



Redeemer Lutheran Church and School

Parent/Student Device Policy

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SCHOOL PROVIDED DEVICES

- Devices will be distributed within the first two weeks of the school year. Parents/Guardians and students MUST sign and return the Device Agreement before a device will be issued to their student.
- Each K-1 classroom has iPads to share. These devices will be used strictly in the classroom.
- Each 2nd-3rd grade student will be issued their own iPad to use in the classroom. These devices will not go home and will be used strictly in the classroom, unless unexpected situations arise.
- Each 4th grade student will be issued their own iPad and power adapter for both classroom and home use. The power adapter should be left at home during the school year and used to fully charge the device each night.
- Each 5th – 8th grade student will be issued one Chromebook, one device power adapter, and a carry case that will be used for both classroom and home use. The power adapter should be left at home during the school year and used to fully charge the device each night.
- Students who take their devices home are permitted to connect to their family's Wi-Fi for internet access.

DEVICE CARE

Students are responsible for the general care of the device they have been issued by the school. Any device lost, stolen, displaying technical issues, or damaged must be reported to school authorities immediately. If your device becomes damaged, is lost or stolen, or fails to work properly, please fill out the online [Accidental Damage Claim Form](#). Any damaged device must be cleaned and brought to the Media Center as soon as possible. Do not attempt to repair a malfunctioning device yourself. Additionally, do not take any school-provided device to an outside computer service for any type of repair or maintenance.

GENERAL PRECAUTIONS

- Do not allow food or drinks near your device while it is in use or in your backpack.
- Device keyboard, screen, and casing must remain free of any writing, drawing, or etching.
- Identification labels with the student's name and identification tags are on the sleeve on the outside of the device case and/or on the device itself and must remain there at all times. Purposefully removing or altering the tag will result in appropriate administrative consequences.
- Devices must be kept in a secure location at all times and should never be left unsupervised or in the hallways.
- If an unsupervised device is found, notify a staff member immediately. Unsupervised devices will be confiscated by staff and will result in appropriate administrative consequences.
- Devices should not be left in a vehicle that could potentially reach extreme hot or cold temperatures.
- Cords and cables must be carefully inserted into and removed from the device to prevent damage.
- Students are responsible for bringing their devices fully charged to school each day.

CARRYING DEVICES

- Transport devices with care.
- 5th – 8th devices should never be transported by lifting it by its screen. Close the lid and hold the device case handles at all times.
- 5th – 8th devices must be in the case and in the student's backpack when moving from class to class and back and forth from home to school.

- Negligence or improper care when carrying a device will result in appropriate administrative consequences.

SCREEN CARE

The Device screens can be easily damaged. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean, put pressure, or place anything on the top of a device when it is closed.
- 5th – 8th students should not store the device with the screen in the open position. Also, do not place anything in the carrying case except the device. Do not place anything on the keyboard before closing the lid (pens, pencils, papers, folders, smartphones, etc.).
- Do not place a device near items that will place pressure against the device while it is stored in a backpack.
- Do not touch the screen with anything that will mark or scratch the screen surface.
- Screens may only be cleaned with a soft, dry microfiber cloth. If requested, teachers will provide students with proper cleaning supplies.

USING YOUR DEVICE AT SCHOOL

- Devices are intended for school use each day.
- Classroom information, announcements, calendars, assignments, and schedules may be accessed using the device.
- Students are responsible for bringing their device to all classes, unless specifically advised not to do so by their teacher.
- All students are also reminded not to hide, or relocate their or another student's device.
- The use of student devices on campus before and after school hours is strictly prohibited unless specifically supervised by a teacher or responsible adult for educational purposes.
- If a teacher allows, students may be given permission to phone their parent/guardian to bring their device to school if they left their device at home.
- Failure to bring your device fully charged to school/class will result in appropriate administrative consequences.
- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Earbuds may be used at the discretion of the teacher.
- Devices are routinely monitored. Staff has the ability to view the student's current and past browsing history, documents, and email communications at all times.

DEVICES UNDER REPAIR

- Loaner devices may be issued to students while their device is under repair.
- Students using loaner devices will be responsible for any damages incurred while the loaner device is in possession of the student.
- A student's parents will pay full replacement cost if the loaner device is lost or stolen.
- Students who have excessive device repairs may lose the device and/or loaner privilege.

BACKGROUNDS

- The preset background must remain unchanged. Inappropriate media may not be used as a profile picture or background. Student's device presets may not be altered in any way.

- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang related symbols or pictures and the like are prohibited.
- Infraction of any of the above stated rules will result in appropriate administrative consequences.

ACCOUNTS, USAGE, AND PASSWORDS

- 5th – 8th students should log into their devices using their Redeemer Google account.
- Students must take care to remember and keep their login credentials confidential.
- Each student is responsible for the device he or she is issued.
- Under no circumstances should a student ever log on to another student’s device or Google account.
- With the exception of the K & 1st grade classes, students should not use or share another student’s device.
- No student should access or edit any other student’s private assignments or work.
- Infraction of any of the above stated rules and will result in appropriate administrative consequences.

PRINTING

- In an effort to remain an environmentally-conscious school, digital sharing of documents is encouraged and printing is discouraged, unless necessary for use in the classroom.
- When required, and with the teacher’s permission, 5th-8th grade students may use printers connected to school desktop computers.

UPDATING YOUR DEVICE

- K-4th devices will require regular updates that are performed through our management program with the assistance of the technology director. Students and/or parents are not permitted to update these devices.
- 5th – 8th devices update to the most recent version of Chrome automatically when they are restarted. You will not need to do anything to update your device, however, **devices must be properly and fully powered down each day so that necessary updates install when restarted.**

GENERAL GUIDELINES

- Students will have access to all available forms of electronic media and communication which is in support of education, research, and the educational goals and objectives of RLCS.
- Students are responsible for their ethical and educational use of the technology resources.
- Access to RLCS technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow the Acceptable Use Policy.
- 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 device viruses.
- Photographing or video recording on campus without the permission of a teacher for academic purposes or in support of a school program is prohibited.
- Students/parents are not allowed to load extra software, music, photos, apps or extensions. Additionally, removal of school installed software, extensions, or apps is also prohibited.
- Under no circumstances will students be allowed to game on their device.
- Only under the specific direction of the teacher will students be able to use YouTube. If YouTube has been used or viewed in a non-educational manner administrative consequences will follow.
- Arbitrary Google searches are prohibited at all times, whether at home or at school.

- The device is intended to be used exclusively for educational purposes.
- Any attempt to alter data, the configuration of a device, or the files of another user will be considered an act of vandalism and subject to appropriate administrative consequences in accordance with the Parent/Student Handbook and other applicable school policies.

PRIVACY AND SAFETY

- Do not open, use, or change files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords or those of other people.
- Remember that storage is not private or confidential as all device equipment is the property of RLCS.
- If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, exit the site immediately and notify a teacher or the Technology Director immediately.

LEGAL PROPERTY

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the student code of conduct. Give credit to all sources used.
- Use, suspicion, or possession of hacking software is strictly prohibited and will result in appropriate administrative consequences by the school.
- Violation of applicable state or federal law may result in criminal prosecution.

E-MAIL & ELECTRONIC COMMUNICATION

- Always use appropriate and proper language in your communication.
- Do not transmit language or material that is profane, obscene, abusive, or offensive to others.
- All e-mail & communications sent or received should be related to educational needs.
- All e-mail & communications are subject to inspection by designated school staff at any time.
- Management software is in place to scan the content of emails for explicit, obscene or offensive content and to push out educational content.
- Removing or circumventing the management system is prohibited.
- Teachers/staff/administration will routinely monitor student emails.

CONSEQUENCES

- Students are responsible for the appropriate use of the device issued to them and the RLCS Google Account used to log into the device or any other school technology.
- Non-compliance with the policies of this document or the Redeemer Lutheran Church and School Acceptable Use Policy will result in appropriate administrative consequences.
- The school cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws.
- As Christian leaders we expect our entire student body to act as positive representatives of RLCS at all times. However, if consequences should be necessary these will be determined by administration.

CONTENT FILTER

- Devices do not have additional content filtering software installed on them. While on campus, students

will use the school's Wi-Fi to access the internet which is filtered.

- While connected to Wi-Fi off campus, device use must be monitored by the student's parents or guardians.

REPAIRING AND REPLACING YOUR DEVICE

- After filling out the [Accidental Damage Claim Form](#) (ADC) immediately deliver your device to the Media Center.
- Repairs are handled on a case by case basis and repair fees may not be similar.
- The school reserves the right to charge for the entire replacement cost if negligence is determined in the handling of the device or if the repair fees exceed replacement costs. **The ADC does not cover loss.**

CHROMEBOOK DEVICE ESTIMATED REPAIR COSTS

If your family has elected to accept and pay for the Optional Accidental Damage Policy, the expenses below will only apply if your child has a second repair on their device in one school year. **PLEASE NOTE: ADC does not cover loss.**

| Loss, Damaged or Neglect | Estimated Repair/Replacement Costs |
|-----------------------------------|--|
| Lost Device | \$275-\$350 depending on replacement cost |
| Device Screen/Display Repair | \$125-\$199 depending on the extent of the repair |
| Device Power Adapter | \$30 |
| Device Carrying Case | \$35 |
| Shipping (applies to all repairs) | \$25 to ship a device out for repair |
| Miscellaneous | Possible additional charges based on damage |
| Wear and Tear | Fines may be assessed for damage to devices returned in unacceptable condition |

IPAD DEVICE ESTIMATED REPAIR COSTS

If your family has elected to accept and pay for the Optional Accidental Damage Policy, the expenses below will only apply if your child has a second repair on their device in one school year. **PLEASE NOTE: ADC does not cover loss.**

| Loss, Damaged or Neglect | Estimated Repair/Replacement Costs |
|-----------------------------------|--|
| Lost Device | \$300-\$500 depending on replacement cost |
| Device Screen/Display Repair | \$125-\$225 |
| Device Power Adapter & Cord | \$20 |
| Device Protective Case | \$45 |
| Shipping (applies to all repairs) | \$25 to ship a device out for repair |
| Miscellaneous | Possible additional charges based on damage |
| Wear and Tear | Fines may be assessed for damage to devices returned in unacceptable condition |

DEVICE THEFT OR LOSS

- If a device is stolen, a formal police report must be filed with the appropriate authorities within 24 hours. A copy of the report must also be submitted to the RLCS Staff and the online [Accidental Damage Claim Form](#) must be filled out.
- Full replacement value will be assessed to replace any device that is reported as lost or stolen.

FINES

- Fines surrounding devices are handled in the same fashion as a textbook or equipment fines. Device damage and/or excessive wear will result in end-of-year charges to the student's family statement.
- Students will not receive records and/or report cards unless all outstanding fees are paid.

DEVICE TECHNICAL SUPPORT

All device technical support will be provided through the Media Center. Services provided include the following:

- Hardware maintenance and repairs and distribution of loaner devices
- Password resets and/or user account support
- Coordination and completion of repairs
- Do not attempt to repair a malfunctioning device yourself. Additionally, do not take any school-provided device to an outside computer service for any type of repair or maintenance. All repairs must be handled by Media Center Staff.

RETURNING YOUR DEVICE

All school supplied devices, cases, and originally supplied power adapters must thoroughly cleaned, examined for damage, and returned to the Technology Director at the end of the school year or when a student withdraws from RLCS. If a student does not return the device, the family school account will be charged for the total cost of the device, the case, the power adapter and the licensing fees.



Redeemer Lutheran Church and School

Device Agreement and Parent Release Form

In consideration for receiving the device from RLCS, each student and his or her parent or legal guardian agrees not to sue and hereby releases, waives, discharges, holds harmless, indemnifies, and defends Redeemer Lutheran Church and School (RLCS) and the Lutheran Church Missouri Synod, as well as their respective employees, personnel, staff, volunteers, agents, directors, affiliates, and representatives, from any and all liability, losses, damages, claims, actions, and causes of action of every nature for any and all known or unknown, foreseen or unforeseen, bodily or personal injuries, property damage, or other loss, whether claimed by the student, parent, legal representative, or any third party, relating in any way to the use and possession of the device furnished by RLCS to the student.

This device Agreement applies to RLCS students at all times, whether or not the students are on campus, as RLCS students are school representatives at all times.

Individual school devices and accessories must be returned to the Media Center after being thoroughly cleaned and examined for damages at the request of the school, at the end of each school year, or when a student graduates or ceases to be a registered student at RLCS.

If you have declined the Accidental Damage Coverage the student/parent is responsible for all shipping and any repair/replacement service fees incurred at the time a claim is submitted.

If you have declined the Accidental Damage Coverage the device assigned to the student is the student/parent's financial responsibility. Additionally, any damage to the provided device case or power adapter that requires replacement or repair will also be the financial responsibility of the student/parent.

As a user of the RLCS computer network and recipient of a device, I acknowledge receipt of and hereby agree to comply with RLCS Parent/Student Handbook, the RLCS Acceptable Use Policy contained in RLCS's Parent/Student Handbook, and the RLCS Device Policy.

Student Name (PRINT) _____ Grade _____

Student Signature _____ Date _____

As the parent or legal guardian of the student signing above, I grant permission for the student named to access networked computer services and school computer hardware. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance as a parent of Internet use setting and conveying the school's standards, procedures, and rules when selecting, sharing, or exploring information and media. I acknowledge receipt of and hereby agree to comply with RLCS Parent/Student Handbook, the RLCS Acceptable Use Policy contained in RLCS's Parent/Student Handbook, and the RLCS Device Policy.

Parent/Guardian Name (PRINT) _____

Parent/Guardian Signature _____ Date _____