



Citrus County Schools

STUDENT DEVICE HANDBOOK

INTERNET ACCESS

All CCSB devices are filtered in accordance with the Children's Internet Protection Act (CIPA). Devices are filtered when at school, home, or elsewhere.

Users must comply with all CCSB Board Policies, CCSB Student Code of Conduct, instructions from school staff, and school rules and expectations.

TECHNOLOGY PRIVACY

All computers, iPads, email systems, and electronic communication systems are the district's property. The district retains the right to access and review all electronic files and communications. The electronic device is the property of the Citrus County School Board and as a result may be inspected at any time. Students should have no expectation that any information contained on such systems is confidential or private.

DIGITAL CITIZENSHIP

PROHIBITED STUDENT ACTIVITIES

- Illegal installation of copyrighted materials.
- Sending, accessing, uploading, downloading, or distributing profane, offensive, threatening, obscene, or any item deemed inappropriate.
- Cheating, including the use of chat features, papers, book reports, and other forms of student work, or plagiarism.
- Internet/computer games/apps unless approved by the district.
- Setting up VPN or bypassing the filtering of the Internet.
- Spamming – sending mass or inappropriate e-mails.
- Gaining access to other student's accounts, files, and/or data.
- Use of the school's Internet/e-mail accounts for financial or commercial gain or for illegal activity.
- Students are not allowed to give out personal information, for any reason, over the Internet.



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VISION FOR LEARNING

Preparing our students to be College and Career Ready includes fostering 21st Century Skills and integrating technology. In order to guarantee equitable access to the full range of digital resources for all students, an iPad will be provided to the third through twelfth grade students. The sixth to twelfth graders will be issued a take-home device.

Daily use of the iPad is required to access textbooks, digital resources, and a variety of other instructional applications. The goal for teacher and student use is to increase collaboration, critical thinking skills, and creativity. Citrus County Schools strives to immerse our students in personalized, rigorous, and relevant learning experiences.

STUDENT RESPONSIBILITIES

1. Students are expected to use their devices for educational purposes only.
2. Refrain from sharing your iPad or account passwords.
3. Devices must be fully charged each day and ready to use for learning. Failure to bring a device or any other class material(s) does not release the students from their responsibility for class work.
4. Repeated failure to bring the device or other class materials may result in disciplinary action.
5. If an assigned device is missing or stolen, students need to report to staff immediately.
6. Return the device, charger, and case when withdrawing from the school and at the end of the school year.
7. Refrain from utilizing photos, videos, and/or audio recordings of yourself or any other person in an inappropriate manner or without their permission.
8. Use care when handling the device as you will be responsible for damage or loss while in your care.
9. Never leave the device in an unlocked locker, unlocked car, or unsupervised area including locker rooms, the cafeteria, or other areas.
10. Always Keep the device in the case.
11. Screensavers or background photos must be school appropriate.
12. Save documents and other work to Google Drive, cloud storage, or email.
13. Update the OS software to the current version.

PARENT RESPONSIBILITIES

1. Monitor student activity on the device.
2. Communicate with your children about digital citizenship.
3. Encourage your child to use and store the device in an open area of your home.
4. Help your child develop a routine for the use, care, and daily charging of the device.
5. Monitor the sites your child visits.
6. Ensure that the device, charger, and case are returned to the school when withdrawing your child and at the end of the school year. Failure to do so will result in a theft report being filed with the Citrus County Sheriff's Department.

I acknowledge that I have read the device handbook and understand that my child must adhere to the [Student Electronic Use Agreement](#).

Student Name Printed: _____

Parent Name Printed: _____

STUDENT DEVICE USE

IPAD CARE

1. Screens can be easily damaged if subjected to rough treatment or lack of proper care.
2. iPads should always be kept inside protective case. iPad ID labels are not to be removed.

THEFT/LOSS/OTHER CRIMINAL ACTS

In cases of theft, vandalism, or other criminal acts, a police report **MUST** be filed by the student or parent. A copy of the police/fire report must be provided to the principal's office before a replacement device will be issued to the student.

REPAIRS

Any technical or mechanical issues with a CCSB owned device must be reported to the school and will be repaired by CCSB staff. CCSB-owned iPads that are broken or fail to work properly should be taken to the Media Center for an evaluation of equipment.

REPAIR/REPLACEMENT COST

Students are responsible for repair or replacement cost of devices at the time of the incident. Updated costs of repairs can be found at [iPad Resources on the district site](#).