any location on SJPS property or under SJPS authority, as well as any other private or public location where SJPS related work is being conducted.

Policy - All applicable laws, regulations, SJPS Board policies, and SJPS Administrative guidelines, including the SJPS Technology Acceptable Use policy.



CIPA, COPPA, FERPA

St. Johns Public Schools are bound to the following laws when conducting day to day school activities.

CIPA – Children’s Internet Protection Act

SJPS is required by CIPA to have technology measures and policies in place that protect students from harmful materials including those that are obscene and pornographic. Any harmful content contained from inappropriate sites will be blocked. More information can be found on the CIPA webpage. <http://fcc.gov/cgb/consumerfacts/cipa.html>

COPPA – Children’s Online Privacy Protection Rule

COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, Google advertising is turned off for Apps for Education users. No personal student information is collected for commercial purposes. This permission form allows the school to act as an agent for parents in the collection of information within the school context. <http://www.ftc.gov/privacy/coppafaqs.shtm>

FERPA – Family Educational Right and Privacy Act

FERPA protects the privacy of student education records and gives parents the right to review student records. Under FERPA, schools may disclose directory information (name, phone, address, grade level, etc...). Parents may request that photos, names and general directory information about their children not be published. Parents have the right at any time to investigate the contents of their child’s email or web tools. <http://www2.ed.gov/policy/gen/guid/fpco/ferpa>

SJPS is continually monitoring Applications and Internet sites for the use of school appropriateness. Due to the terms of Service of all Applications and Internet Sites, all users under the age of 13 must obtain explicit parental permission to use their sites. This agreement gives SJPS the right to supply your student with a device and use school provided curriculum to educate and monitor your student. If you do not agree with these terms SJPS must be notified in writing.



Board Policies

The following Board Policies are on Acceptable Use and Conduct of the internet and devices.

[3116 District technology and Acceptable Use](#)

[5208 Student Acceptable Use and Internet Safety Policy](#)

[5209 Student Use of Cell Phone and Electronic Communication](#)

[5404 Free Textbooks, Materials, and Charging of Fees and Fines](#)



Devices

St. Johns Public Schools retains the right to monitor and regulate all devices that are on the SJPS network or signed into a SJPS provided account. SJPS reserves the right to restrict any and all activity on a device whether for school related purposes or disciplinary action.

Chromebooks

St. Johns Public Schools implements a 1:1 Chromebook allocation from 6th-12th grade meaning a device is provided and assigned to each student. The Chromebooks are intended to meet all educational means so that the student can successfully complete any coursework assigned.

Laptops

St. Johns Public Schools may offer the use of a laptop for specialized coursework at school or at home. At no time is a student entitled to use a laptop for specialized coursework, usage will be determined by the student's teacher and administration.

Desktops

St. Johns Public Schools has multiple computer labs through the district that are intended for specific curricular programs. At no time is a student entitled to use a desktop provided by SJPS to do coursework. Usage will be determined by the student's teacher and administration.

Tablets

St. Johns Public Schools may offer the use of a tablet for specialized coursework or testing. At no time is a student entitled to use a tablet provided by SJPS to do coursework. Usage will be determined by the student's teacher and administration.

Cell Phones

St. Johns Public Schools acknowledge that a student may have access to a personal cellular device. At no time is a student entitled to use their cell phone during school hours.



Device Usage

The following sections in this handbook provide guidance on measures taken by SJPS to ensure the student has access to a successful education. This will also in detail provide and outline what the student and their parents are responsible for when caring for their school issued device. Use of a device is a privilege, and that privilege must always be earned. SJPS owns all Chromebooks, Laptops, Tablets, and Desktops provided to the students and will assign one for school required coursework only. SJPS reserves the right to restrict use of any device while conducting school activities. Violation of any of the following sections may result in disciplinary action that limit or expel the usage of a device determined by SJPS administration.

Activities Strictly Prohibited

- Videotaping or photographing **any individual**, for non-educational use without their consent.
- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing Board policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Internet/Computer Games during instructional time.
- Bypassing any device monitoring or security software/application.
- Spamming-Sending mass or inappropriate emails.
- Gaining access to other student's accounts, files, and/or data.
- Use of the school's Google accounts for financial or commercial gain or for any illegal activity.
- Use of anonymous accounts or impersonating others online.
- Students are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, eBay, email, etc.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Using any wireless communications device in any bathroom or locker room.
- Adding inappropriate wallpaper images that include things such as weapons, violence, sexuality, alcohol and drugs.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.



Vandalism

The following acts will be seen as vandalism towards school property and will be considered destruction of school property.

- Any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
- Removal or tampering with school property inventory tags.
- Removal of the Hard-Shell case, if a device was provided one.
- Adding personal stickers.
- Altering the appearance of the device (breaking, carving, cutting, picking off keys, etc.).

Device Management

St. Johns Public Schools Chromebooks are managed by the domain **stu.sjredwings.org**. Any attempt to remove the management will result in immediate disciplinary action, including, but not limited to, confiscation of the device.

St. Johns Public Schools Laptops/Desktops/Tablets are managed by the domain **sjredwings.org**. Any attempt to remove the management will result in immediate disciplinary action, including, but not limited to, confiscation of the device.

Deployment

From Young 5's through 5th grade, Chromebook's will stay in a charging cart in each classroom. When allowed by the classroom teacher, students may use a Chromebook for assigned coursework. These devices will not be taken home unless authorized by a teacher and Administration.

Students in Grades 6-12 will be individually assigned a device either at orientation or during their first week of school.

Foreign exchange Students in grades 6-12 will be issued a Chromebook at time of enrollment.

Each student will have the first day of school to report any hardware damages to their seminar or Careers teacher. Any damages reported after the first day will be viewed as the assigned student's responsibility.

Summer School

Students enrolled in Summer School may be given a device, this device will be returned at the end of their term.



Device Return

For students with assigned devices, at the end of each school year or when they disenroll from SJPS, they will be required to return their assigned devices to the tech department (Located at the Middle School). Failure to turn in a device will result in a \$150 device replacement fee.

Technology Protection Plan

St. Johns Public Schools is aware that the academic environment is geared toward online learning and these devices are necessary to student learning. SJPS is committed to keeping the students' devices in a working state while keeping family costs low. A technology protection plan will be available for 6th-12th grade students. The SJPS Technology Protection Plan will be \$20 per student per year, with a maximum family contribution of \$40 per year. If a family has 3 students in the district, the third student will be granted the SJPS Technology Protection Plan if the other 2 students opt in. Each student will be allowed two free breaks per year. If a third repair is needed a \$30 fee will be placed on the students account as well as an intervention plan with the student and guardians to determine a way for the student to appropriately care for the device. If a fourth damage occurs during the school year the student will lose district device access unless needed for testing. In order to utilize the free breaks included in the protection plan, the student must provide the Technology Department with the damaged device or equipment. Lost or stolen devices will not count towards a free repair. See the [Loss or Theft](#) section for more information.

Technology Protection Plan: \$20
First Repair Fee: \$0
Second Repair Fee: \$0
Third Repair Fee: \$30
Fourth Repair: Lose Device Access

If a family does not opt into the Technology Protection Plan, they will be responsible for hardware damage done to the device. The following fees will be placed on the students account based on the component broken not to exceed \$150 per repair.

Replacement of device: \$150
Screen Replacement: \$30
Trim Cover: \$5
Keyboard: \$45
Damaged USB/Charger/Headphone/HDMI ports: \$100
Charger: \$15



Loss or Theft

- Students or parents **MUST** contact the SJPS Technology Department in the event a device is lost or stolen. The student will have one full school week to find the device before a fee will be placed on the student's account for the cost of the device. (\$150)
- If a device is stolen, a police report is required, if there is not a police report filed, a fee will be placed on the students account for the cost of the device.

Home Access

Students can access their Chromebook at home by attaching them to any Wi-Fi. The Chromebook will still be filtered through the SJPS internet policy. If a student signs into their SJPS assigned account at home on a personal computer, the account will be filtered through the SJPS internet policy until the account is signed out of.

Seniors

Upon graduation, seniors will be allowed to keep their assigned Chromebook for a \$20 fee. This will be done the day of Senior device collection. SJPS technology department will de-enroll the Chromebook from the stu.sjredwings.org domain once payment is provided. At that time SJPS will assume no liability for the device and any current or future damages or issues.

If a student purchased the SJPS Technology Protection Plan, but has not used any of the claims for 3 or more years, the Chromebook purchase fee will be waived.

Bring Your Own Device (BYOD)

In order for an individual to bring personal technology to a SJPS facility, the following BYOD terms must be understood, agreed and adhered to:

- Parent approval is required to opt out of using a SJPS provided device.
 - If a student is opted out of a SJPS device, but fails to bring the device to school, a temporary device may be given when necessary to the student under the agreement the temporary device will not work outside of SJPS facilities.
- The student must follow all Board Policies mentioned on page 5 of this agreement.
- The Student is bound to the Device Usage terms on page 7 of this agreement.
- The school district has the right to collect and examine any device.
- The student will be required to use a SJPS supplied device for State Testing.
- SJPS does not guarantee the device will work with all SJPS curriculum.
- SJPS is not responsible for any damages or compatibility issues with the device.