



**East Stroudsburg Area School District**

Student Handbook for Use of ESASD Digital Devices

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# Background Information

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## Vision

*To equip every ESASD learner with the digital literacy skills necessary to meet or exceed the industry standard in their chosen post-secondary pathway.*

## Guiding Principles

1. Equity of Access - We believe that all students should have equal access to the content that is available freely on the Internet and should not be prevented from doing so by lack of equipment or means.
2. Engagement and Agency - We believe that students who own their learning will make educational decisions that are immediately relevant to them and will exhibit resilience in the pursuit of their educational goals
3. Anytime, Anyplace Learning - We believe that students learn differently and should be able to access their learning in the method and timing that is best suited for them
4. Discipline Specific Literacy - We believe that students should be fluent in the literacy skills of their chosen post-secondary pathway

## Goals

For Students	For Educators
Equip every secondary student with a digital device able to access the Internet 24 hours per day.	Increase teacher ability to create, deliver, and assess integrated lessons.
Where state assessments reflect the application of 21st century skills, increase our students' achievement on them.	Transform classroom instruction to seamlessly integrate technology where appropriate.
Guide students in their understanding of themselves as digital learners.	
Allow students greater opportunities to show and reflect their creative abilities in all subjects.	

## Guiding Policies

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Digital devices are the property of the ESASD and all users will follow these procedures and board policies:

- #237 (Electronic Devices) - [http://moodle.esasd.net/moodle/pluginfile.php/83041/mod\\_resource/content/0/237\\_Electronic\\_Communication\\_Devices.pdf](http://moodle.esasd.net/moodle/pluginfile.php/83041/mod_resource/content/0/237_Electronic_Communication_Devices.pdf)
- #815 (Acceptable Use) - [http://moodle.esasd.net/moodle/pluginfile.php/83042/mod\\_resource/content/0/815-Acceptable\\_Use\\_of\\_Communications\\_and\\_Information\\_CIS\\_Systems.pdf](http://moodle.esasd.net/moodle/pluginfile.php/83042/mod_resource/content/0/815-Acceptable_Use_of_Communications_and_Information_CIS_Systems.pdf)
- #815-AR (Acceptable Use AR) - [http://moodle.esasd.net/moodle/pluginfile.php/85753/mod\\_resource/content/0/800/815AR.pdf](http://moodle.esasd.net/moodle/pluginfile.php/85753/mod_resource/content/0/800/815AR.pdf)
- #815-AR-2

## Distribution of Digital Devices

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1. In August, all families of secondary students will receive information regarding digital device distribution. Included in this information will be a parent signature form that families must read and sign. This form, entitled “815-AR-2” will be the students’ “ticket” to receiving their digital device on the first day of school. Families who agree to device use at school and at home will select option one.
2. Digital devices cannot achieve their maximum intended educational value unless used at both school and at home. It is the intent of the ESASD to prepare our students in the best way possible for their success post-high school and use of these devices is pivotal to any career they pursue. In some rare circumstances, however, families may find it harmful for students to bring this device home. Families who initially wish for their child’s device to remain at school must select option two on the “815-AR-2”.
3. Once the above form is returned, each student will be assigned a digital device, a device travel bag and a charger (if student is taking the device home).
4. Students whose families have selected “SCHOOL USE ONLY” on their forms will be responsible for retrieving and returning their device to a designated area every day. Directions will be given at each building on the day of digital device distribution.
5. Students who enroll mid-year will have the same two options and must return their signed form before their digital device is assigned.

## Return of Digital Devices

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1. Digital devices and all ESASD accessories ***must*** be returned during the final week of school so they can be checked for serviceability.
2. Digital devices must be returned immediately when a student transfers out of the ESASD, is expelled, or terminates enrollment for any reason.
3. Digital devices and chargers will be turned in to the Information Technologist(s) and/or Library Media Specialist(s), when requested, in satisfactory condition. Digital devices will be inspected for damage. In the case of abuse, neglect or intentional damage, the family will be charged a fee for needed repairs, not to exceed the replacement cost of the digital device. The ESASD Administration will make the final determination of any fees associated.
4. If a student fails to return the digital device, the family will pay the replacement cost of the digital device. Failure to return the digital device may result in a theft report filed with the East Stroudsburg Area School District Police Department or other applicable law enforcement agency.

## Best Practices for Use of Digital Devices

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Digital devices are now a part of our learning culture and should be treated like necessary school supplies. **Students are expected to arrive at school every day with the digital device battery fully charged and with the charger in their laptop case.** Students who fail to bring their device to school or fail to bring the battery fully charged will be considered unprepared for class.

**Students are responsible for the appropriate use of the digital device both at school and at home.** The digital devices are for student educational purposes. All commercial, illegal, unethical, and inappropriate use of these digital devices is expressly prohibited.

### Educational Care of Digital Devices

#### *Cyber Citizenship and Digital Ethics*

Students are trusted to be civil and courteous when using the digital device both on and off the school network. The District recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the School Board will not tolerate cyberbullying by district students either on or off campus.

### *Internet Safety and Avoiding Scams*

1. Don't open, forward, or reply to suspicious e-mails or other online communication. If you have a question about a particular message, check with the Information Technologist, Librarian or Technology Teacher.
2. Be wary of attachments from people you don't know and critically review online offers. Many scams attempt to trick you into installing or forwarding a virus or malicious program.
3. Never respond to e-mails or websites that ask for personal information such as your username, password, date-of-birth, or social security number.
4. Almost all chain letters contain no useful information. This includes chain letters warning about viruses or Internet scams. Often the chain letters link you to viruses or are scams themselves. Don't pass them on.
5. Do not share your network username or password online or with others.
6. Do not tamper with the digital device filters; they help to block scam sites. The use of anonymous proxies or other technologies to bypass district-filtering programs is prohibited.
7. Record your digital device serial number and asset tag number for your records.

## **Physical Care of Digital Devices**

### **General Care Procedures**

1. While the digital device is considered scratch resistant, the digital device can be scratched. Avoid using any sharp object(s) on the digital device. Digital devices do not respond well to liquid, please avoid applying liquids to the digital device. The digital device can be cleaned with a soft, lint-free cloth. Avoid getting moisture in the openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the digital device.
2. Do not attempt to gain access to the internal electronics or repair of a digital device. If a digital device fails to work or is damaged, bring your device to the library and fill out the technology work request form.
3. There is no "jail breaking" (bypassing filters and controls) of this device.
4. Never throw or slide a digital device.
5. Cords and cables must be inserted carefully into the digital device to prevent damage.
6. Digital devices must remain free of any writing, drawing, stickers, or labels that are not the property of the ESASD or approved by the building principal.
7. Digital devices have a unique identification number and at no time should the number or labels be modified or removed.
8. Digital devices should be placed vertically in lockers in order to avoid putting any pressure on the screen.

9. Digital devices must never be left in an unlocked car or in any unsupervised area.
10. Digital devices must not be left in a vehicle or a location that is not temperature controlled.
11. **Digital devices must be charged (at home) for use at school each day. It is the student's responsibility to come to school each day with the digital device fully charged.**
12. Students must use their assigned digital device travel bag when transporting their device both on and off campus.
13. Students must not lend their digital devices to another person. Digital devices are assigned to individual students and the responsibility for the care of the digital device rests solely with that individual.
14. Students who choose to bring their digital device into a locker room **MUST** secure their locker with a combination lock. Under no circumstances should the digital device be used in the locker room.
15. Student athletes **MUST** procure and use a combination lock to store their digital device in locker rooms during practices or games. Under no circumstances should the digital device be used in the locker room.
16. Student athletes may take a digital device to away games, but all devices **MUST** remain on the bus. Busses will be locked at all times when the drivers are not with them.

### **Repair or Replacement Procedures**

1. ESASD has purchased these digital devices and will generally assume the financial liability for digital device repairs or replacement due to normal and typical daily use.
2. If the digital device is not working properly or functioning in a strange or abnormal way, first troubleshoot some solutions with your classroom teacher or classmates. If the problems persist, take your device to the library and fill out a technology work order form. Once you have completely filled out this form, the library staff will check out a loaner for your use while repairs are being made.
3. Do not attempt to contact the manufacturer directly for repair questions. Report all problems to the technology staff via the technology work order form.
4. In the case where a digital device or district-issued accessory is damaged by means other than normal use, wear and tear (i.e. abuse, neglect, intentional damage), the family will be charged a fee for needed repairs, not to exceed the replacement cost of the digital device. The ESASD Administration will make the final determination of any fees associated.
5. All insurance claims must be reported to ESASD. In cases of theft, vandalism, or other acts covered by insurance, the family must file a report with the Principal's Office before a digital device can be repaired or replaced.
  - If the laptop is lost or stolen, the family should file a report with the police.
  - Failure to report a stolen digital device in a timely manner may result in a request for compensation for the replacement cost of the digital device.

# On-Campus Use of Digital Devices

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Digital devices are intended for classroom use at school each day. In addition, school messages, announcements, procedures and rules, calendars, and schedules may be accessed using the digital device. Students are responsible for bringing their digital device to **all** classes unless specifically instructed not to do so by a teacher.

## Cameras

The digital device comes equipped with camera and video capacities. **The cameras should be used in conjunction with educational assignments only.** Cameras may never be used in a locker room or restroom per state statute. As with all recording devices, it is best practice and common courtesy to ask permission before recording and posting anything online associated with an individual or group. These guidelines apply to on-campus and off-campus use alike.

## Charging

While a limited number of charging stations in classrooms may be utilized at the discretion of the classroom teacher, it is the clear expectation of each student that they bring their device to school fully charged each day.

## Legal Propriety

1. Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask the Librarian.
2. Plagiarism is a violation of the ESASD rules. 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.
3. Use or possession of hacking software is strictly prohibited and violators will be subject to ESASD discipline. Violation of applicable state or federal law may result in criminal prosecution.
4. These guidelines apply to on-campus and off-campus use alike.

## Network Connectivity

The East Stroudsburg Area School District makes no guarantee that the district's network will be up and running 100% of the time. In the rare case that the network is down, the district will not be responsible for lost or missing data.



## Printing

Printing from digital devices on campus should be limited and every effort should be made to utilize digital tools for reviewing, sharing, and compiling information. When printing is necessary, students may make arrangements with their classroom teacher or librarian to print to one of the printers located in central positions throughout each building. When retrieving work from the printers, students should remember that best practices for shared resources include loading paper when needed and handling other students' printed work with care.

## Screensavers/Background Photos

While personalized screensavers or backgrounds may be permitted, inappropriate or provocative images including but not limited to pornographic images, guns, weapons, inappropriate language, threatening language, drug, alcohol, tobacco or gang related images are not permitted and subject to disciplinary action. School administration reserves the right to make this determination. These guidelines apply to on-campus and off-campus use alike.

## Sound, Music, Games, Software/Apps

1. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
2. All earbuds must be the in-ear type. Over-the-ears headphones are not allowed.
3. Music is only allowed on the digital device at the discretion of the teacher.
4. All software/apps must be district provided. Data storage will be through apps on the digital device, i.e. Google Docs, Notepad, etc.
5. Non-educational games are not allowed to be played on the ESASD digital devices during the school day unless the teacher has cleared it for instructional purposes.

## Off-Campus Use of Digital Devices

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**All ESASD devices will be universally filtered on campus and off campus.** However, it is still the family's responsibility to monitor the student's use of the Internet outside of the school setting.

1. Students are allowed to access wireless networks on their digital devices. This will assist them with digital device uses while off campus.
2. All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone number of other students.
3. All activity on the digital device and district-issued Google email account, whether conducted at school or off site, is subject to search as District property.
4. While the vast majority of ESASD families have indicated that they have Internet capability at home, not all families have WIFI access. If a family does not have WIFI, a student may use the digital device at school, at the public library, at local businesses

with WIFI capability, or wherever WIFI is available. Arrangements can be made for the student to be at school outside of normal school hours by contacting the office.

5. Students will not retain their digital devices over the summer. All devices and all accessories will be returned during the final week of school so they can be checked for any service needs and prepared for use the following year. A digital device may be made available for students taking summer school classes that require use of the digital device.