

Stanberry R-II School District

Device Policy Handbook

This handbook outlines the policies, expectations, and procedures for device usage within the district. These policies apply to all district-issued devices used by students, staff, or guests

Teachers may set additional requirements for device usage in their classrooms.

1. Device Allocation Model

To better balance direct instructional technology with digital responsibility, our district utilizes a hybrid technology model based on grade level:

Grades 7–10 (Classroom Sets & Class Check-Out): Students use Chromebooks from designated classroom charging carts during instructional periods. For study halls, special projects, or short-term home use, Chromebooks may be checked out in the High School Business Classroom.

Grades 11–12 (Assigned Laptops): Juniors and seniors are assigned an individual laptop for the school year. Laptops will primarily remain at school and are taken home **only on specific days or as needed for coursework** assigned by teachers. Students will leave their computers in their designated Pride Time classroom.

2. Technology Fee & Registration

Yearly Technology Fee: A **\$10 yearly fee** is required prior to issuing assigned laptops (Grades 11–12) or granting extended check-out privileges (Grades 7–10). This fee helps cover general usage and accidental damage protection.

Outstanding Balances: Students with outstanding fines or unreturned equipment will not be issued an assigned laptop or extended check-out privileges until debts are settled.

Policy Sign-off: Both parent/guardian and student must sign the Policy Agreement & Pledge form before device access is granted.

3. Daily Expectations & Care Guidelines

For Grades 7–10 (Classroom Sets)

In-Class Handling: Students are assigned a specific numbered Chromebook in each classroom cart.

Classroom Routine: Devices must be returned to their designated, numbered cart slot and plugged in at the end of each period.

Screen & General Care: Shut down Chromebooks when not in use. Never carry a device with the screen open or place heavy items on top of the keyboard. Clean screens only with a soft, dry microfiber cloth.

For Grades 11–12 (Assigned Laptops)

Building & Transport Rules: Assigned laptops must be stored in designated Pride Time classroom when not in use during the school day.

Taking Devices Home: When assigned to bring a laptop home for a project or homework, students must carry it in its district-provided protective case and return it the following school day. Never leave laptops in vehicles, unlocked classrooms, or unsupervised athletic areas.

4. Device Check-Out Procedures (Grades 7–10)

Need a device outside of class?

Students in Grades 7–10 who need a Chromebook for study hall, after-school programs, or evening homework may check out a unit in the **High School Business Classroom**.

Check-Out Type	Duration	Requirements
Day Use (In-School)	Single period or full school day	Device returned by the end of the school day.
Overnight / Short-Term	1–3 school days	Paid Tech Fee (\$10) + Mrs. Eckard's / Teacher approval.

5. Acceptable Use, Safety, & Privacy

Educational Focus: District technology and network resources are provided strictly for educational research and schoolwork.

Monitoring & Privacy: Device usage and district Gmail accounts are heavily monitored and filtered. District administration reserves the right to inspect any device or file at any time without prior notice.

Personalization: Devices must remain free of stickers, writing, drawings, or unauthorized markings.

Software & Security: Students may not download or install unauthorized software, apps, or browser extensions.

6. Maintenance, Repairs, & Fee Structure

All hardware issues or damage must be reported immediately to the High School Office or Mrs. Eckard.

Estimated Costs of Repairs (subject to change)

7-10 CHROMEBOOK

- Replacement of the Chromebook \$400
- AC Adapter & power cord - \$50

11-12 LAPTOPS

- Replacement of a Laptop \$1,500
- AC Adapter & power cord - \$50

7. Student Technology Pledge

1. **I will** take care of any device assigned to me or used in my classrooms.
2. **I will** keep food and drinks away from devices.
3. **I will** never leave a device unattended in unsecured areas (hallways, cafeteria, locker rooms).
4. **I will** not place stickers, drawings, or markings on school property.
5. **I will** bring my assigned laptop back fully charged on days I am authorized to take it home (Grades 11–12).
6. **I will** return classroom set devices to their designated charging cart slot at the end of class.
7. **I will** follow all district acceptable use policies both during and outside the school day.