

District Devices Handbook for Families

2026-2027



(Device Insurance Information Update is Included)

“Educating Tomorrow’s Leaders Today, Since 1893”

Grove Elementary School District
2800 North Bryan Avenue
Shawnee, Oklahoma 74804
(405) 275-7435
FAX (405) 273-2541
grove.k12.ok.us

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District-Owned Devices for Student Learning

Grove Elementary School District (Grove School) may provide an iPad or other Internet-ready computing device for a student's educational use at school and at home. The use of this equipment is meant to enrich the learning experience for the student as he/she works to acquire necessary skills and knowledge to become successful in school and later in life. This device may be referred to as a district-owned device, school property, or school equipment.

The privilege of using district-owned devices at home and at school provides opportunities to learn safe, ethical, and responsible use of technology as a powerful learning tool. As part of the requirement, students and parents will be required to sign acceptance of the district's Acceptable Use Policy. A copy of the policy and Acceptance Form is attached to the end of this handbook.

Parents/Guardians: Please discuss the following guidelines and rules with your child before you sign the agreement to allow your child to bring a district-owned device to and from school. If you have any questions, contact your child's teacher, the Director of Technology, or principal.

District-Owned Devices Guidelines Summary

Digital Citizenship and Internet Safety

- Use the electronic device for educational purposes only.
- Use the electronic resources safely and responsibly.
- Ask a trusted adult if you are unsure about something related to the use of your electronic resources.
- Do not share your account information or the account information of others.
- Never post or share pictures of yourself or others unless you have school permission.
- Always tell a trusted adult if you come across something that is dangerous or disturbing.
- All school rules for how you behave and how you treat others apply for in-person and for electronic communications.

Security, Filtering, and Monitoring

The school district is required by law to provide certain levels of filtering and monitoring of the use of all district-owned technology and electronic resources. All students are expected to support these efforts to provide a safe and legal electronic learning environment. It is expected that parents/guardians will monitor the student's use of the Internet at home so that the district-owned device is not used to access illegal or inappropriate websites or download any material from those sites. Please be aware of these cautions.

- Do not use district equipment or electronic resources for commercial or personal gain.
- Do not use district resources for political purposes, like trying to influence elections.
- Do not use district resources for anything illegal or indecent such as bullying, posting inappropriate images or text, or passing along information that is harmful or inappropriate.
- Do not participate in any activity to alter, bypass or attempt to bypass the school district network, security settings, filters, safety settings, or user roles.
- Do not install or download personal software or applications (apps), games, or operating systems.

Device Use and Care

- Bring your computing device to school each day, fully charged.
- Carry your device and power supply in its protective case or bag.
- Leave all district ID tags or stickers in place; notify your teacher if they appear to be loose.
- Do not apply stickers or permanently mark your device in a way that may damage or alter the appearance of your district device.
- Keep your equipment with you or in a secure place to keep it safe from theft or vandalism.
- Use a soft cloth to clean the screens and device; use only technology-specific cleaning products; do not use water or household cleaners.
- If your device is not working properly or is lost, damaged or stolen, please tell your teacher immediately.

Improper Use

The use of a district-owned device is a privilege and can be revoked due to improper use or intentional damage of the equipment or electronic resources. Multiple incidents of damage may result in the loss of the privilege to use district equipment. All school rules apply to technology equipment and electronic resources as they do for traditional school resources. Please report improper use to your child's teacher, the Director of Technology, or principal.

Loss or Damage of Equipment

If school property is damaged, report the situation to your child's teacher and the school office immediately. If school property is stolen, notify local law enforcement immediately and submit a copy of the report to the school office.

By signing the agreement in this handbook, students and their parents/guardians take complete responsibility for the full replacement cost of the device if the device is damaged, lost, stolen or becomes unusable. Once the damage/loss is reported, Grove School will generate a quote and notify the Grove School Business Office. The family will submit a check to the school district for the full replacement cost or follow other reimbursement processes as directed by the business office. Replacement cost estimates are listed below. The Grove School Technology Department will coordinate the replacement process.

Repair or Replacement

If school equipment is damaged, a reasonable effort will be made to repair the equipment. Fees for damage above normal wear and tear may be imposed on the family to cover the cost of repair and replacement. In some cases, the parent/guardian may be responsible for the full replacement cost as outlined later in this document. The costs below include the estimated replacement cost of new equipment, management system, shipping & handling, and tax. Parents are strongly cautioned to purchase device insurance through Smart Tech Insurance (SMARTTECH).

- iPad replacement - \$324 without insurance (est)
- Folio Case without Keyboard - \$35 without insurance (est)
- Screen repair/replacement - \$150 without insurance (est)
- Charging cord, beyond normal wear and tear - \$19 (est)
- 20W Power Adapter - \$19 without insurance (est)
- Repairs, without insurance, will be the actual cost of the repair up to the replacement cost of the device.

Fines, Warranties, & Insurance Options

If a district-owned device or its accessories need to be replaced due to loss, damage, vandalism, or theft, the parent/legal guardian is responsible for the full costs of repair or replacement unless the device is covered by an insurance policy.

Insurance

Families may wish to protect against liability for lost, stolen, or damaged district property by reviewing insurance options.

Grove School has arranged an option for families to purchase insurance through Smart Tech Insurance (SMARTTECH) for the district-owned device that students bring to and from school. This policy covers:

- Cracked screen
- Missing or broken keys
- Liquid spills or full immersion,
- Internal product damage
- Mechanical malfunctions
- Display failure
- Hard drive failure,
- Battery failure,
- Wi-Fi failure,
- Port failures
- Motherboard failure
- Charging issues
- Power issues
- Power surges, including lightning strikes
- Flood damage
- Fire damage
- Vandalism or mischief
- Burglary
- Theft or loss of device.

Insurance may be purchased by the parent/legal guardian through SMARTTECH. Any loss or claim on the policy will be handled by the parent/legal guardian through SMARTTECH. Information is included at the end of this handbook.

Parents/legal guardians are strongly encouraged to purchase this insurance by visiting www.smarttechins.com/grove or by calling 877-307-6777.

For additional information, contact the Director of Technology or principal.

Acceptable Use Policy

The forms of electronic and digital communication change rapidly. This policy addresses common current forms of electronic and digital communication (such as email, text messaging, social media posting, and online forums) but is intended to cover any new or emerging form of communication that uses a computer, phone, or other digital or electronic device.

As a part of the resources available to students and employees, the district provides Internet access at the school site and administrative offices. The district intends for this resource to be used for educational purposes only and not to be used for harmful conduct. This policy outlines the district's expectations regarding Internet access. The ability to access the Internet while on school property is a privilege and not a right. Access cannot be granted until an individual has completed an "Internet Access Agreement" and access may be revoked at any time.

Any individual using district resources to engage in electronic or digital communications has no expectation of privacy. Further, employees and students must be cognizant of the fact that electronic or digital communications which occur on private equipment using the district Internet connection are often permanently available and may be available to school administrators.

Employees and students are expected to use good judgment in all their electronic or digital communications – whether such activities occur on or off campus or whether the activity uses personal or district technology. Any electronic or digital communication which can be considered inappropriate, harassing, intimidating, threatening, or bullying to an employee or student of the district – regardless of whether the activity uses district equipment or occurs during school/work hours – is forbidden. Employees and students face the possibility of penalties, including student suspension and employee termination, for failing to abide by district policies when accessing and using electronic or digital communications.

The Internet provides users the ability to quickly access information on any topic – even topics which are considered harmful to minors. The district’s IT department has attempted to filter this access to protect students from harmful content. In the event inappropriate material is inadvertently accessed, students should promptly report the site to their teacher so that other students can be protected. No individual is permitted to circumvent the district’s privacy settings by accessing blocked content through alternate methods. In the event an employee or student needs access to blocked content, he/she should contact the Director of Technology or principal.

Although the district’s IT department has taken appropriate steps to block offensive material, users may unwittingly encounter offensive material. All users of the district’s electronic resources are required to exercise personal responsibility for the material they access, send, or display, and must not engage in electronic conduct that is prohibited by law or policy. If a student inadvertently accesses or receives offensive material, he/she should report the communication to the assigned teacher. If an employee accesses or receives offensive material, he/she should report the communication to the Director of Technology or principal. No individual is permitted to access, view, or distribute materials that are inappropriate or might create a hostile or unwelcomed environment.

Internet Access – Acceptable Use for Students

Students agree to access material in furtherance of educational goals or for personal leisure and recreational use which does not otherwise violate this policy. No student may make an electronic or digital communication that disrupts the education environment – even if that communication is made outside of school or on personal equipment. Types of electronic or digital communications that can disrupt the education environment include, but are not limited to:

- Sexting
- Harassing, intimidating, threatening, or bullying posts, blogs, images, videos, texts, etc.
- Distributing pictures, recordings, or information which is harmful or embarrassing
- Any illegal activity
- Unauthorized access

Students who engage in electronic or digital communications that disrupt the education environment are subject to disciplinary action, including suspension from school. Depending on the nature of the electronic or digital communication, students may also be subject to civil and criminal penalties.

Parental Consent

Parents must review this policy with their child and sign the consent form prior to a student being granted Internet access.

Privilege of Use

The district's electronic resources, including Internet access, are a privilege that can be revoked at any time for misuse. Prior to receiving Internet access, all users will be required to successfully complete an Internet training program administered by the district.

Internet Etiquette

All users are required to comply with accepted standards for electronic or digital communications, including:

- A. **Appropriate Language.** Users must refrain from the use of abusive, discriminatory, vulgar, lewd, or profane language in their electronic or digital communications.
- B. **Content.** Users must refrain from the use of hostile, threatening, discriminatory, intimidating, or bullying content in their electronic or digital communications.
- C. **Safety.** Students must not include personal information (name, home address, phone number, school address, account numbers, or other identifying details) in their electronic or digital communications. Students must never agree to meet with someone they met online and must report any electronic or digital communication that makes them uncomfortable to their teacher or principal.
- D. **Privacy.** Users understand that the district has access to and can read all electronic or digital communications created and received with district resources. Users agree that they will not use district resources to create or receive any electronic or digital communications that they want to be private.
- E. **System Resources.** Users agree to use the district's electronic resources carefully so as not to damage them or impede others' use of the district's resources. Users will not:
 - a. install any hardware, software, program, or app without approval from the IT department
 - b. download or upload large files during peak use hours
 - c. disable security features
 - d. create or run a program known or intended to be malicious
 - e. stream music or video for personal entertainment
- F. **Intellectual Property and Copyrights.** Users will respect others' works by giving proper credit and not plagiarizing, even if using websites designed for educational and classroom purposes (See <https://www.copyright.gov/fair-use/>). Users agree to ask the media center director for assistance in citing sources as needed.

Limitation of Liability

The district makes no warranties of any kind, whether express or implied, for the services provided and is not responsible for any damages arising from use of the district's technology resources. The district is not responsible for the information obtained from the use of its electronic resources and is not responsible for any charges a user may incur while using its electronic resources.

Security

If a user notices a potential security problem, he/she should notify the IT director immediately but should not demonstrate the problem to others or attempt to identify potential security problems. Users are responsible for their individual account and should not allow others to use their account. Users should not share their access code or password with others. If a user believes his/her account has been compromised, he/she must notify the Director of Technology or principal immediately. Any attempt to log on to the district's electronic resources as another user

or administrator, or to access restricted material, may result in the loss of access for the remainder of the school year or other disciplinary measures.

Vandalism

No user may harm or attempt to harm any of the district's electronic resources. This includes, but is not limited to, uploading, or creating a virus or taking any action to disrupt, crash, disable, damage, or destroy any part of the district's electronic resources. Further, no user may use the district's electronic resources to hack or vandalize another computer or system.

Inappropriate Material

Grove School has a hardware and software-based filtering system in place, which is compliant with the Children's Internet Protection Act (CIPA). Based on Grove School policy, and to remain compliant with CIPA regulations, access to information shall not be restricted or denied solely because of the political, religious, or philosophical content of the material. Access will be denied for material that is:

- a. Obscene to minors, meaning (i) material which, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors and, (ii) when an average person, applying contemporary community standards, would find that the written material, taken as a whole, appeals to an obsessive interest in sex by minors.
- b. Libelous, meaning a false and unprivileged statement about a specific individual that tends to harm the individual's reputation.
- c. Vulgar, lewd, or indecent, meaning material which, taken as a whole, an average person would deem improper for access by or distribution to minors because of sexual connotations or profane language.
- d. Display or promotion of unlawful products or services, meaning material which advertises or advocates the use of products or services prohibited by law from being sold or provided to minors.
- e. Group defamation or hate literature, meaning material which disparages a group, or a member of a group based on race, color, sex, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information or advocates illegal conduct or violence or discrimination toward any group of people. This includes racial and religious epithets, slurs, insults, and abuse.
- f. Disruptive to school operations, meaning material which, based on past experience or based upon specific instances of actual or threatened disruptions relating to the information or material in question, is likely to cause a material and substantial disruption of the proper and orderly operation of school activities or school discipline.

Supervision and Monitoring

All employees are responsible for supervising and monitoring student use of the Internet in accordance with the district's technology practices and the Children's Internet Protection Act. The district's IT director shall establish and implement procedures regarding technology protection measures. No individual will be permitted to use the district's technology resources in a manner inconsistent with the district's policies.

Application and Enforceability

The terms and conditions set forth in this policy shall be deemed to be incorporated in their entirety in the Internet Access Agreement executed by each user. By executing the Internet Access Agreement, the user agrees to abide by the terms and conditions contained in this policy. The user acknowledges that any violation of this policy may result in access privileges being

revoked and disciplinary action being taken. For students, this means any action permitted by the district's policy on student behavior. For employees, this means any action permitted by law, including termination of employment.

Education of Students Regarding Appropriate Online Behavior

In compliance with the Protecting Children in the 21st Century Act, Section 254(h)(5), the district provides education to minors about the appropriate use of the district's electronic resources, including interacting with others on social networking and chat sites, and cyber bullying.

Children's Internet Protection Act (CIPA)

It is the policy of the district to: (a) prevent user access over its computer network to, or (b) transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic or digital communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act.

[Pub. L. No. 106-554 and 47 U.S.C. §254(h)]

Definition

Key terms as defined in the Children's Internet Protection Act: Access to Inappropriate Material - To the extent practical, technology protection measures (or "Internet Filters") shall be used to block or filter Internet (or other forms of electronic or digital communications) access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

Any individual who uses the district's resources to access the Internet or engage in any electronic or digital communication is required to participate in the district's education efforts (undertaken pursuant to the Children's Internet Protection Act) and comply with the district's acceptable use policy.

Supervision and Monitoring

All employees are responsible for supervising and monitoring student use of the Internet in accordance with the district's technology policies and the Children's Internet Protection Act. The district's IT director shall establish and implement procedures regarding technology protection measures. No individual will be permitted to use the district's technology resources in a manner inconsistent with the district's policies.

Personal Safety

Employees and students shall not use the district's technology resources in any manner that jeopardizes personal safety. Students and employees must follow the district's technology policies, including the acceptable use policy which details the district's safe use standards.

BP 12:1

Acceptable Use of File-Sharing Technology

Employees and students may choose to use file sharing/storing technology (Google Docs, One Drive, DropBox, etc.) in connection with school learning or business. Individuals who choose to

use such technology are required to follow all other district technology and acceptable use protocols, as well as adhere to the specific guidelines in this policy.

Individuals using file sharing/storing technology in connection with their association with the district are expressly prohibited from using the technology in a malicious manner or in any way which violates this or other district policies.

The district does not have agreements with any file sharing/storing technology providers. Individual users who utilize such technology in connection with the district specifically agree not to share or store files which contain:

- malware, viruses, worms, etc.
- information which is protected by FERPA or HIPAA
- confidential information such as home addresses, phone numbers, social security numbers, license numbers, dates of birth, and banking account numbers
- disciplinary or grievance information
- information about criminal investigations, including SRO records and notes
- safety sensitive information, including building layouts, evacuation routes, crisis response plans, etc.
- confidential or attorney client privileged information

Questions regarding whether information is acceptable for file sharing/storing technology should be directed to the Director of Technology. Any individual who discovers that information has been improperly shared or stored is required to promptly notify the Director of Technology or principal of the violation. Individuals who violate this policy are subject to disciplinary action as outlined in district policies.

BP12:7

Electronic Resources and Network Use Understanding

This understanding must be read and signed by both parents/legal guardians and students before the device may be checked out to the student to be taken home.

Grove School is pleased to offer students access to the district's network and electronic resources. Current technologies have become an integral part of today's society and play an increasingly significant role in the lives of our students. Technology fosters a passion for learning, delivers challenging and meaningful curriculum, and develops and supports the skills necessary for career, college, and life.

The district provides the network system, Internet access, and other electronic resources (that could include accounts for file storage, email, network access, and collaboration systems) as tools for education and research in support of the district's mission. Due to the dynamic nature of the Internet, there is some risk of accessing information that may be deemed inappropriate or objectionable by some people. The district maintains policies and procedures to minimize risks; employ content filtering software and other network safety measures; and educate students about safe and responsible technology use. Users further reduce risks by taking personal responsibility for their conduct when using district network and electronic resources.

Ultimately parents and guardians of minors are responsible for setting and conveying standards for the use of responsible and appropriate use of technology resources. The school district asks for your help by discussing with your child the following guidelines to be a responsible digital citizen. These digital citizenship guidelines apply to the use of any district-owned and personally owned computing devices through the district's network or other electronic resources.

Guidelines to Promote Positive and Effective Digital Citizenship

1. The expectations for positive student behavior online are the same as for face-to-face interactions. Treat others respectfully online as you would if you were talking or working with them face-to-face.
2. The use of district network and electronic resources is a privilege. Any inappropriate use could lead to suspension of network access or other disciplinary action.
3. Use the Internet for legitimate educational purposes only. Do not attempt to bypass content filtering systems or access inappropriate or harmful material. If you accidentally access inappropriate material, let your teacher or other school district staff know so they can remove the inappropriate material and notify the appropriate district personnel.
4. Be ethical and responsible with all use of the network and electronic resources. Do not attempt to bypass or alter network security systems or settings. Do not modify, destroy, or abuse technology systems, hardware, applications, or software in any way.
5. Use network or email account information responsibly and safely. Do not share username or passwords with anyone other than parents/guardians or appropriate school district staff.
6. Information posted electronically is public. Protect your identity, safety, and personal information. Do not share your home address, telephone number, or information about your family through electronic communications.
7. Information posted electronically is permanent and can have a lifelong impact. Protect the identity, safety, and personal information of others. Do not share or spread information about other students or district staff through electronic communications.

8. Respect intellectual property rights and copyright laws. Do not claim someone else's work or words as your own. Give full credit to original authors and developers by citing sources appropriately.
9. Maintain the availability of the network for all users. Protect the network so it can be used by others. Do not disrupt or attempt to disrupt the use of the network or other electronic resources by others.
10. The district reserves the right for authorized personnel to review system use and file content for security and administrative purposes. No user should have any expectation of privacy when using the district's network or electronic resources.

As a responsible digital citizen and user of the Grove Elementary School District network and electronic resources, I understand and agree to these guidelines and will abide by all district policies and procedures.

Signature of Student

Date

Printed Name of Student

As the above-named student's parent/legal guardian, I have reviewed this information with my child and stressed the importance of being a responsible digital citizen as outlined in this user agreement.

Signature of Parent/Guardian

Date

Printed Name of Parent/Guardian

Student and Parent/Guardian Take Home Device Agreement

Grove School

This agreement must be completed before the device may be checked out to the student to be taken home.

Homeroom Teacher: _____ Grade: _____

Print Student's Legal Last Name

Student's Legal First Name

Print Parent/Guardian's Legal Last Name

Parent/Guardian's Legal First Name

Parent/Guardian Phone Number with Area Code: _____

Parent/Guardian Email Address: _____

Terms of Agreement

The terms of this agreement are explained in the District Devices Handbook for Families attached to this agreement and located on the Grove School website (grove.k12.ok.us). In this agreement, "you" and "your" mean the parent/guardian and the student enrolled in Grove School and to whom the district-owned equipment is issued. The "District" means the Grove Elementary School District.

Terms	You will be issued a district-owned device with a power supply, charging cord, and a protective cover/keyboard. The use of this equipment is a privilege and can be revoked for inappropriate use or violations of school district policies and procedures.
Legal Title of Ownership	Legal title of equipment, and all parts, is held by the District and at all times remains the property of the District. Your right to use the equipment is limited to and conditioned upon your full compliance with this agreement and District policies and procedures. Your permission to use the equipment terminates on the equipment check-in date set by the school unless terminated earlier or upon withdrawal of permission by the District.
Damaged, Lost, or Stolen Equipment	You must report damaged, lost, or stolen equipment immediately to your child's teacher and the school office. For stolen equipment, you must also file a police report and provide a copy to the school office. Students and parents/guardians are completely responsible for the full replacement cost of an uninsured device that is damaged, lost, stolen, or unusable.
Sanctions for Violations	Any activity that violates School Board Policy or the agreements as stated in this handbook must be reported to your child's principal. Disciplinary action, if warranted, will be in accordance with school district policy and procedures. Violations of policies or agreements may result in restrictions or revocation of privileges the district electronic resources and/or may result in legal or criminal action including restitution if appropriate.

By signing this form, you acknowledge that you understand and agree to the terms in the District Devices Handbook for Families, and you are aware of the optional insurance available at www.smarttechins.com/grove

If you elect not to purchase the optional insurance, you are accepting full financial responsibility for all damage to the district-owned device being brought home as outlined in this document.

Parent/Guardian Signature as Printed Above

Date

Student Signature as Printed Above

Date