

Long Prairie-Grey Eagle K-12 Public School

Student Device Policy, Procedures, and Information

2025-2026

The Student Device will be your device for the life of the Student Device and it is your responsibility to take care of the device.

1) RECEIVING YOUR Student Device & Student Device CHECK-IN

This section goes over the procedures and rules for receiving your Student Device

1.1 Receiving your Student Device

Student Devices will be distributed at the beginning of each school year during open house for students in 7th-12th grade.

K-6 students will receive their Student Device in their classrooms. These Student Devices will be for their use during the school day. Classroom Chromebooks are not to be taken home. If a student needs to complete homework, the student will get a request from the teacher and will check out a Student Device from the Media Center and return it the following morning. The students will abide by the Policies set forth in the Device Policy, Procedures, and Information Packet.

1.2 Policy and Procedures Document

Students and Parents of K-12th grade must return Student Pledge documents signed by both the parent/guardian and the student. Pay any fees from the previous school year by September 30th. 7-12 Grade must show proof of a school-issued Charger if one was not handed in at the end of the previous school year. Failure to do this will result in the loss of your Chromebook and Google Account on October 1.

1.3 Withdrawals and End of Year Check In

1.3.1 Individual school Student Devices must be returned at the end of each year. Students who withdraw for any reason or are expelled must return their individual school Student Device and charger on the date of termination.

1.3.2 The Student Device is LPGE school property. If a student fails to return the Student Device at the end of the school year or upon termination of enrollment at LPGE, it will be considered theft and that student may be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the Student Device.

2) TAKING CARE OF YOUR Student Device

Students are responsible for the general care of the Student Device they have been issued by the school. Student Devices that are broken or fail to work properly must be taken to the Secondary School Media Center for an evaluation of the equipment. If school staff sees that a Student Device is damaged, the student can not refuse repair.

2.1 General Precautions

2.1.1 The District will provide one charger; if the charger is damaged or lost, the student will be responsible for replacement. **Students must buy chargers from the school at the cost of \$20.00.**

2.1.2 Student Devices must remain free of any writing, drawing, stickers, or labels that are not the property of LPGE.

2.1.3 Student Devices must never be left in an unlocked locker or unlocked car.

2.1.4 Students are responsible for keeping their Student Device battery charged for school each day.

2.2 Student Device

2.2.1 The Student Devices can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen. Never close the Student Device with anything sitting on the keyboard as this may damage the screen, even papers.

2.2.2 Do not put unnecessary pressure on the top of the Student Device.

2.2.3 Do not place anything near the Student Device that could put pressure on the screen.

2.2.4 Keep your Student Device clean by using a soft damp cloth.

2.2.5 Always carry your Student Device with the lid closed.

2.2.6 Keep food and drink away from your Student Device.

2.2.7 Never leave your Student Device in the cold as it could break the screen.

3) USING YOUR Student Device AT SCHOOL

Student Devices are intended for use at school each day. Students should bring their Student Device to all classes, unless specifically instructed not to do so by their teacher. Student Devices are not to be borrowed/loaned out to other students.

3.1 Student Devices Left at Home

If students leave their Student Device at home, they are responsible for getting the coursework completed as if their Student Device were present. It is not the teacher's responsibility to make modifications to the lesson due to a student's lack of responsibility. If a student repeatedly leaves their Student Device at home, the student will be subject to appropriate disciplinary action. The Media Center will not issue a replacement device for the day. Teachers will have a Student Device in their room, but it is limited.

3.2 Charging Your Student Device's Battery

Student Devices should be charged to full capacity each day before they are brought to school. Chargers should be left at home.

3.4 Home Internet Access

Students are allowed to set up additional wireless networks on their Student Devices. This will be necessary to use web-based services outside of the school setting.

3.5 Student owned Student Devices or Laptops College classes

Only students enrolled in college classes are allowed to use their own personal Student Device or laptop at school. However, it is their responsibility to acquire all required apps even if a cost is involved.

3.6 Chromebook Cases:

School-issued devices will not be permitted to have the use of a personal case. Students who put a case on school-issued devices will be asked to remove them. Cases provided by the school shall not be taken off/ removed for any reason from the device.

Decorations, papers, pictures, or stickers are not to be placed inside the case. Breakage will result in a \$30.00 replacement fee.

4) ACCEPTABLE USE

The use of the LPGE #2753 School District's technology resources are a privilege, not a right. The privilege of using the technology resources provided by LPGE #2753 is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in LPGE #2753. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and appropriate disciplinary action shall be applied.

Students and parents are put on notice that videos of school employees and/or other students shall not be taken or uploaded to the Internet and/or social media without the express consent of everyone in the video. Prohibited sites include (but not limited to) Youtube, X, Facebook, Instagram, Snapchat, Vimeo, etc.

Only "apps" that are approved by the District shall be allowed on the Student Device. Any unapproved "app" shall be deemed to be a violation of the acceptable use policy of the district and therefore will subject the student to the school discipline policy. The Student Device is a tool for educational use and is not to be used as a toy.

Violations may result in disciplinary action up to and including suspension and/or expulsion for students. When applicable, law enforcement agencies may be involved.

4.1 Parent/Guardian Responsibilities

4.1.1 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. Parents should establish ground rules for Student Device use outside of the school day.

4.1.2 Technology devices using the school's network will be filtered; however, devices logged on to different networks (home) will only be filtered based on that network's capabilities.

4.1.3 LPGE will also be able to regulate the legally purchased content purchased through Chrome Store that can be put on the device.

4.2 School Responsibilities are to:

- 4.2.1 Provide Internet and email access to its students at school.
- 4.2.2 Provide Internet filtering at school.
- 4.2.3 Provide cloud data storage. (These will be treated similar to school lockers. LPGE #2753 reserves the right to review, monitor, and restrict information stored on or transmitted via LPGE owned equipment and to investigate inappropriate use of resources.)
- 4.2.4 Monitor pictures, video, and audio recordings of any student or staff member and ensure they are being utilized in an appropriate manner.

4.3 Students responsible for:

- 4.3.1 Using Student Devices in a responsible and ethical manner.
- 4.3.2 Obeying general school rules concerning behavior and communication that applies to Student Device/computer use.
- 4.3.3 Using all technology resources in an appropriate manner so as to not damage school equipment.
- 4.3.4 Helping LPGE #2753 protect our computer system/device by contacting an administrator about any security problems they may encounter.
- 4.3.5 Monitoring all activity on their account.
- 4.3.6 Securing their Student Device after they are done working to protect their work and information.
- 4.3.7 Notifying a school employee in the event they receive correspondence containing inappropriate or abusive language or if the subject matter is questionable.

4.4 Student Activities Strictly Prohibited:

- 4.4.1 Illegal installation or transmission of copyrighted materials.
- 4.4.2 Any action that violates existing LPGE school policy or public law.
- 4.4.3 Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- 4.4.4 Inappropriately utilizing photos, video, and/or audio recordings of any person.
- 4.4.5 Changing Student Device settings in an effort to circumvent the filtering system.
- 4.4.6 Downloading inappropriate apps.
- 4.4.7 Spamming-Sending inappropriate emails.
- 4.4.8 Gaining access to other student's accounts, files, and/or data.
- 4.4.9 Vandalism to your Student Device or another student's Student Device. To include but not limited to removing keys, drawing/painting on Student Device, stickers, taking apart and general abuse.**
- 4.4.10 Students must not remove inventory markings applied by the school including Student ID tag or barcodes.

4.5 Student Discipline:

If a student violates any part of the above policy, board policy, or LPGE handbook policy, the student may be subject to the following disciplinary steps:

- 4.5.1 Students will check-in/check-out their Student Device from the Media Center. This may include restriction of the device to only work in school.

4.5.2 Loss of Student Device while still being required to complete coursework.

4.5.3 Disciplinary/Legal action as deemed appropriate.

5) PROTECTING & STORING YOUR Student Device

5.1 Student Device Identification:

Student Devices will be labeled in the manner specified by the school. Student Devices can be identified based on serial number and LPGE identification number. Students are not permitted to add stickers, personal pictures/drawings, or other papers to the Student Device or the inside of the case.

5.2 Storing Your Student Device:

When students are not using their Student Devices, they should be stored in a secured area. If a student needs a secure place to store their Student Device, they may check it in for storage at the media center.. Student Devices should not be stored in a student's vehicle at school or at home.

5.3 Student Devices Left in Unsupervised Areas:

Under no circumstance should Student Devices be left in unsupervised areas. The commons, gyms, and locker rooms are areas that are not supervised. If a Student Device is found in an unsupervised area, it will be taken to the office or media center. A student may have disciplinary consequences if their Student Device is found unattended.

6) REPAIRING OR REPLACING YOUR Student Device / COST OF REPAIRS

LPGE #2753 recognizes that there is a need to protect the investment by both the District and the Student/Parent. *The District shall make available an insurance plan to 7-12 families for the cost of \$40 per device per year payable in advance of the student receiving the device. The District shall make available an insurance plan for K-6 families for the cost of \$15.00 per device per year payable in advance of the student using the device. This plan will **help** cover accidental damage to the device (but not the charger or case); while this policy is not mandatory, it is highly recommended. The plan is subject to the terms and conditions contained elsewhere in this policy, and we have set the following guidelines in place.*

6.1 Student Device Damage

Students will be responsible for caring for their device and will be expected to return them at the end of the year in good working condition. **Students with paid insurance will be required to pay a \$15 copay for the first claim, \$30 copay for the second claim, \$55 for each additional claim within a school year.** A claim consists of repair or replacement of one item. There may be more than one claim per incident. When damage does occur the student will be given a replacement to use and may be limited to In School Only.

Cost of Repairs **without insurance or for Deliberate damage** will be determined by Tech Department, but not to exceed the following:

Full Student Device: \$370

Screen \$80

Keyboard \$100

Motherboard \$190

Replacement cost for accessories not included with insurance:

Case \$30

Charger \$20

6.1.1 If the Student Device is returned damaged the student will be charged appropriate repair costs when returning the device. Documentation of damages is done in the Media Center. A letter will be sent home describing the damage and the fee attached. The school will also contact parents through Parent Square, phone calls, and emails.

6.1.2 **Loss of Student Device with insurance would result in a \$100 fee** plus the \$30.00 replacement fee for the case.

6.1.3 Copay or fees must be paid within 10 (ten) days once device is sent in for repairs. The Internet will be restricted to use in school only on the Chromebook until the fees are paid in full.

6.2 Personal Home or Homeowners coverage

If parents choose to not purchase the insurance plan from the school, they are encouraged to carry their own personal insurance to protect the Student Device in cases of theft, loss, or accidental damage. Parents may wish to consult with their insurance agent for details about their coverage of the Student Device. Parents who choose not to carry insurance on the device will be responsible for any and all costs of repair or replacement.

7) SCHOOL RIGHTS:

7.1 Privacy Rights

The administration and/or their designee(s) have the right to inspect a mobile device, application, or peripheral device associated with any or all LPGE #2753 technology. This includes but is not limited to email, documents, pictures, music, or other components associated with all LPGE #2753 technology. LPGE #2753 may randomly check student devices on a weekly basis to inspect for damage or inappropriate use of the Student Device.

7.2 Appropriate Use

LPGE #2753 reserves the right to define inappropriate use of technology.

8) Web account Student Under 18 Parent consent form:

8.1 In order for Long Prairie Grey Eagle 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.

Long Prairie Grey Eagle Schools utilizes several computer software applications and web based services, operated not by Long Prairie Grey Eagle Schools but by third parties. These include Google, Schoology, and similar educational programs.

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 website 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 Long Prairie Grey Eagle 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 advisor.

This form will constitute consent for Long Prairie Grey Eagle Schools to provide personal identifying information for your child consisting of first name, email address and username to the following web operators: Google, Schoology, and to the operators of any additional web based educational programs and services which Long Prairie Grey Eagle Schools may add during the upcoming academic year.

Please be advised that without the receipt of this signed form, your son or daughter will not be allowed to have access to the school's devices or internet, thus preventing them from doing a significant amount of their school work. This will require the student to have access to the internet and a device outside of the school day in which to complete these requirements. This will also cause your son or daughter to take a zero on some electronic based assignments or assessments that need to be completed on the internet during the school day. The only exception to this is when students need to take the MCAs, which is a computer based state assessment.

By making the payment you are agreeing to the Student Device Policy and the Student Under 18 Consent Form.

Parents may choose to fill out an Application for Educational Benefits to receive a coupon to wave the entire cost insurance. Currently \$40/year (7-12) \$15/year (K-6)

9) Use of Artificial Intelligence (AI) Tools

Students may use Artificial Intelligence (AI) tools (such as chatbots, writing assistants, or image generators) for school-related work only when allowed by a teacher and in a way that supports learning—not replacing it.

All use of AI tools must follow district technology policies and comply with state and federal laws, including those that protect student privacy and intellectual property (such as FERPA and copyright laws).

Students are expected to complete their own work and demonstrate their own understanding. Using AI tools to copy, generate, or submit work that is not your own—without permission or proper citation—may be considered academic dishonesty.

If you are ever unsure whether a tool or use is appropriate, ask your teacher before using it. Misuse of AI tools may result in loss of technology privileges or other disciplinary actions.

Our goal is to use technology in ways that enhance learning, encourage critical thinking, and prepare students for the future—while maintaining honesty, responsibility, and academic integrity.

LPGE Network/Internet Acceptable Use Policy

Revised July 2025

Students use the Internet to participate in various learning activities, to ask questions of and consult with experts, to communicate with other students and individuals, and to locate material to meet educational and personal information needs.

Because the Internet is a fluid environment, the information that will be available to students is constantly changing; therefore, it is impossible to predict with certainty what information students might locate. Just as the purchase, availability, and use of media materials does not indicate endorsement of their contents by school officials, neither does making electronic information available to students imply endorsement of that content. To gain access to the Internet, all students under the age of 18 must obtain parental permission and must sign and return the "User Agreement and Parent Permission Form" to the school.

Network Acceptable Use Policy: Students are responsible for appropriate behavior on school computer networks just as they are in a classroom or school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. Network users agree to be responsible. They will protect their individual accounts by declining to share their passwords. They accept responsibility for the content of the messages they post - in their real names - and recognize access is a privilege, not a right. Access requires responsibility. Network storage areas may be treated like school lockers. Network administrators may review files and communication to maintain system integrity and to ensure that users are using the system responsibly. Users should not expect that files on district servers will always be private. Messages relating to or in support of illegal activities may be reported to legal authorities. Within reason, freedom of speech and access to information will be honored. During school, teachers guide students toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, cellphones, movies, etc.

Ethical: They do not interfere with others' work or with the performance of the network by attempting to "hack" passwords, gain entry to closed areas of the network, or knowingly or inadvertently introducing computer viruses. Users will not send or display sexually explicit, obscene, pornographic, lewd, or other inappropriate messages or pictures. If access to these areas is gained accidentally, the user will exit immediately and contact the Technology Department.

Efficient: They recognize that the network is a shared resource, respect time limits and bandwidth limits (downloading large files will slow down the entire network), and learn to use tools that allow them to work offline.

Network Etiquette: They learn that the network is a social community with accepted standards of behavior. These standards include:

- Being polite. Do not get abusive in your messages with others
- Use appropriate language. Do not swear, use vulgarities, or inappropriate language. Illegal activities are strictly forbidden
- Do not reveal your personal address or the phone numbers of students or colleagues. Note that electronic mail (email) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- Do not use the network in such a way that you would disrupt the use of the network by other users.
- All communications and information accessible via the network should be assumed to be private property.

Legal: They respect copyright and will not use the network resources to promote illegal activities.

Security: Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a system administrator or your District Technology Director. Do not demonstrate the problem to other users. Attempts to log on to the Internet as a system administrator will result in the cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

Sanctions: Sanctions may be applied in cases of inappropriate use of the network. Violators of this policy will be held liable for any and all damages done to the equipment or software resources, and may result in the following:

1. Loss of access.
2. Additional disciplinary action may be determined at the building level, consistent with existing practice regarding inappropriate language or behavior.
3. When applicable, law enforcement agencies will be involved. District #2753 reserves all rights to any material stored in its file servers and has the right to remove any material that is inappropriate or objectionable. The primary use of the district's network is for school-related, educational purposes and communications.

Independent School District #2753 makes no warranties of any kind, whether expressed or implied, for the service it is providing. ISD #2753 will not be responsible for any damages a student, parent, or guardian suffers. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or a student, parent, or guardian error, or omission. Use of any information obtained via the Internet is at the student, parent, or guardian's own risk. ISD #2753 denies any responsibility for the accuracy or quality of information obtained.

25-26 LPGE Student Pledge for Student Device Use

1. I will take good care of my Student Device and never leave it unattended.
2. I will know where my Student Device is at all times and never loan it out to others.
3. I will charge my Student Device battery daily at home.
4. I will keep food and beverages away from my Student Device since they may cause damage to the device.
5. I will not disassemble any part of my Student Device or attempt any repairs.
6. I will use my Student Device in ways that are appropriate, meet LPGE expectations, and are educational in nature.
7. I will not place decorations (such as stickers, markers, etc.) on the Student Device. I will not deface the serial number on my Student Device.
8. I understand that my Student Device and its contents are subject to inspection at any time without notice and remains the property of LPGE #2753.
9. I will follow the policies outlined in the Handbook while at school, as well as outside the school day.
10. I will report theft, vandalism, or accidental damage to the media center.
11. I will be responsible for all damage to or loss of the Student Device.
12. If there is deliberate damage, I may be held responsible for the cost of damages, to be determined by the Tech Department, not to exceed the full replacement cost of the device.
13. I agree to return the Student Device in good working condition.
14. I will not take or utilize photos, video, and/or audio recordings of myself or any other person in an inappropriate manner

Internet Acceptable Use policy

I have read and do understand the school district policies relating to safety and acceptable use of the school district computer systems and the Internet and agree to abide by them. I further understand that should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

I agree to the stipulations set forth in the Student Device Policy, Procedures, and Information.

Student Name (Please Print): _____ Grade: _____

Student Signature: _____ Date: _____

Parent Signature _____ Date: _____

By signing this I agree to the 'Under 18 Parent Consent Form' as listed in the Student Device Policy. (8)