

CLEVELAND METROPOLITAN SCHOOL DISTRICT

# Family Digital Device GUIDELINES



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The Cleveland Metropolitan School District ("District") provides a digital device for every district student. Digital technology plays a vital role in students' learning in our modern society. This pamphlet provides guidelines for families and students.

## DEVICES

The device is District property and students should follow the guidelines below and the CMSD Acceptable Use and Internet Safety policy for students.

- Students are responsible for the general care of the device.
- Students must take any damaged device to their school administration office for evaluation.
- If a device needs repair or replacement, the school administration office will provide the student a loaner device.

### General Care of a Device

- Use only a clean, soft cloth to clean the screen; do not use cleansers or liquids of any type to clean the device.
- Do not lean on the top of the device when it is closed.
- Do not place anything on the device that could put pressure on the screen.
- Do not bump the device against lockers, walls, car doors, floors, etc.
- Carefully insert cords and cables into the device to prevent damage of the parts.
- Do not eat or drink over your device. Keep liquids out of your backpack or bag when your device is in it.
- Do not disassemble or attempt to repair the device or take the device to a third-party for repair. The CMSD DoIT department will make all repairs.
- Do not leave your device in extreme cold or hot environment such as in a hot car.
- Carrying/Transporting Devices – To assist students in protecting the device while being transported from location to location, CMSD will provide a backpack for each student. The backpack will help protect the device from damage.

## CMSD DIGITAL CITIZENSHIP GUIDELINES

When using any technology, both at school and at home, students must:

- Be responsible and safe users of any technology tool.
- Support others by being respectful in talking to and working with them.
- Not initiate or participate in online bullying, including forwarding messages and supporting others engaging in inappropriate actions.
- Report to an adult if the student feels unsafe or uncomfortable online or sees a friend being unsafe or being made to feel uncomfortable by others.
- Use technology as directed by teachers and for learning purposes.
- Always be responsible for the security of the device.
- Keep themselves and fellow students safe by:
  - not giving out personal information online.
  - protecting passwords and access information.
  - guarding against cyberbullying.

- Credit the intellectual property of others when used in schoolwork.
- Think critically about the information found online to determine the reliability of that information.
- Talk to a teacher or another adult if:
  - help is needed online.
  - the student comes across sites that are not suitable.
  - someone writes something that causes discomfort or asks for private information.
  - the welfare of other students at the school is being threatened.
- Only use technology during a testing situation that has been permitted by the teacher or proctor. Any unapproved device use during a test may be confiscated and the test score may be negatively affected.
- Take photos and record sound or video only when it is part of a class or lesson.
- Seek permission from individuals involved PRIOR to taking photos/videos or recording audio.
- Seek written permission from individuals involved PRIOR to publishing or sending photos, audio, or video to anyone else or to any online space.

## INTERNET SAFETY

CMSD takes the privacy of student data very seriously, as in accordance with the Children’s Online Privacy Protection Act (COPPA). Therefore, CMSD has implemented internet procedures addressing:

- access by minors to inappropriate matter in the internet;
- safety and security of minors when using electronic mail, discussion boards, and other forms of digital communications;
- unauthorized access, including “hacking, and/or “jail breaking”, and other unlawful activities by minors online;
- measures restricting minors’ access to materials harmful and inappropriate.

## DEVICE REPLACEMENT

If a device is stolen, lost or damaged the student/caregiver should notify school administration immediately. Once school administration is notified this will start the process for a replacement/loaner device for the student. The District will follow the steps below for lost, stolen or damaged devices and replacement accessories.

- **Replacement of Digital Device**
  - **First Incident:** a second device will be provided by the District without requiring a fee
  - **Second Incident:** the District will require the student and guardian attend a device care webinar or pay a \$50 fee for the device
  - **Third Incident:** the District will require intervention for a fourth device replacement from a School Support team. The School Support team will recommend the best approach for supporting the student and family with access to a device, which may include in-school device use only or purchase of a device.
  - **Exception:** if a device is damaged, and it is determined the device was intentionally damaged, the student will be responsible for the full cost of the device.
    - Intentional damage will be determined by the School Building Administration. Examples of intentional damage include, but are not limited to:
      - throwing your laptop onto the ground
      - stomping on your laptop/kicking your laptop
      - putting your laptop under water
  - If there is a delay in providing a replacement device, please work with your school administration for an alternative method until another device is provided.



- *Stolen devices are exempt from a replacement fee if a police report number is provided to the school administration.*
- **Replacement accessories** i.e., power cords and keyboards
  - **First Time:** the accessory will be replaced without charge for the first incident during a school year.
  - **Second Time:** a \$10 fee will be charged for subsequent replacements.

## STUDENT RESPONSIBILITIES

Students will abide by the District's Acceptable Use and Internet Safety for Student Policy and Student Code of Conduct:

- contact an administrator about any security issue they encounter,
- monitor all activity on their school account(s),
- always shut down and secure their device after use to protect their work and information,
- report digital content containing inappropriate or abusive language, questionable subject matter, and/or cyberbullying to a teacher or administrator at school,
- return the device upon withdrawing from the District or upon request from school administration.

## PARENT/CAREGIVER RESPONSIBILITIES

- Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.
- Become increasingly active participants by asking your child/children to show you what sites they are navigating to and/or what apps are being used and how they work.
- Ensure that siblings and other family members are not using the device for personal use.