



# Lindbergh Schools

## Blended Learning Device Handbook

The cornerstone of Lindbergh's blended learning model will be to ensure equitable access to educational technology by providing a device to every student in grades K-12. Lindbergh Schools Blended learning is a student-centered approach that empowers teachers to transform learning through technology. It allows students to learn anytime, anywhere and at any pace, while focusing on the development of future-ready skills like collaboration, creativity, communication and critical thinking. The goal is to maximize traditional classroom instruction by incorporating technology resources to make learning more engaging and relevant.

### Receiving the Device

Each student will receive:

High School: 1 Chromebook with stylus and 1 charger

Middle School: 1 iPad, 1 charger, 1 keyboard case

Elementary School: 1 iPad, 1 charger, grades 3-5: 1 keyboard case

### Use Timeline

Students will use their assigned device each year. Each middle and high school student will keep their device over breaks including summer, winter, and spring breaks. Upon leaving the district, or after finishing middle or high school, each student's assigned device must be returned to Lindbergh Schools. Elementary school students will turn in their device at the end of the school year, for summer storage.

#### Optional Summer Storage

6th-12th grade students who do not wish to keep their device over the summer may bring their device to the following designated locations, for storage:

**High School:** Co-Pilot Room

**Truman:** Library

**Sperreng:** Library

## Ownership of Your Device

The device issued to the student along with the charger and any accessories (case/keyboard/stylus) is the property of Lindbergh Schools.

## Returning Your Device and Accessories

All issued equipment must be returned to Lindbergh Schools Technology staff upon completion of 8th grade, upon completion of high school, when ending enrollment in the district, or when the district needs to replace the devices. All elementary students must return all issued equipment at the end of the school year. The student's family will be billed the full cost for any unreturned Chromebook, iPad, charger, or accessories. If a device is returned broken or reported lost or stolen after the return date the student's family will be billed for the cost of the device.

## Co-Pilot Student Help Desk

Lindbergh Schools Technology and Lindbergh High School students provide technical support for students and families through the Co-Pilot program. Students may go to [copilot.lindberghschools.ws](http://copilot.lindberghschools.ws) for tips or to submit a ticket requesting technical support. Responses from Co-Pilot are emailed to the student's email address. To access the Co-Pilot website, students must be signed into their Lindbergh Google account.

## Device Care

Students are responsible for the general care of all equipment issued by the school district. **A lost, stolen, or damaged Chromebook, iPad, or accessory must be reported immediately.** Chromebooks and iPads or accessories that are broken or fail to work properly must be taken to Lindbergh Technology staff.

Locations for Device Repair Drop-Off
<b>Lindbergh High School</b> Co-Pilot Classroom
<b>Sperrong Middle School</b> Library Co-Pilot Help Desk Kiosk
<b>Truman Middle School</b> Library Co-Pilot Help Desk Kiosk
<b>Elementary School</b> Student should notify their teacher

## Care Tips

- Avoid food or drink near your Chromebook or iPad.
- Your Chromebook, stylus, iPad, charger, case and keyboard should remain free of any markings that cannot be removed.
- The device asset tag must be left, undamaged.
- Supervise the device at all times.
- Store the device in a safe place; high or low temperatures in a vehicle may damage a device.
- Transport your device with care.
- Transport of your device with a carrying case is highly recommended, but will not completely protect it from damage.
- Avoid storing anything on top of the device.
- Only clean the device with a soft, dry microfiber cloth; do not use cleaning solutions or wipes.

## Chromebook Care

- Avoid applying pressure on the screen.
- Make sure there are no objects on the keyboard when closing the Chromebook.
- Only carry Chromebooks when closed. Close the lid and transport carefully, using two hands or in a laptop sleeve of a backpack.

## Device Storage and Charging

- When the device is not being used at school, keep it in your backpack or locker.
- Charge your device daily.
- Students are responsible for bringing their device to school each day, charged and ready to use.

## Acceptable Use

Use of this device must at all times comply with the **Lindbergh Schools Technology Use Policy**. This policy includes detailed expectations for the use of technology by all Lindbergh students.

- Protect all your passwords. Do not share passwords.
- Use of technology is a privilege, not a right, as a Lindbergh Schools student.
- Students must abide by federal and state law, including but not limited to the following: confidential information, copyrighted material, threatening or obscene material, and electronic viruses.
- Any attempt to alter data, the configuration of an iPad or Chromebook, or the files of another user will be considered an act of vandalism and subject to disciplinary action in accordance with Lindbergh school policies.

## **Privacy**

There is **no expectation of privacy** while using the Lindbergh Schools' technology equipment, network, and accounts. All activities using Lindbergh technology and accounts are subject to review, monitoring, and investigation. Assume everything electronically written or digitally recorded is permanent.

## **Safety**

- Content filtering is provided for all students receiving an iPad or Chromebook, as required by law. Lindbergh Schools currently uses Securly software for content filtering. Families may monitor their student's online browsing history via the Securly Home app.
- Contact with inappropriate material:
  - If a student encounters inappropriate material, they should report it to an adult.
  - If a parent or guardian discovers a student intentionally accessing inappropriate material, this information should be reported to the school administrator.
  - If the Technology Department believes a student has accessed inappropriate material accidentally or intentionally, this will be reported to a school administrator.
- Do not share any personal information about yourself or anyone else online.

## **Lost/Stolen Device**

Report a lost or stolen device immediately to Lindbergh Schools Technology, Co-Pilot, building technology support, or the student's teacher or a building administrator. A replacement device will be provided. For a stolen device, Lindbergh Schools requires a copy of the police report. Students enrolled in the device damage and loss protection program will owe a deductible for a lost or stolen device. If a student is not enrolled in the protection program, the student will be charged the full cost of the device. If the loss or theft is not reported by the device return date the student will be charged for the full cost of the device.

## **Annual Technology Fee (Damage Waiver)**

Lindbergh Schools is partnering with One2One Risk Solutions to provide accident and loss protection for our school's blended learning devices. Registering with One2One and purchasing a damage waiver will protect you from the cost to repair or replace your Lindbergh issued device and limits your responsibility to a per-occurrence deductible outlined below. This coverage extends to accident or loss, only; the student will be charged for the actual cost of repair or replacement of the device, due to willful, deliberate damage, or damage caused through negligence. Please visit <https://www.one2onerisk.com> and click "Enroll My Device" to get started.

## Annual Technology Fee Details (Damage Waiver)

Program Pricing	
Technology Fee	\$20
Technology Fee (Free and Reduced)	\$10
Limit of Liability	Replacement cost

### Effective Dates

Coverage extends from the date of purchase through the current school year and up to the 1st day of the next school year.

Coverage
<p>Accidental Damage</p> <ul style="list-style-type: none"> <li>Cracked Screens</li> <li>Fire</li> <li>Lightning</li> <li>Liquid Damage</li> <li>Electrical Surge</li> <li>Device Peripherals</li> </ul> <p>Loss/Theft of device*</p> <p style="padding-left: 20px;">This claim requires a police report to be filed.</p>

### Exclusions

- Any dishonest, fraudulent, malicious or criminal acts
- Willful, deliberate damage or damage caused through negligence.
- Any use not in accordance with the District Technology Use Policy and Procedure
- Additional loss caused by the failure to use all reasonable means to protect the device after it has been damaged
- Any loss to software, data, documents, music, videos, recordings or other personal information that the student placed on the device
- Removal of iPad case voids subsequent accidental damage coverage
- Disappearance of the device not reported to local law enforcement
- Any device lost or stolen device not reported when the loss or theft occurred
- Any device returned damaged after the return date

Annual Deductible Schedule	Cost	Free and Reduced
Accidental Damage Claim # 1	\$0	\$0
Accidental Damage Claim # 2	\$10	\$5
Accidental Damage Claim # 3	\$20	\$10
Subsequent Claims	The deductible for each claim will be \$10 higher than the last	The deductible for each claim will be \$5 higher than the last
Lost or Stolen Device	\$100	\$50
Lost or Stolen Power Adapter	\$20	\$10

### Program Details:

There can be a deductible owed if your student has a claim.

For questions about how to enroll, please contact the One2One Helpdesk at [ggb.one2one@ajg.com](mailto:ggb.one2one@ajg.com).

## Full Cost of Damage or Loss

Families who do not enroll their student in the accident and loss protection program assume responsibility for the full cost of repairs or replacement of the device and accessories.

Damage or Loss Type	Estimated cost (prices may vary depending upon availability of parts)
Lost or stolen iPad or Chromebook	\$300
Lost, stolen, or broken charger	\$19-\$38
Lost, stolen, or broken Lenovo stylus	\$38
Lost, stolen, or broken iPad keyboard	\$100
Damaged iPad screen (glass only)	\$30
Damaged Chromebook screen	\$200
Damaged Chromebook keyboard or input ports	\$160

## Digital Citizenship

Students are expected to abide by generally acceptable rules of digital etiquette. Students must use polite communications, appropriate language, and respect others' privacy. **Use of technology in Lindbergh Schools is a privilege, not a right. Misuse may result in loss of access to technology.**

- **THINK** before you post:
  - Is it **T**True?
  - Is it **H**elpful?
  - Is it **I**nspiring?
  - Is it **N**ecessary?
  - Is it **K**ind?
- Cyberbullying is not tolerated by Lindbergh Schools.
- Report any incident of cyberbullying immediately. Screenshot and save any cyberbullying content. To assist in this process, reporters can complete the **incident reporting form**. Reporters may also directly contact the school administrator, who will complete the form and attach any additional documentation from the reporter.

### Digital Citizenship Resources:

Common Sense Media: <https://www.common Sense Media.org/>

## Frequently Asked Questions

**Q: May students use their assigned device outside of school?**

A: Students in 4th-12th grade may keep and use their device at school and at home. Students in Kindergarten-3rd grade will keep their device at school.

**Q: Are students required to bring their device to school every day?**

A: Yes, the device should be brought to school, fully charged, every day.

**Q: What is the cost of the program?**

A: The district device damage and loss protection program is \$20/year for each student (with a reduced rate for free/reduced lunch). However, the student will be charged for the repair or replacement of the device, due to willful, deliberate damage, or damage caused through negligence. Multiple incidences of accidental damage will be charged a deductible amount. Also, loss of a device, charger, or accessory requires payment of a loss deductible.

**Q: Who should we contact if there is a problem with the device?**

A: Students in 6th-12th grade may bring the device to the Co-Pilot Help Desk at their school. Alternatively, visit [copilot.lindberghschools.ws](http://copilot.lindberghschools.ws). Students in kindergarten through 5th grade should contact their teacher.

**Q: I submitted a ticket to Co-Pilot; what is next?**

A: Check your student email account for replies from Co-Pilot. If your device needs repair, look for instructions in the email reply.

**Q: I am a parent/guardian and would like to submit a ticket to Copilot for my student; how do I do this?**

A: On a device signed into your student's Lindbergh Google (email) account, you can go to [copilot.lindberghschools.ws](http://copilot.lindberghschools.ws). All responses will go to the student's email address, so check your student's email account for replies.

**Q: If the device needs repair, will a loaner be provided?**

A: Yes, a loaner device will be provided, if repair is needed. However, if the device was damaged intentionally, there may be restrictions on device access.

**Q: Can the device be used without access to an internet connection?**

A: Yes, but the student will not be able to use all the apps or Chrome browser without internet access.

**Q: How long does the battery last?**

A: If the student brings the device to school fully charged, it should last the whole school day. The student should charge the device every night. The Chromebook battery will last about one school day, so it needs to be charged, nightly.



**Q: Will the device have content filtering, to prevent accessing inappropriate online content?**

A: Yes. Student access is designed for educational purposes and steps have been taken to block controversial materials. Due to the ever-changing nature of the Internet, it is impossible to restrict access to all controversial materials.

**Q: Can the student install apps on the iPad?**

A: No. Only school approved apps will be installed on the iPad, by the Technology Department. All app requests must come from a teacher. Approved apps can be accessed through the Mosyle "Manager" self service app.

**Q: Can the student install extensions on the Chromebook?**

A: Only school approved extensions and apps may be installed on the Chromebook. Requests to approve apps or extensions must come from a teacher.

**Q: Can I add stickers to my device?**

A: Yes, stickers may be used, but they must be removed before returning the device.

**Q: Can I use a personal device at school, instead of a Lindbergh device?**

A: No. Ensuring that every student is using the same device allows teachers to create efficient, consistent lesson plans, and removes inequities created by bringing a variety of devices, with a wide range of technological capabilities, into the classroom. The decision to strategically abandon the district's Bring Your Own Device practice was based on comprehensive research and assessment.

**Q: I have more questions; whom should I contact?**

A: For additional blended learning technology questions, please contact: Lindbergh Technology Department Director Dominic Jaggie at [djaggie@lindberghschools.ws](mailto:djaggie@lindberghschools.ws).