



Grand Haven Area Public Schools

Student Technology Handbook

2024-2025

Success for all, takes us all

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Introduction

The following policies refer to the use of an individual assigned student computing device. In addition to this Student Handbook, students are required to follow all the guidelines outlined in the Grand Haven Area Public Schools' current "Technology Acceptable Use Policy". As Grand Haven's technology initiative centers on new devices, software, and educational methodologies, additional policies will continually be reviewed and this set of policies updated. Please refer to the Grand Haven Area Public Schools' website for the most up-to-date information.

CARE AND MAINTENANCE OF ASSIGNED MOBILE DEVICES

1. Do not attempt to gain access to the internal electronics or repair your device. If your device fails to work or is damaged, report the problem to your school's Technology office located in the Media Center as soon as possible. Device repair/replacement options will be determined by school administration. You may be issued a temporary device or other materials until your device is working properly or replaced.
2. Never expose a device to long term extremes in temperature or direct sunlight. A car is not a good place to store your technology
3. Avoid applying liquids to the device. The device can be cleaned with a soft, dry, lint-free cloth. 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 screen or face of the device.
4. The District-owned device and the case must remain free of stickers, writing, painting, or any other forms of adornment. Students may purchase and decorate their own case if approved by the Tech Department.
5. Never leave a device unattended. When not in your personal possession, the device should be in a secure, locked environment. Unattended technology will be collected and stored in the school's Tech Center.
6. Never throw or slide any technology.
7. Avoid placing weight on the device.
8. Each device and charging cable has a unique identification number and/or a GHAPS barcode label. At no time should the numbers or labels be modified or removed. Removal will result in a \$20 fine not covered by insurance. Chargers **must** be returned with the label intact as they confirm the assignment of the charger to the student.
9. Care must be exercised when plugging and unplugging accessories from the USB, charging, or HDMI ports. Student-issued device accessories are the responsibility of the student.
10. District owned devices have the ability to be remotely located. Modifying, disabling or attempting to disable the locator is a violation of the acceptable use policy and grounds for disciplinary action.
11. Your device is an electronic device and care must be exercised when handling. Never throw a book bag that contains a device. Never place a device in a book bag that contains food, liquids, heavy, or sharp objects.
12. Each device is assigned to an individual and the responsibility for the care of the device rests solely with that individual. **Do not** lend your device to another person.
13. Your device is designed for daily use; therefore, each device must be charged and ready for use each school day. Your device/s should be charged at home. Extra batteries, power cords, or power adapters will **not** be provided.

INSURANCE

The replacement cost of the majority of GHAPS assigned mobile devices is \$240.00 and includes the device and power adapter.

Families may purchase additional insurance through the school for the school year. This insurance covers the first two accidental breaks of the device. Additional accidental breaks after the first two will be charged to the student. Identified intentional damage will be charged to the student and insurance will not be used. Manufacturer defect or manufacturer part failure will be replaced by the district at no cost to the family.

2023/2024 School Year (full year)

- 1 Year - \$0 Deductible – Accidental Damage and theft (police report required).
- Cost per device- \$20.00
- For Reduced Lunch - \$15.00
- For Free Lunch - \$5.00

Insurance purchased after the student takes possession of the device will require inspection of the device and charger before insurance takes effect.

Students who leave Grand Haven Area Public Schools during the school year must return their device, along with any other accessories when they leave the district. Failure to return a device in a timely fashion may result in legal action or payment in full (\$240.00)

In the event of theft, loss or intentional damage due abuse or misuse, it is the responsibility of the parent/guardian to cover up to the \$240.00 replacement cost.

It is the responsibility of the parent/guardian to cover the cost of district-issued accessories in the event of theft, loss or intentional damage due to abuse or misuse. Cost for accessory replacement includes, but is not limited to:

- Power Charger and Cable (\$30.00)

District-issued software applications (apps or extensions) are needed for student learning and should not be deleted. Modifying the settings of the district-issued device or deleting district-issued software applications apps(s) may result in student discipline and/or the need for reformatting at a cost to the student.

DAMAGED, LOST, OR STOLEN DEVICES

In the event that a district-issued device is lost or stolen, the student and parent/guardian should immediately notify the school administrator. The filing of a police report by the parent/ guardian is mandatory for insurance claim processing. In the absence of a police report, the parent / guardian will assume responsibility for the full replacement cost.

In the event that a device is intentionally damaged the parent/guardian will be assessed a fee up to \$240.00 for the repair or replacement of the device.

In the event that a police report is filed for a lost or stolen device, Grand Haven Area Public Schools may aid the police in recovering the device. All devices are tagged with an asset label. The label is not to be tampered with or removed.

Students who unenroll from Grand Haven Area Public Schools during the school year must return the device, along with any issued accessories, at the time they leave the district. The device and all accessories should be returned to the school's Tech Center. Failure to return a device in a timely fashion may result in legal action or payment in full (\$240.00).

DISTRIBUTION OF DISTRICT TECHNOLOGY

- All District owned technology devices will be formatted by Grand Haven Area Public Schools.
- A unique, individual device will follow the student throughout the student's career at Grand Haven Area Public Schools.
- All devices will be collected at the end of the school year. Devices not turned in by the last day of school will be treated as lost or stolen, which may include additional fees and possible legal action.
- Students who leave Grand Haven Area Public Schools during the school year must return their device, along with any other accessories when they leave the district. Failure to return a device in a timely fashion may result in legal action or payment in full (\$240.00).

STUDENT USE OF DISTRICT TECHNOLOGY

1. All District owned technology is the property of Grand Haven Area Public Schools. The student should have NO expectation of privacy of materials found on any District Devices and as a result may be seized and owned technology or a school supplied or supported email service can be reviewed at any time.
2. Only School Issued GMAIL IDs are allowed to be used on the assigned mobile device. The student should be the only one to use their device. No one else outside of the student should use the device. The student is responsible for anything that happens on their assigned mobile device.
3. Assigned mobile devices come equipped with a camera and video capacities. As with all recording devices, it is expected that students will ask permission before recording an individual or group. Students must obtain school permission to publish a photograph or video of any school related activity to the Internet.
4. Devices are not to be opened or used in bathroom or locker room areas.
5. Students are responsible for bringing their device to school every day unless otherwise directed by a staff member. Failure to bring the device or any other class material(s) does not release the student from their responsibility for class work. If a student repeatedly fails to bring materials to class, including the device, the student will be subject to disciplinary action.
6. It is the student's responsibility to bring their device to school fully charged. A student's repeated failure to bring their device charged may result in disciplinary action.
7. While personalized screen-savers or backgrounds are permitted, inappropriate or provocative images including but not limited to pornographic images, guns, weapons, inappropriate language, threatening language, drug, alcohol, or gang related images are not permitted and such actions are subject to disciplinary action.
8. Games, music, videos, and sound use, while at school, will be at the discretion of the classroom teacher and building administrator.
9. The device affords limited electronic storage space. As with all electronic files, it is good practice to back up, duplicate, or archive files to an independent storage space. Offline files should be backed up to the student's Google Drive account.
10. The District issued device is designed as a tool for learning; misuses of the device may result in disciplinary action.
11. 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.
12. A student should not share their personal security code with anyone. Responsibility for the contents/actions of the device rests solely with that individual.
13. Grand Haven Area Public Schools expects students to take their device home at night for class work and recharging.
14. All care, handling and appropriate use that is in effect during the school day shall extend to the use of the device at home.

15. Devices are equipped with a CIPA filter. Students should not try to disable or circumvent the filter to get to material considered inappropriate or illegal. Students browsing or possessing inappropriate or illegal material on their device will face disciplinary and possible legal consequences.
16. Parents / guardians have the right to limit use of the device at home to school work only.

PARENT RESPONSIBILITIES

Your son/daughter has been issued an assigned mobile device to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this computer.

- I will supervise my child's use of the device at home.
- I will discuss our family's values and expectations regarding the use of the Internet and email at home.
- I will supervise my child's use of the Internet and email.
- I will not attempt to repair the device, nor will I attempt to clean it with anything other than a soft, dry cloth.
- I will report to the school any problems with the device.
- I will make sure my child charges the device nightly.
- I will make sure my child brings the device to school every day.
- I understand that if my child comes to school without the device, I may be called to bring it to school.
- I agree to return the device to school when requested and upon my child's withdrawal from Grand Haven Area Public Schools.

COPPA AND VERIFIABLE PARENTAL CONSENT (CHILDREN UNDER THE AGE OF 13)

In order for Grand Haven Area Public Schools to continue to be able to provide your student with the most effective web-based tools and applications for learning, we need to abide by federal regulations that require a parental signature as outlined below.

- Grand Haven Area Public Schools utilizes several computer software applications and web-based services, operated not by Grand Haven Area Public Schools but by third parties.
- In order for our students to use these programs and services, certain personal identifying information, generally the student's name and email address, must be provided to the web site operator. Under federal law, these websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13.
- The law permits schools such as Grand Haven Area Public Schools to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent given directly to the web site operator.
- This form will constitute consent for Grand Haven Area Public Schools to provide personal identifying information for your child consisting of first name, last name, email address and username.
- This form will constitute that as a condition of your child's use of the Technology Resources, you release the District and its board members, agents, and employees, including its Internet Service Provider, from all liability related to my child's use or inability to use the Technology Resources. You also identify the District and its board members, agents, and employees, including its Internet Service Provider, for any fees, expenses, or damages incurred as a result of my child's use, or misuse, of the District's Technology Resources.
- You authorize the District to consent to the sharing of information about my child to website operators as necessary to enable your child to participate in any program, course, or assignment requiring such consent under the Children's Online Privacy Protection Act.
- You understand that data your child sends or receives over the Technology Resources is not private. You consent to having the District monitor and inspect your child's use of the Technology Resources, including any electronic communications that your child sends or receives through the Technology Resources.
- You understand and agree that your child will not be able to use the District's Technology Resources until this Agreement has been signed by both you and your child.
- Please be advised that without receipt of the attached initial/signature form, your enrollment package will not be considered complete as Grand Haven Area Public Schools will be unable to provide your student (s) with the resources, teaching and curriculum offered by our learning program.

Google Apps For Education

The following services are available to each student and hosted by Google as part of Grand Haven Area Public School District's online presence in Google Apps for Education:

- **Drive**- Unlimited storage of Online file storage accessible anywhere they have an Internet connection.
- **Docs** - a word processing, spreadsheet, drawing, and presentation toolset that is very similar to Microsoft Office.
- **Calendar** - an individual calendar providing the ability to organize schedules, daily activities, and assignments.
- **Sites** - an individual and collaborative website creation tool.
- **Google Classroom** - a suite of tools that allows teachers to set assignments, receive and return work from students.
- **Mail (for grades 5-12)** - an individual email account for school use managed and filtered by the Grand Haven Area Public School District. While email filters are not foolproof every step will be taken to filter email sent to these accounts.

Using these tools, students collaboratively create, edit, and share files and websites for school related projects and communicate via email with other students and teachers. These services are entirely online and available 24/7 from any Internet-connected computer. Examples of student use include showcasing class projects, building an electronic portfolio of school learning experiences, and working in small groups on presentations to share with others.

Note: Parent Permission is required in grade 5-8. Parents can elect for their student to not have email addresses and still have access to google apps like Docs, Sites, Classroom and Drive. It is strongly recommended to allow students to have access to email to make contact with their teachers more secure and timely.

Frequently Asked Questions (FAQ)

Q: Who will receive an assigned mobile device?

A: All 5th through 12th graders, as well as instructional staff in the High School and Middle School and Intermediate School.

Q: In challenging economic times, how are you able to afford mobile devices for students?

A: The financial means to purchase mobile devices was made possible through a bond issue that was passed by district residents. Operational funds were not used in this initiative.

Q: What happens if my assigned mobile device is damaged, lost or stolen?

A: The assigned mobile device is the responsibility of the student. Each assigned mobile device comes with a limited warranty program. Should an assigned mobile device be damaged, lost, or stolen the student and parent/guardian should immediately notify the school administration. The filing of a police report by the parent/guardian will be required to complete the insurance claim.

In the event that an assigned mobile device is damaged intentionally the student will be charged up to \$240.00 for the repair or replacement of the assigned mobile device and power cord. If the assigned mobile device is stolen, the filing of a police report by the parent/guardian will be required. The Grand Haven Area Public Schools may deploy location software that may aid in recovering the assigned mobile device.

Q: What happens if a charging cord or other accessory is broken, damaged or malfunctions?

A: The school district will provide a replacement to the student in warranty situations. The replacement of damaged or lost items will remain the responsibility of the students.

Q: Is the assigned mobile device durable enough to stand up to typical student usage?

A: Yes. The model that was selected is considered highly durable but care will still have to be taken with the device.

Q: Do parents need/have to sign a contract?

A: Parents and Students must sign a Mobile Device Acceptable Use Agreement.

Q: What happens if I do not sign the agreements for my child?

A: Your student will not receive an assigned mobile device.

Q: Will the assigned mobile device contain all of the student's textbooks?

A: While a movement to digital textbooks is in our plans, we are not ready to totally replace student textbooks with digital textbooks at this time.

Q: Will the assigned mobile device be filtered for student-accessed content?

A: Grand Haven Area Public Schools will be filtering mobile devices at school. Grand Haven Area Public Schools has invested in a mobile CIPA filter that will filter your student's device wherever they are.

Q: Will assigned mobile devices be password protected?

A: Pass codes will be required at the time of setup on all assigned mobile devices to protect the security of student work.

Q: Who will repair inoperable mobile devices?

A: The Grand Haven Area Public Schools staff will work to ensure that all students have an operable mobile device. Parents should not take a damaged mobile device to another repair facility or attempt to repair it themselves. Loaner mobile devices are available to students in the Technology Office located in the school Media Center for use while their assigned device is being repaired by a GHAPS Tech.

Q: Will students be able to take the assigned mobile device home?

A: Students grades 5-12 will be able to take their assigned mobile device home during the school year to use for school related work, such as homework and other projects if the appropriate forms are received by the District.

Q: What if I don't want my child to bring their assigned mobile device home?

A: Each school building will provide an area where students can store and charge their assigned mobile device overnight. Check with your building office to see where this area is.

Q: Will students be able to keep their assigned mobile device during the summer?

A: No, students will have to turn in their assigned mobile devices by the end of the school year so the IT staff can service and update them for the following school year.

Q: How do I clean my assigned mobile device?

A: Mobile devices can be cleaned with a soft, dry, lint-free cloth. 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 mobile device.

Q: If I have additional questions or concerns about this initiative, whom can I contact? A: You can contact any building principal by phone or email or the Help Desk at 616-850-5040.

Q: Will students be able to download apps for their assigned mobile device?

A: Specific approved apps and extensions will be made available in the device web store accessible on their device.

Q: Will I be able to connect the assigned mobile device to my home WIFI?

A: Yes. We do not restrict the WIFI networks mobile devices can connect to.

Q: If we do not have Internet access at home, are there other options for my student?

A: For those who do not have Internet access there are several options. Loutit District Library and Spring Lake District Library offers WIFI access in addition to a number of businesses in the Grand Haven Area. Ask your specific building office if open times are available for your student to work in the building.

Assigned mobile devices can also work in offline mode. Your student can download items from their Drive or email account to work on offline and then the changes will sync back to Google when they re-attach to the WIFI at school. Your student would have to download what they need while at school or connected to a WIFI network.

Q: What if I wish to use my personally owned device instead of the Districts?

A: Only the district issued mobile devices will be connected to wireless and lessons will be geared towards those devices.

Grand Haven Area Public Schools

Parent/Student Agreement for Acceptable Use of Technology Resources for Students

The purpose of this Agreement is to grant access to and define acceptable use of the District's technology resources ("Technology Resources"). Technology Resources are any type of instrument, device, machine, equipment, technology, or software that is capable of transmitting, acquiring, or intercepting, any telephone, electronic, data, internet, audio, video, or radio transmissions, signals, telecommunications, or services, and include without limitation internal and external network infrastructure, Internet and network access, computers, accessories and peripherals, software, and communication systems.

In exchange for the use of the District's Technology Resources either at school or away from school, you understand and agree to the following:

- A. Your use of the District's Technology Resources is a privilege that may be revoked by the District at any time and for any reason.
- B. You have no expectation of privacy when using the District's Technology Resources. The District reserves the right to monitor and inspect all use of its Technology Resources, including, without limitation, school issued and personal email and voicemail communications, computer files, databases, web logs, or any other electronic transmissions accessed, distributed, or used through the Technology Resources. The District also reserves the right to remove any material from the Technology Resources that the District, at its sole discretion, chooses to, including, without limitation, any information that the District determines to be unlawful, obscene, pornographic, harassing, intimidating, disruptive, or that otherwise violates this Agreement.
- C. The Technology Resources do not provide you a "public forum." You may not use the Technology Resources for commercial purposes or to support or oppose political positions or candidates unless expressly authorized in advance by a teacher or administrator as part of a class project or activity.
- D. The District's Technology Resources are intended for use only by registered users. You are responsible for your account/password and any access to the Technology Resources made using your account/password. Any damage or liability arising from the use of your account/password is your responsibility. Use of your account by someone other than you is prohibited and may be grounds for suspension from the Technology Resources and other disciplinary consequences for both you and the person(s) using your account/password.
- E. You may not use the Technology Resources to engage in bullying or harassment, which is defined as:
Any written, verbal, or physical act, or any electronic communication, that is intended or that a reasonable person would know is likely to harm one or more pupils either directly or indirectly by doing any of the following:
 - a) Substantially interfering with educational opportunities, benefits, or programs of one or more pupils;
 - b) Adversely affecting the ability of a pupil to participate in or benefit from the educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress;
 - c) Having an actual and substantial detrimental effect on a pupil's physical or mental health; or
 - d) Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Use of other communication/messaging devices (including devices not owned by the District) to engage in bullying may be grounds for discipline under the District's Code of Conduct/Handbook.

- F. If you misuse the Technology Resources, your access to the Technology Resources may be suspended and you may be subject to other disciplinary action, up to and including expulsion. Misuse includes, but is not limited to:

1. Accessing or attempting to access material that is “harmful to minors.” Material that is “harmful to minors” includes any picture, image, graphic image file, or other visual depiction that (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole lacks serious literary, artistic, political, or scientific value as to minors.
 2. Accessing or attempting to access material that is unlawful, obscene, pornographic, profane, or vulgar.
 3. Accessing or attempting to access material that is inappropriate for minors. Material that is inappropriate for minors is defined as: visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.
 4. Bullying (as defined in paragraph E).
 5. Sexting, which includes, without limitation, possessing, sending, or distributing nude, sexually explicit, or sexually suggestive photographs, videos, or other visual depictions of yourself or another person.
 6. Vandalism, which includes, without limitation, any malicious or intentional attempt to harm, steal, destroy, or disrupt user data, school material, or school hardware or software.
 7. Hacking, which includes, without limitation, gaining or attempting to gain access to, modifying, or obtaining copies of, information belonging to others or information you are not authorized to access.
 8. Unauthorized copying or use of licenses or copyrighted software.
 9. Plagiarizing, this includes the unauthorized distributing, copying, using, or holding out as your own, material that was written or created by someone else, without permission of, and attribution to, the author/creator.
 10. Posting or distributing confidential or inappropriate information meant to harass, intimidate, or embarrass others.
 11. Allowing someone else to use your account or password or not preventing unauthorized access to Technology Resources when leaving them unattended.
 12. Using or soliciting the use of, or attempting to use or discover the account information or password of, another user.
 13. Attempting to or successfully disabling security features, including technology protection measures required under the Children’s Internet Protection Act (“CIPA”).
 14. Misusing equipment or altering system software without permission.
 15. Commercial for---profit activities, advertising, political lobbying, or sending mass mailings or spam. However, you may contact a public official to express an opinion on a topic of interest.
 16. Using the Technology Resources in any way that violates any federal, state, or local law or rule, or the District’s Code of Conduct/Handbook.
- G. You must promptly disclose to your teacher or other school employee any content you view or receive over the Technology Resources that is inappropriate or that makes you feel uncomfortable, harassed, threatened, or bullied, or that contains sexually explicit content. You should not delete such content until instructed to do so by a staff member.
- H. It is the policy of the District, as a recipient of certain federal funds, to monitor the online activities of its minor students and provide technology protection measures on its computers with Internet access designed to prevent minors from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors.

- I. It is the policy of the District to prohibit its minor students from (1) accessing inappropriate content on the Internet; (2) engaging in hacking or other unlawful online activities; and (3) accessing materials that are harmful to minors. It is also the policy of the District to educate students about cyber bullying awareness and response and about appropriate online behavior, including disclosing, disseminating, or using personal information and safely and appropriately interacting with other individuals in social networking websites, chat rooms, by e---mail, and other forms of direct electronic communications.
- J. The District does not guarantee that measures described in paragraphs H and I will provide any level of safety or security or that they will successfully block all inappropriate material from the District's students. You agree that you will not intentionally engage in any behavior that was intended to be prevented by paragraphs H and I.
- K. The District does not warrant or guarantee that its Technology Resources will meet any specific requirement, or that they will be error free or uninterrupted; nor will the District be liable for any damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the Technology Resources.
- L. You are responsible for the proper use of the Technology Resources and will be held accountable for any damage to or replacement of the Technology Resources caused by your inappropriate use.