



**Montgomery Area Elementary School  
Technology Handbook and Agreements**

**Grades 3-6**



# Montgomery Area Elementary School

## Technology Handbook and Agreements

### **Introduction**

As part of our TEE Initiative (**T**ransforming our **E**ducational **E**nvironment), every elementary school student in grades 3-6 will be issued a technology device to use both on and possibly off campus during their enrollment in the district. This handbook is to be used as a guide and does not attempt to address every required or prohibited behavior by its users.

### **Purpose**

The purpose of this initiative is to introduce a new 21<sup>st</sup> century way of teaching and learning to empower our students to learn, not just for higher education or jobs, but also for life. This device will serve as a powerful tool used to accomplish this mission. Our students should not have to “power down” when they go to school. In today’s modern world, we are subject to digital media everywhere and instant access to almost any resource. This will allow students to utilize those resources and skills that they already are familiar with to excel, becoming lifelong learners.

### **Terms of Use**

Students and Parents/Guardians must comply with the Montgomery Area School Districts policies and procedures at all times. Students must also comply with the Acceptable Use Policy. Please refer to district policy 815. The use of this device is a privilege, not a right. Failure to comply with district policies may result in disciplinary action and/or termination of your rights to technology usage. The device is the property of Montgomery Area School District and may be seized and searched at any time. The student should have NO expectation of privacy of materials found on a device during enrollment.

### **Acceptance**

To receive the device, the student **and** parent/guardian must carefully read this handbook and sign the Student and Parent/Guardian agreements on the last page. Montgomery Area School District reserves the right to collect and/or inspect the device at any time, and to delete any material or applications deemed inappropriate.

### **Usage Guidelines**

- ✿ Abide by the school district’s Acceptable Use Policy (district policy 815) and Technology Handbook at all times.
- ✿ Honor the school district’s restrictions of access to sites and apps that are not allowed at school. The school district will be enforcing Internet filtering, both on and off school property.
- ✿ Secure your device in your classroom when it’s not in use. To prevent the risk of theft, never leave your device in an unsupervised area.
- ✿ Do not loan out your device or charger to other individuals.
- ✿ Do not disassemble or attempt to do any physical repairs to the device.
- ✿ The Technology Department will manage all app installations. Students will not be able to install apps.
- ✿ Do not attempt to break any security protocols.
- ✿ Report any technical problems with your device to your teacher. Repairs will then be organized by the Technology Department. Do not attempt repairs yourself.

- ✿ Do not expect that files or emails stored on your device will be private. Montgomery Area School District officials may review your files and communications at any time to ensure you are using the device appropriately.
- ✿ You are solely responsible for the appropriateness of all files, data, and Internet history on your device.
- ✿ Do not take photos or video of other students or staff without their permission. The possession, forwarding, or uploading of unauthorized photos or video to any website, network/cloud storage area, or person is strictly forbidden.
- ✿ Do not access another individual's materials, information, or files without permission.

### **Device Cleaning and Care Tips**

- ✿ Insert cords carefully into your device. Align the charger cord properly when connecting or removing it. If the device does not begin to charge, carefully remove and reinsert the cable.
- ✿ Wrap the charger cable carefully when not used.
- ✿ Devices must remain free of any writing, drawing, stickers, or labels that are not the property of Montgomery Area School District.
- ✿ To prevent damage, your device should not be near food and drink.
- ✿ Keep your device out of extreme temperatures, away from hot or cold surfaces, and away from water or dampness.
- ✿ The device is provided for the sole use of the student to which it is assigned. Parents and siblings should not borrow the device.
- ✿ When storing your device, do not place heavy items on top of or against it.
- ✿ Keep your device off the floor where it could be stepped on or tripped over.
- ✿ Do not bump or drop the device against hard surfaces.

### **Device Screen Care**

- ✿ Excessive pressure on the device screen may cause damage. Avoid leaning on top of the device or placing anything on top of it. Placing too many items in a carrying case or backpack could also put too much pressure on the screen.
- ✿ Avoid touching the screen with anything other than your finger or a proper stylus.
- ✿ As recommended by the manufacturer, use only a soft, lint-free microfiber cloth to clean the screen. Avoid getting moisture in openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the device.

### **Damage / Loss**

- ✿ Take your device to your teacher if you experience any technical problems. They will coordinate repair with the Technology Department. If it cannot be fixed in a timely manner, a loaner device may be issued to you pending availability. All device policy agreements remain in effect for the loaner device.
- ✿ If your device is stolen or damaged by another person, please report it to your teacher or the office immediately. Your claim will be investigated further by the school district and/or law enforcement officials.
- ✿ You will be billed current market prices for repairs and/or replacement items for the below situations:
  - Intentional damages.
  - Lying on any damage report.
  - Negligence.
  - Loss or damages resulting from fraudulent, intentional or criminal acts.
  - Loss or damages resulting from theft. An official copy of a police report is required.

Estimated costs are as follows:

- Chromebook- \$219
- Charger- \$50

### **Personalization**

- ✿ Do not attach stickers, marking, painting, drawing or marring any surface of the device.
- ✿ Personal content may need to be removed if more memory is required for school related apps and files.

### **Instructional Use**

- ✿ You are responsible to bring your device to school every day. If you do not have it, you must complete all work.
- ✿ Bring your device to school fully charged every day. It is your responsibility to have sufficient battery life for your expected use while at school. Limited access to a charging station will be available in the classrooms.
- ✿ To prevent classroom distractions, sound must be muted during school hours unless instructed otherwise. Headphones may be used in class if given permission by the teacher or adult supervisor.
- ✿ Do not use the issued devices for non-academic purposes during school hours (games, downloads, chat rooms, instant messaging, viewing websites not related to the assignment, etc.) without teacher or adult supervisor permission.

**Montgomery Area Elementary School  
Technology Parent and Student Agreements**



**Student Agreement**

- ✿ I will follow the expectations outlined in the Technology Handbook and the Montgomery Area School District's Acceptable Use Policy (district policy 815) at all times.
- ✿ I agree to immediately return the device and accessories in good working condition upon request or withdrawal from the school district.
- ✿ I assume full responsibility of my issued device at all times.
- ✿ I acknowledge that this handbook is to be used as a guide and does not attempt to address every required or prohibited behavior by its users.

***By signing the Montgomery Area School Districts Technology Agreement, the student agrees to the above terms.***

Printed Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Parent/Guardian Agreement**

- ✿ I will be responsible for the device repair or replacement costs as specified in the Technology Handbook.
- ✿ I acknowledge that my student and I are to follow the expectations in the Technology Handbook and the Montgomery Area School Districts Acceptable Use Policy (district policy 815) and that a violation of these guidelines could result in my student facing disciplinary action.
- ✿ I will be responsible for monitoring my student's use of the school issued device when he/she is not at school, including Internet activity.
- ✿ I acknowledge that fraudulent reporting of theft will be turned over to the police and insurance company to prosecute.
- ✿ I agree to immediately return the device and accessories in good working condition upon request or withdrawal from the school district.
- ✿ I acknowledge that this handbook is to be used as a guide and does not attempt to address every required or prohibited behavior by its users.
- ✿ Per the Child Online Privacy Protection Act (COPPA), I give consent for my student listed above to access district approved web-based tools and applications, including but not limited to Google GSuite and its additional services, Microsoft Office 365, Study Island, Schoology, and McGraw Hill. For more information, visit [www.montasd.org/coppa](http://www.montasd.org/coppa)

***By signing the Montgomery Area School Districts Technology Agreement, the parent/guardian agrees to the above terms.***

Printed Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_