



Luverne Public Schools, ISD #2184

Digital Learning Handbook

Luverne Public Schools Technology Vision

Luverne Public School students, parents, and educators will use communication and information technologies to advance learning and teaching in preparation for a technology rich global society.

District Vision Statement

Luverne Schools will engage students in lifelong learning to achieve their maximum potential in becoming productive citizens.

District Mission Statement

Learn, Live, Lead



21st Century Skills

Learning Skills

- Critical Thinking
- Creative Thinking
- Collaborating
- Communicating

Literacy Skills

- Information Literacy
- Media Literacy
- Technology Literacy

Life Skills

- Flexibility
- Initiative
- Social Skills
- Productivity
- Leadership

Digital Learning Program

Our digital age has brought about changes to every conceivable area of human life, rapidly enhancing the power of computing and human ingenuity. As technology exponentially transforms society, how do we prepare students of the 21st Century to face such an unknown future? Luverne Public Schools collaboratively works with administrators, teachers, students, and the community to create a digital environment where students are taught to be thinkers, problem-solvers, collaborators, and communicators. Students are given the skills and knowledge they need in order to define their own future, develop their own passions, and learn for a life-time. To move into the world of 21st Century teaching and learning, students will need continual access to digital devices that allow them the ability to learn anytime or anywhere internet access exists.

Luverne Public Schools strives to create a learning environment that develops the potential of each learner for success in a changing world. The best way to accelerate learning is by embedding technology into student courses and classrooms. No longer is school envisioned as the only place where learning can occur. Because content is more digital, the school district as a whole needs to focus on how digital content is disseminated to the students, staff, and community and how it is brought back. The goal of Luverne Public School District is to ultimately use technology to accelerate learning.

Luverne Public Schools will operate their educational learning and day allowing students to have their own computer device. This is typically called a one-to-one program (1:1, student:computer). The rest of this handbook will highlight the nuances around this policy.

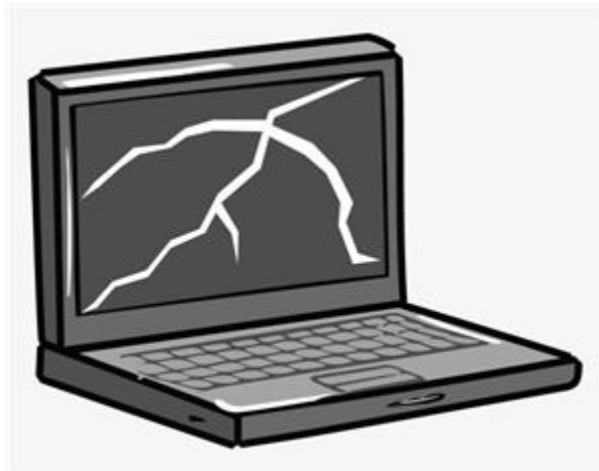
Device Check Out/Check In:

Devices will be distributed to students, the initial week(s) of the school after parents/guardians have reviewed the Chromebook Loan Agreement and completed the Chromebook Loan Agreement form.

Devices and accessories must be returned to the designated location within your child's school. Students who withdraw from ISD 2184, graduate, expelled or for any other reason leave the district prior to the end of the school year must return their device and accessories in working condition on the date of withdrawal.



If a student fails to return the tablet and accessories at the end of the school year or upon termination of enrollment, that student or guardian will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the device. Failure to return the device will result in a theft report being filed with local law enforcement.



Cost of Repairs & Fines

Accidental damage of the device will be covered by the school district for families who participate in the optional protection plan.

Those families who choose not to participate in the optional protection plan are responsible for ALL damages to their devices including but not limited to: broken screens, cracked plastic pieces, inoperability, etc. Should the cost to repair exceed the cost of purchasing a new device, the student will be charged full replacement value.

Lost or damaged accessories such as cases and cables/chargers will be charged the actual replacement cost.

Protection Plan for the Mobile Device

Luverne Public Schools recognizes that with the implementation of the district’s Digital Learning program there is a need to protect the investment by both the district and the family. A protection plan is provided for all mobile devices that are part of the district’s Digital Learning program. The protection plan program will be provided to each student who will take a device off school premises. **The cost is \$25 per student per school year, with a family cap of \$75.** The non-refundable cost can be paid in cash or check at the building/district offices. The protection plan will not be prorated.

The protection plan offers coverage for the first instance of accidental damage. Additional instances of accidental damage will incur a \$40 deductible. Students will be issued no more than three devices in a year’s time. Beyond that, families are responsible to provide their own devices.

Covered	Not Covered
The protection plan program offers complete coverage for accidental damage as well as parts failure. All mobile device parts and accidental damage are covered. This includes parts and labor.	Careless or negligent damage, Dishonest acts, Loss, Damage caused when not in protective case (if provided), Chargers, Damage not reported on the day it happened or the next school day.

Items that are not defined in this document will be determined on a case-by-case basis.

Please Note: Replacement chargers are provided by the district only. Chargers not provided by the district (purchased personally by families, etc.) are not authorized for use and if found to be used, will void the device *Protection Plan*. Most third-party chargers do not have the required specifications and can damage a device.



Taking Care of the Mobile Device

Students are responsible for the general care of the device they have been issued by the school. Devices that are broken or fail to work properly must be taken to the Building Technology Office for an evaluation of the equipment. The device is school property and all users will follow these guidelines and the ISD 2184 acceptable use policy for technology.

- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted carefully into the device to prevent damage.
- Devices must remain free of any writing, drawing, stickers, or labels that are not the property of the ISD 2184 School District.
- Students are responsible for keeping their device's battery charged for school each day.
- Liquids, food and other debris can damage devices. Devices should be kept away from food and liquids when students are eating.
- Devices should not be exposed to temperature extremes.
- Laverne schools has individuals trained in repairing or fixing mobile devices. NEVER try to repair a mobile device yourself or have someone outside the district work on it, as this could void the warranty and cause additional expense incurred by the student and/or parent/guardian.

Mobile Device Security

The mobile device should never be left unattended. When not in your personal possession, the mobile device should be in a secure, locked environment. Unattended mobile devices will be collected and stored in our Technology Office.

DO NOT lend your mobile device or charger to another person. Each mobile device and charger are assigned to individual students and the responsibility and care of the mobile device and charger solely rests with that individual.

Each mobile device and accessories have unique identification numbers and at no time should the numbers or labels be modified or removed from the device or from anywhere on the external case.

District Controlled Settings and Operations:

All student devices are supervised by the technology department for the purposes of initializing and managing all devices in a secure, safe and organized manner. Any attempts by students to circumvent any district management settings through the process of removing hardware restrictions will result in disciplinary action.

Inspection

Students may be asked to provide the mobile device to check for restricted images, settings, etc. Technology staff and administration will have the ability to monitor student internet searches and browsing history (at school and off campus). This will only be used to ensure that mobile devices are being used for educational purposes.



Re-loading Software

If technical difficulties occur or illegal software is installed, the device will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image. It is recommended to have all data backed up to Google Drive at all times.

Acceptable Use

The use of the ISD 2184's devices is a privilege. The privilege of using the device is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled with ISD 2184. If a person violates any of the User Terms and Conditions named in these guidelines, privileges may be terminated, access to the school district device may be denied, and the appropriate disciplinary action shall be applied. The Acceptable Use policy can be viewed on the district website under [policy 524](#).

The ISD 2184 Student Code of Conduct shall be applied to student infractions. Violations may result in disciplinary action. Disciplinary actions are identified in the student handbook.

Using Your Device

Sound, Music, Games, Programs

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Apps and programs installed on the device must be appropriate and for educational use.

Home Internet Access

Students are allowed to set up wireless networks on their devices. This will assist them while at home. However, the District Acceptable Use Policy must be followed while at home, using a district owned device.

Network Connectivity

ISD 2184 makes no guarantees that their 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.

Screen Savers/Background Photos

Inappropriate media may not be used as a screensaver or background photo. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols or pictures will result in disciplinary actions.

Put the Mobile Device to Bed

Experts suggest parking all technology devices, from cell phones to mobile devices, in a common family room overnight to charge and discourage late night, unmonitored use and sleep disruption.

Monitor and Limit Screen Time

It is suggested to have children surf the internet from a central place at home, such as the kitchen or family room. Know what your child is doing on their mobile device. When school work is complete, parents have the right to limit screen time.

Password Protection/Change

Students are expected to use a school issued sign-in and secure password to access their documents and use the apps on the mobile device. Parents and school staff have the right to ask for the password at any time. Students should NOT share their password with anyone else besides your parents and school staff. The student will be held accountable for all content found on the mobile device.