

School District of Amery

Student Device and Digital Learning

Handbook

The School District of Amery is dedicated to creating a collaborative learning environment for all learners. Through a learning environment that includes exposure to technology resources, students and teachers will be able to implement transformative uses of technology and enhance student engagement with content. The goal remains to promote self-directed, life-long learners.

Our students will transition from consumers of information to creative producers and owners of knowledge. To prepare them, our team will establish collaborative professional learning communities based on integrative professional development for teachers. This program enhances classroom environments by providing high quality instruction, assessment, and learning through the integration of technology and curriculum.

Technology immersion enables teachers to continue to play a vital role by transforming the teacher from a director of learning to a facilitator of learning. The Board of Education, district staff, and community members all play a key role in the development of effective and high-quality educational experiences.

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1. RECEIVING YOUR STUDENT LAPTOP COMPUTER

Devices will be distributed to students within the first week of each school year. All parents/ guardians are required to sign the School District of Amery Student Device and Digital Learning Agreement before a device can be issued to their student. This student device policy handbook outlines the procedures and policies for families to protect the device investment for the School District of Amery. Devices will be collected at the end of each school year.

All parents/guardians of transfer/new students will participate in school orientation which will enable them to pick up their device from the IT Department. New students who transfer in during the year must stop by the Information and Technology (IT) department to complete all necessary paperwork before receiving their device. Both students and their parents/guardians must sign the School District of Amery Student Device and Digital Learning agreement prior to picking up a device. All students will receive the same device back each school year.

Students will be held responsible for all damage done to their device including, but not limited to the following issues: broken screens, cracked pieces, inoperability, etc. Students will not be held responsible for general computer problems that do not result from negligence. Administration will investigate to determine if damage was due to negligence or faulty equipment/software and may assess full charges for the repair/replacement of the device.

Potential repairs to the device could cost a minimum of \$100 per incident. A voluntary accident insurance plan is available through the district at a cost of \$50 per building to cover accidental damage to the device. If the student declines this voluntary insurance option, all repairs will be charged to the student at actual cost and will be added to the student's fines and fees. Incidents of vandalism or improper use or storage of the device, as determined by the District's building and IT administrators, will not be covered by this insurance plan.

Privacy, Monitoring, and District-Managed Technology: Students and families should understand that district-issued devices, district accounts, networks, email, online storage, and district-approved educational tools may be monitored, accessed, or reviewed by designated district staff when necessary for educational, safety, security, legal, or operational purposes. The district may monitor or review student technology

use to support student safety, maintain cybersecurity, investigate concerns, comply with legal requirements, and ensure appropriate use of district technology. The district also works to protect student information in accordance with applicable student privacy laws and district policies.

2. RETURNING YOUR STUDENT LAPTOP COMPUTER

End of Year: At the end of the school year, students will turn in their assigned device and charger. Failure to turn in their assigned device will result in the students being charged the full replacement cost. The district may also file a report of stolen property with the local law enforcement agency.

Transferring/Withdrawing Students: Students who transfer out of or withdraw from the School District of Amery must turn in their assigned device and charger to the office on their last day of attendance. Failure to turn in the device will result in the student being charged the full replacement cost. The district may also file a report of stolen property with the local law enforcement agency.

3. TAKING CARE OF YOUR LAPTOP COMPUTER

Students are responsible for the general care of the device issued to them. Devices that are broken or fail to work properly must be taken to the District's IT Department as soon as possible so that they can be properly serviced. ***Do not take district-owned devices to an outside computer service for any type of repairs or maintenance.***

A. General Precautions

- No food or drink is allowed next to the device while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the computer.
- Never transport the device with the power cord plugged in.
- Never store the device in a carrying case or backpack while the device is plugged in.
- Students should never carry their devices while the screen is open.
- Vents cannot be covered.
- Devices must have a School District of Amery tag on them at all times, and this tag must not be removed or altered in any way. The student's name shall remain on the device at all times.
- Devices should never be left in a car or any unsupervised area.
- Students should never leave their device unattended unless locked in their locker.
- Students should never leave or store magnets near their device.

- Devices should not be used or stored near pets.
- Devices must remain free of any writing, drawing, stickers, and labels.
- Students are responsible for bringing a completely charged device for use each school day.

***** All violations of previously stated device precautions are subject to disciplinary action.

B. Carrying Devices

- Devices should be transported carefully in backpacks, carrying cases, or other protective storage when traveling between classes and between school and home.
- Device lids should always be closed and tightly secured when not in use.
- Never move a device by lifting it from the screen. Always support a device from its bottom with the lid closed.
- It remains the student's responsibility to care for and protect their device.

C. 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 or put pressure on the top of the device when it is closed.
- Do not store the device with the screen in the open position.
- Do not place anything near the device that could put pressure on the screen.
- Do not place anything in a carrying case or backpack that will press against the cover.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, paperclips).
- Clean the screen with soft, dry microfiber cloth or anti-static cloth.
- Be cautious when using any cleaning solvents on your device - always use a water dampened towel or a highly diluted solvent.

4. USING YOUR STUDENT LAPTOP COMPUTER AT SCHOOL

- Devices are intended for use at school each day.

- In addition to the teacher's expectations for device use, school messages, announcements, calendars and schedules may be accessed using the device.
- Students must be responsible for bringing their device to all classes unless specifically advised not to do so by their teacher.

A. Devices Left at Home or Not Charged

- Students will have the opportunity to use a replacement device from the Library or IT Department (if one is available).
- The student will be responsible for any damage to or loss of the issued device. Damage to, or loss of, an issued device replacement may subject the student to disciplinary action.

B. Devices under Repair

- Loaner devices may be issued to students when they leave their device for repair at the District's IT department.
- Students using loaner devices will be responsible for any damages incurred while in possession of the student. Students will pay the full replacement cost if the replacement device is lost or stolen.
- Devices on loan to students may be taken home.

C. Charging Your Device

- Devices must be brought to school each day fully charged.
- Students will be expected to charge their device each evening.
- There will be a limited number of charging stations located at school.
- Repeated violations of this policy will result in disciplinary action.

D. Backgrounds and Passwords

- Inappropriate media may not be used as a screensaver or background.
- The presence of material including, but not limited to: guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang-related symbols or pictures are subject to disciplinary action.
- Do not share your password.

E. Sound

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Headphones may be used at the discretion of the teacher.

F. Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Students will be able to print directly from their device at school.

G. Account Access

- Students will only be able to login into their device using their school-issued account.
- Students should always use the device with their own account.
- Students should never share their account passwords with others unless requested to do so by the building principal, district administrator, or IT personnel.

5. USING YOUR LAPTOP COMPUTER OUTSIDE OF SCHOOL

Students are encouraged to use their device for school work at home and other locations outside of school. Students are expected to follow the School District of Amery responsible use expectations, handbook guidelines, and school rules whenever they use district-issued devices, accounts, networks, or digital tools. Upon request parents/guardians will be provided their child's login name and password.

6. MANAGING & SAVING YOUR DIGITAL WORK

The district may provide students with access to district-approved cloud-based tools and productivity platforms such as Microsoft 365, Google Workspace for Education, and other approved educational services. With an internet connection, a student can access their documents and files from any device using Google Workspace or Office 365. Students should use district-issued accounts for school related work and should not create personal accounts for educational tools unless directed or approved by the district.

7. EDUCATIONAL TECHNOLOGY TOOLS AND STUDENT DATA PRIVACY

The School District of Amery uses approved digital learning tools and online services to support instruction and student learning. The district provides students with access to Google Workspace for Education, Microsoft 365, and other district-approved digital learning tools and educational services. The district reviews educational technology tools for privacy and security practices and works to protect student information in accordance with FERPA, COPPA, and district policies.

Some tools may require additional parent/guardian permission before student use. Families will be notified separately when consent is required.

A current list of approved educational technology tools, including links to vendor privacy policies and information regarding student data collected, is available at:

[Approved Educational Technology Tools](#)

8. OPERATING SYSTEM ON YOUR LAPTOP COMPUTER

Students may not alter in any way the current version of the operating system installed by the IT department on issued devices.

A. Updating Students' Device

System updates will occasionally be downloaded and installed automatically by the computer's operating system or by the IT department.

B. Virus Protections & Additional Software

District-issued devices include security, filtering, monitoring, device-management, and antivirus software to protect students, maintain network security, support responsible use, and manage district technology. Students may not disable, remove, bypass, or interfere with district-installed security, filtering, monitoring, or management software.

C. Procedures for Restoring Students' Device

If a student's device needs technical support for the operating system, all support will be handled by the district's IT department.

9. RESPONSIBLE USE GUIDELINES

A. Responsible Use of Technology Agreement

- Students will have access to district-approved digital resources, electronic media, communication tools, online services, and educational platforms that support learning and school-related work.
- Students are responsible for safe, respectful, ethical, and educational use of district technology resources, accounts, devices, networks, and digital tools.

- Access to the School District of Amery technology resources is a privilege and not a right. Each student will be required to follow the responsible use of technology agreement.
- 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, inappropriate sharing of student information, images, recordings, passwords, copyrighted material, threatening or obscene material, harassment, AI-generated/deceptive content, and computer viruses.
- Any attempt to alter data, the configuration of a device, or the files of another user, without the consent of the individual, building administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the student handbook and other applicable school policies.
- Students and parents/guardians understand that the School District of Amery does not have control over information found on the Internet. Every attempt is made to block access to inappropriate material while the student is at school. The district may review student technology activity, accounts, or devices when concerns arise regarding safety, security, policy compliance, or appropriate educational use. The district will have web-filtering software installed on the device, but parents should still supervise the information a student is accessing from the internet while working at home.

B. Privacy and Safety

- Students may not create or participate in unauthorized mass emails, chain messages, group chats, or similar electronic communications using district technology resources. Communication for educational purposes, such as surveys, class projects, or school activities, is permitted with teacher permission.
- Do not open, use, or change other users' files.
- Do not share your full name, phone number, home address, social security number, credit card numbers, student ID numbers, password, or passwords of other people, or other sensitive information.

- District-managed accounts, devices, storage, email, and network activity are not private and may be reviewed by designated district staff when necessary. Students should only use district-approved tools when creating accounts, submitting student work, or entering personal information.
- If a student inadvertently accesses a website that contains obscene, pornographic, or otherwise offensive material, exit the site immediately and notify a teacher or paraprofessional.
- Students may not photograph, record, livestream, or share images, videos, or audio of students or staff without permission except as part of an approved educational activity.

C. Legal Property

- Comply with trademark and copyright laws and all license agreements. Plagiarism, unauthorized copying, and misuse of copyrighted or AI-generated content are violations of school expectations. Students must follow teacher directions regarding when and how artificial intelligence tools may be used for assignments.
- Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the internet such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited, and violators will be subject to discipline. Violation of applicable state or federal laws, including the Wisconsin penal code, computer crimes, will result in criminal prosecution or disciplinary action by the district.

D. Email, Messaging, and Digital Communication

- Always use appropriate and proper language in communication.
- Do not transmit language/material that may be considered profane, obscene, abusive, or offensive to others.
- Students may not send mass emails or similar group communications unless approved by a teacher for educational purposes.
- E-mail, messaging, comments, shared documents, video meetings, and other digital communication tools should only be used for school-related purposes.

- E-mail and communications are subject to inspection by the school at any time.

E. Consequences

- Students are responsible for the appropriate use of accounts and equipment issued to them.
- Non-compliance with the policies of this document or the responsible use of technology agreement will result in disciplinary action.
- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated district staff to ensure appropriate use.
- The district will cooperate fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.
- Contents of email and network communications are governed by the Wisconsin Open Records Act. Proper authorities will be given access to their content.

10. ARTIFICIAL INTELLIGENCE AND EMERGING TECHNOLOGY TOOLS

- Artificial intelligence tools may be used in school only when approved by the district or directed by a teacher for an educational purpose.
- Students must follow teachers' directions regarding whether AI may be used on assignments, projects, assessments, writing, images, or research.
- Students may not enter personal, private, confidential, or sensitive information about themselves or others into unapproved AI tools.
- Students may not use AI tools to cheat, plagiarize, impersonate others, create false or misleading content, harass others, or generate inappropriate images, audio, video, or text.
- Students may not use AI or digital tools to impersonate staff or students, create fake communications, alter images or audio in misleading ways, or create false representations of others.

11. PROTECTING & STORING YOUR STUDENT LAPTOP COMPUTER

A. Device Identification

- District Identification labels are required to properly identify the device, verify ownership, and track which student the device was assigned to.
- Device labels, including asset tags, serial numbers, and student identification labels, may not be removed, covered, altered, or damaged. It is the student's responsibility to ensure all district labels remain attached and clearly visible.
- Students are responsible for all district-issued devices, chargers, cases, and accessories assigned to them. A full replacement fee may be assessed for items that are lost, damaged due to negligence, returned without district identification labels, or not returned at the end of the school year.

B. Account Security

Students are required to protect their district accounts by keeping passwords confidential, logging out when appropriate, reporting suspicious activity and not allowing others to use their account. Students should immediately report lost devices, suspected account access, phishing messages, or security concerns to a teacher, library staff, or the IT Department.

C. Storing Device

- Nothing should be placed on top of the device when stored.
- Devices should not be stored in a student's vehicle at school or at home for security and temperature control measures.
- If classrooms have designated charging stations or charging carts, students should make sure their device is properly plugged in and charging at the end of each day.
- When taking devices home, students should charge devices in a safe and consistent location where they will remember to bring the device to school the next morning. It is the responsibility of the student to arrive at school each day with a fully charged device ready for learning.

D. Devices Left in Unsupervised Areas

- Under no circumstances should devices or chargers be left in an unsupervised area.
- Unsupervised areas include, but are not exclusive to, the school grounds and campus, the cafeteria, locker rooms, library, unlocked classrooms, and hallways.

- Any device or charger left in these areas is in danger of being stolen.
- If an unsupervised device is found, students must notify a staff member immediately.
- Unsupervised devices will be confiscated by staff members. Disciplinary action may be taken for leaving a device in an unsupervised location.

12. STUDENT LAPTOP COMPUTER TECHNICAL SUPPORT

Technical support will be available in the Library and IT Department. Services provided include the following:

- Hardware maintenance and repairs
- Password resets
- User account support
- Coordination and completion of warranty repairs
- Distribution of loaner devices

ALL REPAIRS must be completed by District IT Staff

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