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Letter from the Superintendent

Part of our mission in the Ephrata Area School District is to provide “exemplary academic programs that inspire all students to reach their full potential.” This is not something new that the District is trying to accomplish, but rather, it has been a part of what we have been working toward for over a decade. To accomplish this portion of our mission, we strive to use the best instructional strategies, resources, and tools available. We have seen the benefits over the past few years of merging the use of technology into our traditional classroom settings, as well as, increasing the ability to differentiate instruction through virtual learning in small group settings. To continue to grow in our ability to inspire all students, we will be issuing technology to students.

Beginning with the 2016-2017 school year, Ephrata Area School District students in grades five through twelve will be issued personal computing devices for completion of their academic classwork. It is the intent of the District to equip students with learning tools so they may be more fully engaged in their coursework by being more connected with each other, their teachers, community experts, and the world in ways that would not be possible through traditional means. Additionally, students will experience increased relevance and ownership over their learning that is enabled by using the technology to expand their learning environment. All of these factors, working together, are aimed at inspiring each student to reach his/her full potential.

The contents of this handbook are intended to provide necessary information to the students and families regarding the many aspects and responsibilities associated with issuing technology to students. If you have any questions or concerns at any point in your child’s educational career about the way that technology is being used in our District, please contact a Building or District Administrator.

Sincerely,

Brian M. Troop, Ed.D.
Superintendent
Device Loan Guidelines

Rules and Guidelines:
The device, charger, and carrying case loaned to the student are in good working order. It is the student's responsibility to care for the equipment and to ensure that it is retained in a safe environment and remains in good working order.

This equipment is the property of the Ephrata Area School District and is loaned to the student only for educational purposes during the academic school year. The student is expected to use the device for academic purposes and protect it from damage. The student may not deface or destroy this property in any way. Inappropriate use of the device may result in disciplinary action. The equipment will be returned when requested by the Ephrata Area School District. If the student fails to return the equipment, the full replacement value will be charged.

The device may be used by the student for noncommercial purposes only, in accordance with District policies and rules, as well as local, state, and federal statutes.

The student is not permitted to install personal software on the laptop but will have the option to install any District approved software located in the EASD App Catalog. For those students that have iPads, they will have the ability to install various applications from Apple's App Store. Students are responsible for all content on their device.

One user (student) with specific privileges and capabilities has been assigned to the device for exclusive educational use. The student agrees to not make any attempts to change or allow others to change the privileges and/or capabilities of this device.

The Ephrata Area School District network is provided for the academic use of all students and staff. The student agrees to take no action that would interfere with the efficient academic use of the network.

An identification label has been placed on the device. This label is not to be removed or modified. If the label becomes damaged or missing, contact tech support, located in the Media Center of your building for a replacement label. Additional stickers or labels may not be added to the device itself.

The student will have an option of purchasing a $30 warranty each year. The warranty fee will cover the costs of the first accidental damage of that year. After a device is damaged and covered by the warranty, the student/family may choose to repurchase the warranty as protection against future damage costs for the remainder of the year. If damage is deemed to be purposeful or due to neglect, the full cost of repair or device replacement will be charged. If a student does not report a broken device within 72 hours, the cost for repairs may not be covered by this warranty. (Students will be charged full replacement value for any lost or stolen device.)
In order to take the device home, each student must complete the EASD online Digital Citizenship and Safety course located on Schoology. The student must demonstrate an understanding of safe and appropriate online behavior to successfully complete this course.

The student acknowledges and agrees that the use of the District property is a privilege. Agreement to the terms hereof, the student acknowledges his/her responsibility to protect and safeguard the District property and to return the device, charger, and carrying case in the same good condition upon request.

Student Responsibilities:
The District device is an important learning tool and is to be used for educational purposes only. In order to take your device home each day, you accept the following responsibilities:

• When using the device at home, at school, and anywhere else I may take it, I will follow the policies of the Ephrata Area School District, especially the Acceptable Use Policy, and abide by all local, state, and federal laws.
• I will treat the device with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.
• I will not lend the device to anyone, not even my friends or siblings.
• I will not attempt to load any inappropriate pictures and/or content onto the device.
• I will not remove or alter programs or files on the device.
• I will follow proper digital citizenship and safety while using the device.
• I will bring the device to school every day.
• I agree that school email (or any other technology communication) should be used only for appropriate, legitimate, and responsible communication.
• I will keep all accounts and passwords assigned to me secure and will not share these with any other person other than my parents.
• I will not attempt to physically repair the device.
• I will recharge the device battery each night.
• I will return the device when requested and/or upon my withdrawal from the Ephrata Area School District.
• I will keep the laptop in the carrying case during times when the device is not in use. If using an iPad, I will keep it in the protective case at all times.
• I will not use the camera in ways that would jeopardize or infringe upon the personal rights of others.
Parent Responsibilities:
Your son/daughter has been issued a device to improve and personalize his/her education. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this computer. Parent Responsibilities:

• I will discuss our family’s expectations regarding the use of the Internet and email at home.
• I will supervise my child’s use of the device, internet, and email at home.
• I will not attempt to load or delete any software from my child’s device.
• I will not attempt to physically repair the device.
• I will ensure that any problems with the device are reported to the school within 72 hours.
• I will make sure my child takes the device to school every day.
• I agree to make sure that the device is returned to school when requested and upon my child’s withdrawal from the Ephrata Area School District.

Liability
The device is issued to the student, who is the only authorized user of that computing device. Although each student accepts responsibility for the care and use of the device, the device remains the property of the District. The District owns licenses for the software installed on the device. Under no circumstances may any of this software be transferred to any other device.

Daily Use
Students are expected to arrive at school every day with their device battery fully charged.

Network Access
Use of the District network is governed by the District Acceptable Use Policy.

Web Access and E-mail Access
Students will utilize their school issued e-mail and Schoology accounts to communicate with teachers and administrators.

Care
Devices should not be stored in temperatures below 35 degrees or above 90 degrees. Food, drink, and pets should not be near the device to avoid damage. Rain, wet hands, and high humidity can be harmful to devices and should be avoided. Devices are not to be left in a vehicle; this encourages theft and exposes the device to temperature changes outside of its operating limits. Improper care of the District-issued device is considered negligence.
Security
The device should be with the student, locked in his/her locker, in a safe and secure area in the school, or at home at all times. Students should always guard their device closely. The student is responsible for any loss or theft of the device.

Loaner Devices
Should the device become inoperable, the student will be issued a loaner device while his/her device is being repaired. All aspects and policies of the student's original loan agreement apply to the loaner device.

Backing Up
Students are responsible for backing up their files. Files that are saved to the desktop or documents folder are not backed up. The District highly encourages students to store their files on Microsoft’s OneDrive for Business or the student’s network share. This will allow the students to access their files anytime anywhere from any school owned computer. The District is not responsible for lost files or data. If a device fails or has a virus, it will be wiped clean and re-imaged. Technology Services will not take any measures to save or recover data stored on the device.

Troubleshooting
Students should report any device problems (i.e. software issues, syncing, etc.) to the Media Center in your building as soon as possible. Students are prohibited from trying to troubleshoot any hardware problem. Under no circumstances shall the District-owned device be taken to a third party for repair or troubleshooting. All issues relating to the functionality of the device shall be reported to Technology Services. Failure to abide by this policy, regardless of the resolution, will be considered negligence.

Damage / Theft
All physical damage to the device must be reported immediately to the Media Center in your building or Technology Services. Technology Services will arrange for repair and a loaner as needed. The student is responsible for any loss or theft of the device. Please take precautions to secure the device.
Frequently Asked Questions (FAQs):

Q - Will the student receive the same device throughout his/her EASD career?
A – Yes, it is our intention to provide the same device to each student year after year except when transitioning between building levels (EIS, EMS, and EHS).

Q - Will families be charged for damages?
A - Yes. A $30 warranty is available, which will cover the first accidental damage occurrence. Students/families have the option to repurchase the warranty after a damage incident. If a student/family does not purchase the warranty, the full cost for repair will be assessed for damages.

Q - What happens if a device needs repair?
A – If a device is not working properly for any reason, the student is to bring the device to the school Media Center. If needed, the student will be provided a loaner device to use while the repairs are being completed. When the repaired electronic device is ready, the student will be reissued his/her original device.

Q - What if a student forgets to bring his/her device to school?
A – Students need to have their device for each school day. In the event of a forgotten computer, a student may ask his/her parent to bring the device to school. If this cannot be done, a student may request a loaner device. Loaner devices will be documented similar to arriving unprepared for class; possible discipline actions may occur.

Q - Will the device be connected to my home network?
A - The device is capable of connecting to home wireless networks. It is up to the household to provide a wireless network if they choose to. In many cases, class work can be completed without internet access.

Q - Where can my son or daughter access the internet other than at home?
A - There are numerous free public Wi-Fi locations throughout the Ephrata area. Many establishments, such as Ephrata Public Library, Starbucks, and McDonald’s offer free Wi-Fi Internet. The District will keep an active list of locations that offer free public Wi-Fi posted on the District website at www.easdpa.org.

Q - Can a student use his/her own case or bag for the device during school hours?
A - No. It is the expectation that all students use the device cases that were issued to them to ensure adequate protection.
Q - Can students use their own accessories with the device?
A – Yes, a student may connect various accessories to his/her device, including USB storage drives, headphones, wired or wireless mouse, and home printers; however, the District will not be able to offer technical support for these devices.

Q - Can I choose to restrict my son’s or daughter’s device?
A - Yes. If you feel that your son or daughter cannot handle the responsibilities of using the device appropriately, please contact Ephrata Area School District to set up a meeting with one of the principals or counselors. More restrictive settings are possible.

Q - Will the Ephrata Area School District backup the data on my child’s device, including music, pictures, videos, and files?
A – No. Students should take responsibility to store their files using Microsoft OneDrive and/or a file share location. Ephrata Area School District is not responsible for lost or corrupt files on the device.

Q - Will there be student training?
A – Yes. Students will be required to complete the District online Schoology course on Digital Safety and Citizenship. In addition, students will be offered support on the technical use of their computers.

Q - Can students use the device over the summer?
A – Yes. A student may use his/her school issued device during the summer if the student is participating in a school sponsored course or for another educational need. Applications will be made available to students to request a computer during a portion of the summer. Each application will be evaluated on an individual basis.

Q – Who can I contact if I have any questions or concerns about the device?
A - Please feel free to contact Ephrata Intermediate School, Ephrata Middle School, Ephrata High School, and/or Ephrata Area School District Technology Services Department.