



# Menahga Public Schools Device & Usage Handbook

**2025-2026**

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## **Mission Statement:**

### ***District Vision:***

The Menahga School District exists to engage all learners on a lifelong path to success.

### ***District Mission:***

The mission of the Menahga School District is to build strong partnerships with stakeholders to ensure all learners succeed.

The Menahga School District recognizes that today's students need different sets of skills than have been required in the past. We are committed to preparing our students to succeed in the changing societal landscape. It is essential that the District provide our students with the 21st century skills that they need to be self-directed learners. We believe that effective teaching and learning includes the effective use of technology to best prepare each student for the world in which they will live. In order to accomplish this vision, the Menahga School District will provide students with learning opportunities with 1:1 devices in the K-12 setting.

## **Receiving Your Device**

### **Parent/Guardian Signatures**

- All parents/guardians are required to sign the Menahga Public Schools Device Policy Agreement before a device can be issued to their student.

## **Returning Your Device**

### **• End of the Year**

Devices and all issued peripherals will be returned during the final week of school. Failure to turn in the assigned device will result in the student being charged the full new replacement cost. The district may also file a report of stolen property with the Wadena County Police Department.

### **• Transferring/Withdrawing Students**

Students who transfer out of, or withdraw from, the Menahga Public School District must turn in their device and peripherals on their last day of attendance. Failure to do so will result in the student being charged the full new replacement cost.

## **Device Identification**

Each student device will be labeled with both a library barcode and also a sticker with the student's name. Students are not to remove any identification stickers from devices. **If tags are removed or fall off the student should bring the device and the original tags to the High School Media Center, to have replacements made as soon as possible.**

## **Taking Care of Your 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 Technology Office/HSMC for an evaluation of the equipment. If a loaner device is needed, one will be issued to the student until their device can be repaired or replaced.

### **General Precautions:**

- Your student's device is school property and all users must follow this device policy and the Menahga Internet Acceptable Use Policy
- Keep food or drink away from your device while it is in use.
- Only use a clean, soft cloth to clean the screen, **never 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 Menahga School District.

- Devices must never be left unattended - in an unlocked locker, unlocked car or any unsupervised area.
- Devices should be shut down when not in use to conserve battery life.
- Students are responsible for keeping their device's battery charged for school each day.
- Devices should never be shoved into a locker or wedged into a bookbag as this may break the screen.
- Heavy objects should never be placed on top of a device.
- Do not expose devices to extreme temperatures. Students should not leave the device in any location where the temperature falls below freezing or exceeds 95 degrees. If the device is cold, it should be allowed to warm up to room temperature before use. A device exposed to direct sunlight or high temperatures may overheat during use and must be allowed to cool down.

### **Carrying Devices:**

- Always transport devices with care.
- Never lift devices by the screen.
- Never carry devices with the screen open.

### **Screen Care:**

- Device screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.
- Do not put anything between the screen and keyboard and shut the lid of the device.
- Do not put pressure on the top of the device when it is closed.
- Do not place anything in the carrying case that will press against the cover.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils)
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth.
- Do not "bump" devices against lockers, walls, car doors, floors, etc as it will break the screen.

### **Using Your Device at School**

Students are expected to bring a **fully charged** device to class every day and bring their device to all classes unless specifically advised not to do so by their teacher.

### **Devices Left at Home**

- Just like pens, pencils, notebooks, and textbooks, students are expected to bring their device to school every day.
- In the event a student forgets his/her device, the student should call home and have it brought to school.
- If it cannot be brought to school the student is responsible for getting the course work completed as if they had their device present.

### **Charging Devices**

- Devices must be brought to school each day with a full charge.
- Students should charge their device either at home or at school EVERY EVENING.
- **The school WILL NOT have extra chargers available for checkout.** If a student loses their charger, they will be charged \$25 and issued a different one.
- Having a dead battery will not be accepted as a reason for failing to complete work or turn in assignments.

### **Devices Left at School**

- **If a family chooses to leave the device at school, the school will provide a safe place for the student to check out and check in the device daily. See option three on the MHS Device Signature Page.**

### Device Undergoing Repair

- Loaner devices may be issued to students when they leave their device for repair in the High School Media Center. Loaner devices may not be a current model. There will be a limited amount of loaner devices available to students. There may be a delay in getting a device should the school not have enough to loan.
- A student using a loaner device is equally responsible for what happens to that device as to the original device issued to them.

### Logging onto a Device

- Students will log onto their device by using their school-issued Google for Education (@g.menahga.k12.mn.us) account

### Using the Device Camera

- The device comes equipped with both camera and video capacities. As with all recording devices at Menahga, ask permission before recording an individual or group and notify the individual or group if the image will be posted online. **Device cameras may never be used in a locker room or restroom per state statute.**

### Screensavers/Background Photos

- While personalized screensavers 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 will be in violation of this policy.

### Sound, Music, Games, and Photos

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Students may load music and photos on their District-owned device as long as all content complies with the Acceptable Use Policy. The use of music on devices during instructional time will be at the discretion of the classroom teacher. The presence of inappropriate music or photos may result in the loss of the device and/or other disciplinary actions.
- **Non-educational Internet games are not allowed on the device in school. Use of games on devices are only allowed with teacher approval and supervision.**

### Home Internet Access

- Students are allowed to set up wireless networks on their device. **Menahga provides internet filtering on the district's network. These filters do not apply in any other locations. It is the family's responsibility to monitor the student's use of the internet outside of the school setting.**

### Training

Students will receive training annually to address the care and usage of their device as well as usage of Google Apps (g.menahga.k12.mn.us account). Digital Citizenship/Responsibility training will also be provided during the school year to address respectful, responsible, and ethical use of the internet and digital tools. CCY, Win with Social, Administration, and HSMC staff will work together to provide training.

## Device Monitoring and Security

### No Expectation of Privacy

Students should have no expectation of confidentiality or privacy with respect to any usage of a school-issued device, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The district may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student devices at any time for any reason related to the operation of the district. By using a school-issued device students agree to such access, monitoring, and recording of their use.

### Inspection

- Student devices will need to provide their device for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school. These may be done monthly as time allows.
- Menahga maintains the right to delete any content that is not appropriate for student use.

### Monitoring Software

Teachers, school administrators, and the technology department staff may use monitoring software, like GoGuardian or some other similar product, that allows them to view the screens and activity on student devices

### Content Filter

The district utilizes an internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA).

## Repairing or Replacing Your Device

### Repair/Troubleshooting

All devices in need of repair must be brought to the Media Center as soon as possible.

Students will be held responsible for ALL damage to their devices including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. Lost items will be charged the actual replacement cost.

The Menahga School District recognizes that with the implementation of the device initiative there is a need to protect the investment by both the District and the Student/Parent. The following outlines the various areas of protection:

### Theft, Vandalism and Other Criminal Acts

In cases of theft, vandalism and other criminal acts, a police report will be filed. In the case of fire, a fire report **MUST be filed by the student or parent** for the protection coverage to take place. A copy of the police/fire report must be provided to the principal's office.

### Intentional Damage

Students/Parents are responsible for **full payment** of intentional damages to their individual device or to another student's device if they are found negligent. **Warranty, Accidental Damage Protection, or School District Device Protection DOES NOT cover intentional damage of the devices.**

## Accidental Damage

As part of the 1:1 device initiative at Menahga Public Schools, we are recommending the purchase of accidental damage insurance prior to the deployment of a school-issued device to your child. Menahga Public Schools will be the sole provider of this insurance. Under this insurance agreement, the devices are protected against accidental damage. The Menahga School District will require that a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the district wide student disciplinary policy.

**This insurance policy does not cover loss of the device and/or its accessories, cosmetic damage, or damages caused by intentional misuse and abuse.** Menahga Public Schools will assess the damage and repair or replace the device if the damage is determined to be accidental and within the protection guidelines. **Parents/students will be charged for full replacement cost of a device that has been damaged due to intentional misuse or abuse.**

## Estimated Costs (subject to change)

The following are estimated costs of device parts and replacements:

- Full Replacement Cost - Chromebook... \$400.00
- Keyboard/touchpad ..... \$ 50.00
- Screen - Chromebook..... \$ 40.00
- Charger ..... \$ 25.00

Some items may be covered by your homeowners/renters policy. Please check with your insurance agent.

## Device Protection Insurance Plans

Menahga Public Schools strongly recommends that insurance be purchased prior to the deployment of a device for your child. **The insurance cost is \$40 annually with a family maximum of \$100 per school year.** If a student withdraws from Menahga Public Schools and then re-enrolls later in the current school year, the coverage purchased at the student's initial registration will be reinstated. The Menahga Public School District is offering families a choice of three protection insurance plans. Parents must choose one of these three options for their student to participate in the use of a device.

**Personal Insurance:** You will cover the device under your own insurance policy, you agree to pay the District the amount received from your insurance company plus any additional amount needed to cover the device replacement not to exceed \$400. Proof of the insurance will be provided to the high school BEFORE a device is checked out to your student. Most insurances only provide in-home coverage. Your policy must provide coverage wherever your student takes the device (home, school, car, etc) Please consult with your insurance agent for details about your personal coverage of the district-issued device.

**School District Protection Insurance:** School District Protection Insurance is available for students and parents to cover accidental damage. **The protection cost is \$40.00 per device per school year, with a maximum cost of \$100.00 per family per school year.** Parents will need to purchase this insurance through the Menahga High School offices before your student is allowed to check out a device.

- **5th & 6th Grades:** No School District Protection Insurance needed. If the student is deemed responsible for damages to his/her device, the student/family will be assessed a \$40 fee towards the necessary repairs or replacement parts.
- **High School 7-12:** School District Protection Insurance of **\$40.00/year/student**. This allows students to have his/her own charger to use during the school year. If damage occurs to the device and is found to be intentional or vandalism the student/family is responsible for the cost of replacement or device parts.

**Check in and out:** Students may turn in their device to an assigned location at the end of each day and pick it up at the beginning of each school day. Students/parents will not pay any amount if the device is never lost or damaged. However, students who check their device in and out are still responsible for damages incurred.

- **5th & 6th Grades:** These grades will have charging stations in their teacher's classroom to store and charge their devices daily.
- **High School 7-12:** Carts will be provided for storage and charging of devices left at school.

**School District Protection Insurance Notes:**

- Insurance will only be available to be purchased up to the end of the first week of school or within 1 week of the student starting.
- Insurance is non-refundable if a student withdraws early.
- Taking the unit apart or tampering with the unit will void insurance coverage and result in loss of insurance premium and deductibles as well as may incur a fee to repair the device.
- Intentional abuse will void all insurance coverage and students will be charged for full replacement.
- Insurance does not cover loss due to theft or misplacement.
- All previous year charges must be paid prior to a student being issued a device.

**Individual school devices and accessories must be returned to the Media Center at the end of each school year. Students who withdraw, are expelled, or terminate enrollment at Menahga for any other reason must return their individual school device on the date of termination. In the case of a suspension, students will turn in their device to the Menahga High School Office on the date of suspension.**

**If a student fails to return the device at the end of the school year, or upon termination of enrollment at Menahga, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the device or, if applicable, any insurance deductible. Failure to return the device will result in a theft report being filed with the Wadena County Police Department.**



## Appropriate Uses and Digital Citizenship

School-issued devices should be used for educational purposes and students are to adhere to the Menahga Public Schools Device Policy and Usage Handbook (this document) and the [Internet Acceptable Use and Safety Policy \(Menahga District Policy 524mL\)](#) at all times.

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. **Respect Yourself** - I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
2. **Protect Yourself** - I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
3. **Respect Others** - I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites. I will not visit sites that are degrading to others, pornographic, racist, or inappropriate.
4. **Protect Others** - I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
5. **Respect Intellectual Property** - I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all uses of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
6. **Protect Intellectual Property** - I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

## Student Discipline/Digital Citizenship

If a student violates any part of the above policy, he/she will be put on the following disciplinary steps:

- 1st Offense: Loss of device or login for a minimum of one (1) week.
- 2nd Offense: Report to Principal & loss of device or login for a minimum of one (1) quarter.
- 3rd Offense: Report to Principal & Loss of device or login for the remainder of the school year.

**\*Keep in mind that depending upon the severity of the offense committed, other disciplinary action could be necessary, even for a first-time offense.**



## Student & Parent/Guardian Responsibilities

### Menahga School District Technology Use Policy

Using the Menahga School District's technology is a privilege, not a right. This privilege cannot be transferred to anyone outside the district and ends when a student leaves the district. This policy outlines the responsibilities for using these resources ethically and lawfully. Violating these terms can result in losing access, disciplinary action, and application of the Student Code of Conduct, which can lead to suspension or expulsion.

#### Parent/Guardian Responsibilities:

- Discuss with your children the values and standards for using devices and the internet, similar to how you discuss other media like TV, cell phones, movies, and radio.

#### School Responsibilities:

- Provide internet and email access.
- Block inappropriate materials online.
- Offer data storage through student Google accounts.
- Inspect and monitor devices, with no expectation of privacy for students.
- Guide students in research and ensure compliance with the acceptable use policy.

#### Student Responsibilities:

- Use devices responsibly and ethically.
- Follow general school expectations for behavior and communication when using devices.
- Report any security issues to an administrator.
- Power down and secure devices after use.
- Report inappropriate or abusive emails.
- Return devices to the Technology Office at the end of the school year or upon leaving the district.

#### Prohibited Student Activities:

- Installing or transmitting copyrighted materials illegally.
- Any actions violating Board policy or public law.
- Bypassing the web filter with a proxy.

#### Legal Compliance:

- Adhere to trademark and copyright laws and all license agreements.
- Avoid plagiarism; give credit to all sources, including graphics, movies, music, and text.
- Do not use or possess hacking software; violators face consequences under the Student/Parent Handbook and possible criminal prosecution.

**Student Pledge for Device Use:**

Take excellent care of the device.

Always keep the device attended.

Keep the device for personal use only.

Charge the device daily to ensure it's ready for use.

Use the device responsibly and for educational activities.

Keep the device clean and free from decorations.

Remember the device is school property and may be inspected at any time.

Follow all the rules outlined in the Student Handbook

For more details, refer to the Menahga Public Schools 2024-2025 Device & Usage Handbook.

I understand the replacement costs are as follows.

**Estimated Costs (subject to change)**

The following are estimated costs of device parts and replacements:

- Full Replacement Cost - Chromebook... \$400.00
- Keyboard/touchpad ..... \$ 50.00
- Screen - Chromebook..... \$ 40.00
- Charger ..... \$ 25.00



# Menahga Device Handbook Signature Page

***I understand if the device is lost or damaged beyond repair due to negligence, the student and family will be responsible for the replacement cost of the device.***

## **Device Protection Plan**

Menahga Public Schools strongly recommends that insurance be purchased prior to the deployment of a device for your child. The school district protection insurance cost is **\$40 annually per student with a family maximum of \$100 per school year.** If a student withdraws from Menahga Public Schools and then re-enrolls later in the current school year, the coverage purchased at the student's initial registration will be reinstated. The Menahga Public School District is offering families a choice of three protection insurance plans. Parents must choose one of these three options for their student to participate in the use of a device.

### **Protection Plan Options:**

**Option 1: SCHOOL DISTRICT PROTECTION INSURANCE – A check for amount due, should be made out to Menahga Public Schools. This must be done before a device is issued.** *(This allows students to have*

*his/her own charger to use during the school year. If damage occurs to the device the student/family is responsible for a \$20 deductible for the first occurrence, \$40 for the second occurrence, and \$60 for any additional occurrences. Occurrences will carry over from year to year.)*

**(Office Only) Initial to verify a check has been provided \_\_\_\_\_ ck# \_\_\_\_\_ Option**

**2: PERSONAL INSURANCE – You must provide proof of insurance before a device will be issued.**

**(Office Only) Initial to verify a copy has been provided \_\_\_\_\_**

**Option 3: CHECK-IN AND OUT - Choose not to pay the fee. (Student) \_\_\_\_\_ will check their device out each morning and check it in at the end of the school day. I agree to the stipulations set forth in the above documents including the Device Policy, Procedures, and Information; the Acceptable Use Policy; Device Protection Plan; and the Student Pledge for Device Use.**

### **Option 4: COMPLETED ONLINE LUNCH APPLICATION**

*(This allows students to have his/her own charger to use during the school year. If damage occurs to the device the student/family is responsible for a \$20 deductible for the first occurrence, \$40 for the second occurrence, and \$60 for any additional occurrences. Occurrences will carry over from year to year.)*

**(District Office Only) Initial to verify completed lunch application \_\_\_\_\_**

Student Name (Please Print): \_\_\_\_\_ Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I have read the school district policies relating to safety and acceptable use of the school district computer system and the Internet. I understand that this access is designed for educational purposes. The school district has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the school district to restrict access to all controversial materials and I will not hold the school district or its employees or agents responsible for materials acquired on the Internet. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

Parent Name (Please Print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_