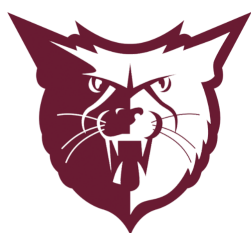


# Device Take Home Handbook



**SHERMAN**  
Independent School District

# Overview

Sherman High School offers a 1:1 technology program to empower the SHS learning community to engage education with the best possible resources. Devices in the hands of students extend learning, discovery, and exploration beyond the traditional learning environment. These devices facilitate the effective use of our Learning Management System, Canvas, and open the door for 21st Century learning including Collaboration, Communication, Creativity, and Critical Thinking.

# Goals

Leverage technology to transform traditional classrooms into digital age classrooms in which students are empowered to become producers, not just consumers

Provide opportunities for students to use digital tools, in a blended learning environment, to develop skill sets which enable them to solve real world problems

# Equipment

A Chromebook, Laptop, or Tablet, along with a charging cable, will be checked out to the student and they and/or their guardian will be financially responsible for any damage, loss or theft.



# Guardian Responsibility

- It is recommended that guardians set limits for their student's use of the device while at home, and monitor use.
- Provide a location in the house for the student to charge the device each evening so the student will bring a fully charged device to school every day.
- Use the device in a shared or common space in the home where everyone can see the screen.
- Report to teachers or campus administration any cyber bullying or threats.
- Families should talk about how to recognize and avoid online predators. If a student receives a message that requests a meeting or asks them for a picture making them feel uncomfortable, they should tell a guardian and campus administrator immediately.
- Honor the Sherman ISD security software and filters.

# Student Responsibility

## Device Distribution

Devices will be distributed on campus at the beginning of the school year and are intended for educational purposes. [The device will be issued upon:](#)


- Guardians receiving this handbook and signing the **Technology Equipment Student Lending Agreement**.
- Students receiving training on proper use of the devices including care, digital citizenship, [acceptable use](#), etc.
  - In this training, students will acknowledge the receipt of the **Technology Equipment Student Lending Agreement** and agree to its contents with a signature.

With this privilege and opportunity comes student responsibility. Access to the device may be revoked at any time for abusive or inappropriate conduct related to the use of electronic technologies.



# Device Care

Students need access to a device on a **DAILY basis**. Students should follow these best practices to ensure their device is functioning each day.

- Students will come to school daily with a charged device and their charging cable.
  - **The student must take any device that is broken or not working properly to the Library on campus for repair or assistance.**
  - **If a student arrives at school without a charged working device, they can pick up a loaner device, for the day, from the library, by exchanging it for their mobile phone.**
  - This device is assigned to a specific student to use for learning. Do not lend Chromebooks, laptops, or tablets and related equipment to other learners. Do not borrow a device from another learner.
  - The student to whom a device is checked out is financially responsible for any damage.
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- Do not place the device between large books or in binders in a backpack
  - Do not leave a device in an environment with extreme temperatures such as outdoors, in the sun, or in a car.
  - **Never carry your Chromebook or laptop while the screen is open and do not carry the device by the screen.**
  - Do not place anything on the keyboard before closing the lid. This can damage the screen. Clean the screen with a soft dry microfiber cloth. Do not use Windex or other harsh chemicals to clean the screen.
  - **Do not leave your Chromebook unsupervised at any time.**
  - **It is extremely important to keep your passwords private and not to share with others.**

# Returning the Device

Students who withdraw from Sherman ISD or transfer to a different campus within Sherman ISD must turn in their district issued Chromebook, laptop, or tablet and charger before the withdrawal process can be completed. If the device or charger is not returned or is returned damaged, the student/guardian will be responsible for the repair cost or the replacement cost of the device and/or charger.

If a student fails to return the device or charger, grades may be withheld until items are returned or paid for.

Furthermore, a police report may be filed as the device may be considered stolen.

## Personalization

This device and charger are issued to a student, however, it still is property of Sherman ISD. Therefore, inappropriate media may not be used as wallpaper. Presence of weapons, pornographic materials, inappropriate language, alcohol, drug, or gang related symbols/pictures may result in disciplinary action. Students can put a cover on the device and personalize the cover, but not the device. They can personalize the charger, but when it's returned, that personalization must be cleaned off.



## Lost or Stolen Devices

Lost or stolen devices must be reported immediately to the librarian on campus. This will allow the campus to quickly investigate and possibly recover the device.

Stolen devices must be reported to the local police and a copy of the police report provided to the campus administrator within five business days of the occurrence. In the interim, a student can check out a loaner device from the campus, until a replacement device has been paid for.