



Adult Education

1:1 Mobile Learning Device Handbook (Chromebooks 2020-21)

The purpose of the Butler Tech 1:1 Mobile Learning Device (MLD) Program is to provide students with an opportunity to be engaged in the learning process twenty-four hours a day in a world in which digital learning is becoming more prevalent. With the use of our Learning Management System (LMS) to help facilitate the learning process, instructors are better able to provide students with a higher level of thinking, more frequent and meaningful interaction with the curriculum, and a learning experience similar to that which they may experience in post-secondary education settings. Through the dynamic connection between instructor and student, the instructor becomes more of a facilitator of the learning process and is able to present students with a more fulfilling educational experience in which remediation and enrichment can occur both in the classroom and independently, away from school.

TABLE OF CONTENTS

TABLE OF CONTENTS.....	2
1. RECEIVING YOUR MOBILE LEARNING DEVICE.....	4
2. TAKING CARE OF YOUR MOBILE LEARNING DEVICE.....	4
2.1 General Precautions.....	4
2.2 Carrying MLDs.....	4
2.3 Screen Care.....	4
3. USING YOUR MOBILE LEARNING DEVICE AT SCHOOL.....	5
3.1 MLDs Left at Home.....	5
3.2 MLD Undergoing Repair.....	5
3.3 Screensavers, Backgrounds and Passwords.....	5
3.4 Sound.....	5
4. MANAGING YOUR FILES & SAVING YOUR WORK.....	6
5. SOFTWARE ON MOBILE LEARNING DEVICES.....	6
5.1 Originally Installed Software.....	6
5.2 Additional Software.....	6
5.3 Inspection.....	6
5.4 Procedure for reloading software.....	6
5.5 Software upgrades.....	6
6. ACCEPTABLE USE.....	7
6.1 General Guidelines.....	7
6.2 Privacy and Safety.....	7
6.3 Legal Propriety.....	7
6.4 Email/Electronic Communication.....	8
6.5 Consequences.....	8
7. PROTECTING & STORING YOUR MOBILE LEARNING DEVICE.....	8
7.1 MLD Identification.....	8
7.2 Password Protection.....	8
7.3 Storing Your MLD.....	8

7.4 MLDs Left in Unsupervised Areas	9
8. REPAIRING / REPLACING YOUR MOBILE LEARNING DEVICE.....	9
8.1 Vendor Warranty	9
8.2 MLD Protection	9
8.3 Claims	9
8.4 Repairs	9
9. MOBILE LEARNING DEVICE FAQ'S.....	10
10. MOBILE LEARNING DEVICE PROTECTION PLAN.....	11
11. LAPTOP INCENTIVE PROGRAM.....	12
STUDENT PLEDGE FOR MOBILE LEARNING DEVICE USE.....	13

1. RECEIVING YOUR MOBILE LEARNING DEVICE

MLDs will be distributed after students have signed and return all student documents and paid course fees.

MLDs will be collected at the end of the program for maintenance, cleaning and software installations.

Legal title to the MLD is the District and shall at all times remain the District. Your possession and use is limited to and conditional upon your full and complete compliance with the MLD Handbook and Butler Tech Acceptable Use Policy.

2. TAKING CARE OF YOUR MOBILE LEARNING DEVICE

Students are responsible for the general care of the MLD they have been issued by Butler Tech. MLDs that break or fail to work properly must be taken to the Butler Tech Campus Office or Butler Tech Repair Center as appropriate. Butler Tech will repair all MLDs.

There are no reimbursements or payments for repairs completed by individuals, or for repairs completed by any other organization, unless approved by the Butler Tech Director of Information Technology.

2.1 General Precautions

- No food or drink is allowed next to your MLD while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the MLD.
- Students should never carry their MLDs in an unsafe manner.
- MLDs should be shut down or placed in standby mode before moving them to conserve battery life.
- MLDs should never be left in a car or any unsupervised area.
- Students are responsible for keeping their MLD's battery charged for school each day.

2.2 Carrying MLDs

The protective cases provided with MLDs have sufficient padding to protect the MLD during normal use and provides a suitable means for carrying the MLD within the school. The guidelines below should be followed:

- MLDs will always remain in the protective case when carried and in use.
- Other cases that are designed to hold other objects may cause damage to the MLD and are not authorized.

2.3 Screen Care

The MLD screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure.

- Do not place anything near the MLD that could put pressure on the screen.
- Be mindful of other objects stored in bags with the MLD that could damage the screen.

- Do not place anything in the carrying case that will press against the MLD.
- Do not poke the MLD with anything that will mark or scratch the screen surface.
- Clean the screen with a soft, dry cloth or anti-static cloth. Do not use chemicals to clean the screen.

3. USING YOUR MOBILE LEARNING DEVICE AT SCHOOL

MLDs are intended for use at school each day. In addition to instructor expectations for MLD use, school messages, announcements, calendars and schedules may be accessed using the MLD. Students must be responsible and bring their MLD to all classes, unless specifically advised not to do so by their instructor.

3.1 MLDs Left at Home

If a student should leave their MLD at home, they will be allowed to contact someone to bring it to school.

3.2 MLD Undergoing Repair

If available, loaner MLDs may be issued to students when they leave their MLD for repair.

3.3 Screensavers, Backgrounds and Passwords

- Inappropriate media (as defined in the Acceptable Use Policy) may not be used as a screensaver or background.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.
- The MLD is preconfigured with a passcode as a method to maintain data security. Students may not alter this passcode.
- Students will not set passwords or lock the device in a way that bypasses Butler Tech security. Students may be responsible for the cost of replacement hardware and/or disciplinary action.

3.4 Sound

Sound must be muted at all times unless permission is obtained from the instructor for instructional purposes. Headphones may be used at the discretion of the instructor.

4. MANAGING YOUR FILES & SAVING YOUR WORK

While some files can be saved to the MLD, space is limited so students are encouraged to use the web based storage associated with their e-mail account. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. MLD malfunctions are not an acceptable excuse for not submitting work. If a MLD is turned in to be serviced, the device may be completely erased. No work on the device will be recovered or protected. Please remember to save all work to the cloud.

5. SOFTWARE ON MOBILE LEARNING DEVICES

5.1 Originally Installed Software

The software originally installed by Butler Tech must remain on the MLD in usable condition and be easily accessible at all times. The MLD is supplied with a locally customized version of an operating system and may include additional software.

All necessary software will be installed and provided with all new MLDs. From time to time the school may add software applications for use in a particular course. The licenses for this software may require that the software be deleted from the MLD at the completion of the course. Periodic checks of MLDs will be made to ensure that students have deleted software that is no longer required in class and that the school has not exceeded its allowable number of licenses. The school may remove the software as required through normal maintenance or through remote management systems.

5.2 Additional Software

It is the responsibility of individual students to be aware of additional software programs and files loaded onto their MLD. Students are responsible for maintaining the integrity of software required for facilitating academic activities. If additional or unknown software appears on the MLD, it must be reported by the student to the Butler Tech Campus Office or Repair Center for removal as soon as possible as it may pose a security risk for the school and the student.

5.3 Inspection

All MLDs are the property of Butler Tech. Students may be selected at random to provide their MLD for inspection.

5.4 Procedure for reloading software

If technical difficulties occur or illegal software is discovered, the MLD may be reformatted and only authorized software will be installed. The school is not responsible for the loss of any software deleted due to a re-format or re-image for any reason.

5.5 Software upgrades

Upgrade versions of licensed software are available from time to time. Students may be instructed to upgrade their software from the school's network periodically, although most updates and upgrades will take place automatically.

6. ACCEPTABLE USE

Please refer to the Butler Tech Acceptable Use Policy document for a comprehensive list of usage requirements. Use of a Butler Tech MLD is a privilege which may be revoked at any time. If you do not fully comply with all terms of this handbook, and the terms of the Butler Tech Acceptable Use Policy, the District may declare you in default. If this occurs you will be required to remit the Butler Tech MLD to the school district.

6.1 General Guidelines

- Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of Butler Tech.
- Students are responsible for their ethical and educational use of the technology resources of Butler Tech.
- Access to the Butler Tech resources is a privilege and not a right. Each employee, student will be required to follow the Acceptable Use Policy.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and MLD viruses.
- Any attempt to alter data, the configuration of a MLD, or the files of another user, without the consent of the individual, campus administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the student handbook and other applicable school policies.

6.2 Privacy and Safety

- Do not go into chat rooms or send chain letters without permission. If applicable, instructors may create discussion groups for communication among students for educational purposes.
- Do not open, use, or change MLD files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords to other people.
- Remember that any use of the MLD is not guaranteed to be private or confidential as all MLD equipment is the property of Butler Tech.
- If you inadvertently access a web site that contains obscene, pornographic or otherwise offensive material, notify an Instructor or Building Administrator immediately so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

6.3 Legal Propriety

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask your instructor.
- Plagiarism is a violation of Butler Tech policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

- Use or possession of hacking software is strictly prohibited and violators will be subject to discipline.
- Violation of applicable state or federal laws, including the Ohio Revised Code, Computer Crimes, will result in criminal prosecution or disciplinary action by the District.

6.4 Email/Electronic Communication

- Always use appropriate and proper language in your communication.
- Do not transmit language / material that may be considered profane, obscene, abusive, or offensive to others.
- Do not send mass e-mails, chain letters or spam.
- E-mail & communications sent / received should be related to educational needs
- All e-mail & communications may be subject to inspection by the school.

6.5 Consequences

The student in whose name a system account and/or MLD hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of the MLD Handbook or Acceptable Use Policy will result in disciplinary action as outlined in the student handbook.

Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated district staff to ensure appropriate use. The district cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of MLD crime laws.

7. PROTECTING & STORING YOUR MOBILE LEARNING DEVICE

7.1 MLD Identification

Student MLDs will be labeled in the manner specified by the school. MLDs can be identified in several ways:

- Record of district asset tag and serial number
- Individual user account name and password

All MLDs will be checked out to the students to provide maximum asset accountability.

7.2 Password Protection

Students are required to use a domain user id and password to protect their MLD and are required to keep that password confidential. It is a good practice to use complex passwords and periodically change passwords to ensure they have not been compromised.

7.3 Storing Your MLD

When students are not using their MLD, the protective case should be properly secured. Nothing should ever be placed on top of the MLD.

Students are encouraged to take their MLDs home every day after school, regardless of whether or not they are needed. MLDs should not be stored in a student's vehicle at school or at home for security and temperature control measures.

7.4 MLDs Left in Unsupervised Areas

Under no circumstances should MLDs be left in unsupervised areas. Unsupervised areas include, but are not limited to, school grounds and campus, cafeteria, classrooms, and hallways. Any MLD left in these areas is in danger of being stolen. Unsupervised MLDs will be confiscated by staff and taken to the Principal's Office. Disciplinary action may be taken for leaving your MLD in an unsupervised location.

8. REPAIRING / REPLACING YOUR MOBILE LEARNING DEVICE

8.1 Vendor Warranty

A limited warranty covers normal use, mechanical breakdown or faulty construction and will provide normal replacement parts necessary to repair or replace the MLD. The vendor warranty does not warrant against damage caused by misuse, abuse, accidents or viruses. Please report all MLD problems to the Campus Office.

8.2 MLD Protection

Students may carry their own personal insurance to protect the MLD in cases of theft, loss, or accidental damage by fire. Please consult with your insurance agent for details about your personal coverage of the MLD.

8.3 Claims

All insurance claims must be reported to the Main Office. Students must file a police or fire report and bring a copy of the report to the campus office before a MLD can be repaired or replaced with School District Protection. Fraudulent reporting of theft, loss, or accidental damage by fire will be turned over to the police and insurance company for prosecution. A student making a false report will also be subject to disciplinary action as outlined in the student handbook. The District will work with the local police departments to alert pawn shops and police departments in the area to be aware of this district-owned equipment.

8.4 Repairs

Repairs that are not covered under warranty fall under the following rules for repairs.

1. If the damage was caused due to negligence or maliciousness, the Student is responsible for the repair or replacement cost of the MLD.
2. If the damage is accidental in nature or in some way not covered by warranty, and is neither negligent or malicious in nature, then at the discretion of the Building Administrator the following deductible plan may be implemented:
 - a. 1st incident – \$50 deductible
 - b. 2nd incident - Full Chromebook Replacement Cost (approximately \$235)

9. MOBILE LEARNING DEVICE FAQ'S

1. **Where do I find an authorized service technician for my MLD?**

- All repairs and service must be done through Butler Tech. The district will either complete the warranty repair work or make arrangements to have that work done. If you have a question or a service need, take your MLD to the Butler Tech Campus Office or Repair Center. Do not attempt to contact the manufacturer or complete the repair on your own.

2. **What about insurance against theft or breakage through carelessness?**

- Your MLD is very portable and very valuable, making it an attractive target for thieves. Therefore, insurance protection is recommended. The best insurance is to take care of your MLD. Do not leave your MLD in the building, classroom, or car unattended. Always know where your MLD is located.

3. **What will I do without a MLD in my classes if my MLD is being repaired or while I am replacing it if it is lost or stolen?**

- Butler Tech stocks a limited number of MLDs that can be loaned out on a first come, first-served basis. You will be able to apply for a loaner unit at the Butler Tech Campus Office or Repair Center, the same area where you will go for service on your MLD. If you are in possession of a "loaner," treat it as if it were your own MLD. You will be responsible for any damage to the unit or for its loss.

4. **If I purchase software in addition to the available software provided through Butler Tech, will the Technical Help Staff load it for me?**

- No. The MLDs will be loaded with the software necessary for the educational needs they will have at their Butler Tech program and are NOT allowed to install or attempt to install additional software on the MLD. Doing so may result in disciplinary action.

5. **Do I need a printer?**

- You need not own a printer since printers are located in the school.

6. **How do I connect to the Internet at home?**

- You may connect to the Internet using wireless Ethernet connection. If you maintain a wireless home network, you must set the MLD to connect to your wireless connection. Butler Tech does not and will not provide a user account or pay for the access any of these home services.

7. **Will I be given a new battery if mine goes bad?**

- The battery will be replaced by the manufacturer for defects covered under warranty. You will be responsible for charging your battery and proper battery maintenance.

8. **Are student MLDs subject to school "snooping"; what if they bring their MLD in for repairs and "objectionable data" is detected?**

- Yes. Inappropriate material on MLDs should be reported to the classroom instructor, campus administrator, or Campus Office immediately upon identification. Students who have "objectionable data" on their MLD, but have failed or chosen not to report it, will be referred to the Campus Administrator.

9. **If the accessories to my MLD are lost, stolen or damaged, how much will it cost to replace them?**

- In the event that this happens to your MLD, you should report the lost items to the Campus Office. All MLDs will be inspected for damage or loss at the time of turn in at the end of the course.
- The typical cost to replace specific accessories is listed below. Students will be responsible for the ACTUAL replacement cost.
 - AC adapter cord typically \$40
 - Case typically \$25
 - Screen replacement typically \$75

*Other items not listed will be charged at the cost of replacement and installation fees

10. MOBILE LEARNING DEVICE PROTECTION PLAN

Butler Tech recognizes that with the implementation of the 1:1 MLD initiative there is a need to protect the investment by both the District and the Student. The following outlines the various areas of protection: warranty, accidental damage protection and insurance.

VENDOR WARRANTY: This coverage was purchased by Butler Tech as part of the purchase price of the equipment. The vendor warrants the MLD from defects in materials and workmanship. This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide replacement parts necessary to repair or replace the MLD. The vendor warranty does not warrant against damage caused by misuse, abuse, accidents or viruses.

ACCIDENTAL DAMAGE PROTECTION: Butler Tech has procedures in place to repair the MLD against some accidental damage not covered by the standard warranty. This coverage does not provide for damage caused by fire, theft, loss, misuse, intentional or frequent damage or cosmetic damage. Butler Tech technicians will service repairs and replacements for defective parts and acts of accidental damage. However, if the damages are negligence, misuse or maliciousness there will be a charge assessed to the student who is assigned that MLD.

LOSS OR THEFT:

In case of theft, vandalism, and other criminal acts, a police report **MUST** be filed by the student within 48 hours of the occurrence. Incidents happening off campus must be reported to the police by the student and a copy of the report be brought to the school.

If the MLD is stolen:

1. File a police report within 48 hours of the occurrence, or if at school notify the principal immediately.
2. Notify the Building Administrator the first day you return to school after the theft.

If the above two conditions are met, the MLD will be replaced free of charge.

If the above two conditions are **NOT** met, the student will be charged for the replacement of the laptop.

If MLD is lost, students are responsible to pay for the replacement of the MLD.

INTENTIONAL DAMAGE/ACCESSORY REPLACEMENT: Students are responsible for full payment of intentional damages to MLDs or replacement of lost or damaged accessories. Warranty, Accidental Damage Protection, or School District MLD Protection DOES NOT cover intentional damage of the MLD or accessories needing to be replaced due to damage or loss.

11. LAPTOP INCENTIVE PROGRAM

Upon Graduation or Program Completion, the student may take ownership of the Chromebook free of charge if the following requirements are completed:

1. Meets or exceeds all Program Completions / Graduation Requirements.
2. 90% (95% for Nursing Programs) attendance rate, including excused and unexcused absences, during the final year of the program.
3. Student must have no outstanding books, supplies, and/or tuition balances.

If the student qualifies for the incentive program, the Chromebook will be turned in the district to be restored to the original manufacturer's condition. The Chromebook will then be sent back to the Campus Office for issuance to the student.

STUDENT PLEDGE FOR MOBILE LEARNING DEVICE USE

1. I will take good care of my MLD.
2. I will never leave the MLD unattended.
3. I will never loan out my MLD to other individuals.
4. I will know where my MLD is at all times.
5. I will charge my MLD's battery every day. There is no guarantee that a charger will be available to borrow.
6. I will keep food and beverages away from my MLD since they may cause damage.
7. I will not disassemble any part of my MLD or attempt any repairs.
8. I will protect my MLD by only carrying it in the bag provided by Butler Tech. Other items will not be placed in the case as they may cause damage to the MLD and result in probationary status.
9. I will use my MLD in ways that are appropriate and educational.
10. I will not place decorations (such as stickers, markers, etc.) on the MLD.
11. I understand that my MLD is subject to inspection at any time without notice and remains the property of the Butler Technology and Career Development School District.
12. I will follow the policies outlined in the MLD Handbook, and Acceptable Use Policy.
13. I will file a police report in case of theft, vandalism, and other acts covered by insurance.
14. I will be responsible for all damage or loss caused by neglect or abuse.
15. I agree to pay for the replacement of my power cords, battery, case and other MLD components in the event any of these items are lost, stolen or damaged.
16. I agree to return all issued equipment, complete and in good working condition.

By enrolling in the Butler Tech program, accepting a MLD, and signing the Butler Tech Acceptable Use and Internet Safety Policy, I agree to the rules and expectations of this handbook. This signature acknowledges receipt of the Butler Tech MLD Handbook.

Student Name: (Please Print) _____

Student Signature: _____ Date: _____