



Sedalia School District

Our process to **TRANSFORM** and **REACH** every student to
ELEVATE and **CONNECT** their learning.

TREC Handbook 2021-22

Sedalia School District TREC Handbook

Sedalia School District (SSD) is proud to provide our students the opportunity to enhance learning with technology resources. SSD has chosen to call this program TREC because TREC indicates our process to Transform and Reach every student to Elevate and Connect their learning. TREC is in-depth personalized learning with equitable and innovative learning experiences. Students focus on autonomous learning experiences and student-centered instruction.

This handbook will outline the student responsibilities with the devices SSD is providing and all the supplemental equipment, Apps, and tools.

By using or taking possession of a device owned by SSD, a user and their parents/guardians are agreeing to comply with the [Sedalia School District Technology Usage Policy 6320](#).

Student Expectations

By taking possession of the district-owned device, the SSD expects students to adhere to the following 4 guidelines;

1. **Be empowered.** Do awesome things with this technology. Share with us your ideas and what you can do.
2. **Be nice.** Help foster a school community that is respectful and kind.
3. **Be smart and safe.** If you are uncertain, talk with us.
4. **Be careful and gentle.** Our resources are limited. Help us take care of our devices and network.

Parent/Guardian Expectations

By your student taking possession of the district-owned device, the SSD expects parents/guardians to adhere to the following responsibilities;

1. Must agree to monitor student use at home and away from school. It will be your responsibility to keep your student safe and on-task.
2. The parents/guardians are responsible for the cost of repair or replacement at the date of loss if the property is:
 - a. Not returned
 - b. Damaged
 - c. Lost
 - d. Stolen, but not reported to school and/or police in a timely manner
3. Parent/Guardian has the option to purchase the SSD Insurance Plan before their child can take their issued device out of the school. If the SSD Insurance Plan is not purchased, the parent/guardian is responsible for 100% replacement cost.

1. Issuing of Devices

1.1 Receiving a Device

- a. **Qualifications:** A student who is actively enrolled in SSD qualifies for use of a district-owned device. In order to possess and use the borrowed device, one must comply at all times with [Sedalia School District Technology Usage Policy 6320](#). There is a financial obligation to the student due to loss or damage of the borrowed device if it occurs as a result of handling, storage, transport, use, or reporting of loss / damage that is not in complete compliance with SSD procedures. The purchase of SSD Device Insurance will help mitigate these potential costs (see the SSD Insurance Plan section for more details).

- b. Students will be expected to complete a series of training modules to receive a device and will receive either a Chromebook, AC charger, and case or iPad, charger, and case.
- c. Parents/guardians and students must acknowledge the [Sedalia School District Technology Usage Policy 6320](#).
- d. Students must complete the Device User Agreement before receiving a device.
- e. Devices will be checked out to the student through the Library Media Center circulation system.
- f. The device is the property of the SSD and as a result may be subject to inspection at any time. The student should have NO expectation of privacy of materials found on the device or a school supplied or supported email service.

1.2 Returning a Device

- a. Devices must be returned immediately when a student transfers out of SSD, is expelled, no longer qualifies for the program, or terminates enrollment for any reason. The device is property of SSD.
- b. If the student received a Chromebook, he/she is expected to return the following items with the Chromebook:
 - AC charger
 - case
- c. If the student received an iPad, he/she is expected to return the following items with the iPad:
 - charger
 - case

1.3 Technology Fees

Having a device is an expectation for every student in a school with a 1 to 1 program. Insurance is included in the cost of the user fee; with the associated deductibles for damages in the deductible table listed below. The District fees will be on a sliding scale, based on the free and reduced lunch program status. The structure is as follows:

Regular pay students	\$30.00
Reduced lunch students	\$20.00
Free lunch students	\$10.00

Students receiving devices at semester will only be charged half the fee. Students who owe tech fees or fines will not be allowed to take assigned devices home unless the balance is paid or a payment plan is in place. If assistance is needed in covering these costs, please discuss with the building administrator

1.4 Deductibles

Deductibles for damages are set on an escalating scale per incident. The District understands accidents happen, but students and families will hold some responsibility for proper care of these expensive devices. Deductibles or replacement cost will be charged for damages to the device, charger, or case according to the standards established by the school district. If the replacement cost for a part or accessory is less than the deductible, the lesser of the two is used.

The student assumes the full replacement cost for any lost item. No refunds will be given.

1st Chromebook Incident	\$10.00
2nd Chromebook Incident	\$20.00
3rd or More Incident(s)	\$50.00
Stolen with Copy of Police Report	\$100.00
Lost	\$300.00

1.5 Fines Related to a Chromebook/iPad

- a. By taking possession of a borrowed device, the borrower agrees to assume full responsibility for the safety, security, care and proper use of the borrowed property. Chromebooks, iPads, & chargers will be turned in to the Library Media Center (LMC) when requested in satisfactory condition. Devices will be inspected for damage. In the case of abuse, neglect, or damage, the student/parent/guardian will be charged a fee for needed repairs, not to exceed the replacement cost of the Chromebook/iPad. SSD Administration will make the final determination of any fees assessed.
- b. If a student fails to return the device, the student/parent/guardian will pay the replacement cost.
- c. Fines will be charged at the following amounts:

Chromebook Replacement	\$300.00
AC Charger	\$25.00
Damaged Screen	\$75.00
Damaged Keyboard (including port issues)	\$75.00
iPad Replacement	\$300.00
iPad Charger	\$40
iPad Case	\$50
Hotspot	\$150

1.5 Loss or Theft of a Device

- a. In the case of loss or theft occurring at school, the borrower must report the incident to a school resource officer, administrator or the Library Media Specialist within one day of the occurrence.
- b. In the case of loss or theft occurring away from school, the borrower must report the incident to law enforcement officials of jurisdiction within 24 hours of the occurrence and then provide documentation of the aforementioned law enforcement report to the school resource officer or School Administration within one day of the occurrence. Failing to report loss of theft in the manner described here will result in the missing property being categorized as lost rather than stolen and the student/parent/guardian will assume full responsibility for the loss of the device and the corresponding financial obligation for the replacement costs of the lost property.

2. Taking Care of the Device

Students are responsible for the general care of the device they have been issued by SSD. Devices that are broken or fail to work properly must be given to the Library Media Specialist for an evaluation of the equipment. Care must be taken to protect the screen. Students are responsible for anything done using their assigned device or their login. Devices are the property of SSD and all users will follow these procedures and the Sedalia School District 200 Acceptable Use Policy.

2.1 General Precautions

- a. While the device is considered scratch resistant, the device will scratch. Avoid using any sharp object(s) on the device.
- b. Devices do not respond well to liquids. Avoid applying liquids to the device. The 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 device. Use of unapproved cleaners may remove the protective film covering the face of the device.

- c. Do not attempt to gain access to the internal electronics or repair a device. If a device fails to work or is damaged, report the problem to a Library Media Specialist.
- d. Cords and cables must be inserted carefully into the device to prevent damage.
- e. Devices must remain free of any writing and/or drawing on the device.
- f. Students may not purchase their own cover or case for the device, unless pre-approved by the building Library Media Specialist, and building administrator.
- g. Devices have the ability to be remotely located. Modifying, disabling or attempting to disable the tracking service is a violation of the Acceptable Use Policy (AUP) and grounds for disciplinary action.
- h. Devices have a unique identification number and at no time should the numbers or labels be modified or removed.
- i. Devices must never be left in an unlocked locker, on top of a locker, in an unlocked car, or in any unsupervised area.
- j. Devices must not be left in a vehicle or a location that is not temperature controlled.
- k. Devices must be charged for school each day. This is the student's responsibility.
- l. There is no "jail breaking" of this device.
- m. Devices are assigned to individual students and the responsibility for the care of the device solely rests with that individual. Students should not lend their device to another person. The device should be kept out of reach of younger siblings, family pets, or anyone else capable of careless handling or inadvertent damage of the property.
- n. Please do not attempt to contact the device manufacturer or other service facility directly for repair questions. Please contact a Library Media Specialist.

3. Using a Device at School

Devices are intended for use at school each day. In addition to teacher expectations for the device use, school messages, announcements, calendars, and schedules may be accessed using the device. Printing from a school-issued device to SSD printers is not allowed. Any files needing to be printed should be coordinated through the proper SSD faculty member. Students are responsible for bringing their device to all classes unless specifically instructed not to do so by a teacher.

3.1 Devices Left at Home

If a student leaves the device at home, the student is responsible for getting the coursework completed by alternate means and will be required to checkout/rent a device from the Library Media Center. The device is similar to any instructional material necessary for daily classwork. If leaving the device at home is a frequent occurrence, the student may be subject to disciplinary action.

3.2 Charging a Device Battery

- a. Devices must be brought to school each day in a fully charged condition. A sync cable/AC charger will be issued to the student for charging at home.
- b. In cases where the battery does "run out," students may be able to connect their device to a power outlet in class or at designated charging stations in the building.

3.3 Home Internet Access

SSD provides internet filtering on the District's internal network. These filters apply at all times no matter the location of the device.

- a. Students are allowed to set up wireless networks on their device when not on school grounds. This will assist them with device use while at home.
- b. 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 numbers of other students.

3.4 Using the Device Camera

The device comes equipped with both camera and video capacities. As with all recording devices, it is best practice and common courtesy to ask permission before recording an individual or group and notifying the individual or group if the image will be posted online. Device cameras may never be used in a locker room or restrooms.

4. Managing Files and Saving Work

Storage space is limited on the device—BUT will NOT be backed up in case of re-imaging. When using school-issued devices, students are responsible for saving all files to Google Drive.

5. Software/apps on the Devices

5.1 Originally Installed Software/Apps

- a. The software/apps originally installed by the SSD must remain on the device in usable condition and be easily accessible at all times.
- b. From time to time the school may add software/apps for use in a particular course.

5.2 Additional Software/Apps

Students are not allowed to load extra apps/extensions on their device unless found in the SSD Chrome Store.

5.3 Procedure for Reloading Software/apps

If technical difficulties occur or illegal software/apps are discovered, the device will be restored to factory settings. SSD does not accept responsibility for the loss of any software/apps or documents deleted due to a re-format or re-image.

5.4. Software/App/Extension Upgrades

Upgrade versions of licensed software/apps/extensions are available from time to time. Students may be required to check in their device for periodic updates and syncing.

[Sedalia School District Technology Responsible Use Agreement](#)
[Sedalia School District Acceptable Use Policy](#)