



Black Hawk School District

Device Handbook Policy

2025-2026

SCHOOL ISSUED DEVICES USE AND CARE GUIDE

The procedures, guidelines, and information within this document apply to all school-issued devices used in the Black Hawk School District by students, staff, or guests, including any other device considered by the Administration to fall under this policy.

Teachers may set additional requirements for use within their classrooms.

TAKING CARE OF YOUR SCHOOL-ISSUED DEVICE

Students are responsible for the general care of the school-issued device issued by the school. School-issued devices that are broken or fail to work properly must be taken to the Library. If a loaner school-issued device is needed, one may be issued to the student until their school-issued device can be repaired or replaced. **School-issued devices should never be taken to an outside computer service for any type of repairs or maintenance.**

General Precautions

- No food or beverages should be near your school-issued device.
- Cords, cables, and removable devices should be inserted carefully into the school-issued device.
- School-issued devices should not be exposed to extreme temperatures (hot or cold) or direct sunlight for extended periods of time.
- Students should never carry their school-issued devices while the screen is open.
- School-issued devices should never be left in an unlocked vehicle or an unsupervised area
- School-issued devices should never be shoved into a locker or wedged into a book bag, as this may break the screen
- School-issued devices should be shut down when not in use to conserve battery life.
- **School-issued devices must have a Black Hawk District asset tag (barcode) on them at all times. This tag must not be removed or altered in any way.**

Carrying Your School-Issued Device:

Students **must carry** the school-issued device in the Black Hawk School District protective padded case provided by the district. Never move a school-issued device by lifting from the screen. Always support a school-issued device from its bottom with the lid closed.



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SCREEN CARE

The school-issued device screens can be damaged if subjected to rough treatment and are sensitive to excessive pressure.

- Do not lean or put pressure on the top of the school-issued device when it is closed.
- Do not place anything near the school-issued device that could put pressure on the screen.
- Do not place anything in a carrying case or backpack that will press against the cover.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Clean the screen with a soft, dry microfiber cloth or antistatic cloth.

USING YOUR SCHOOL-ISSUED DEVICE AT SCHOOL

- School-issued devices are intended for use at school each day.
- In addition to teacher expectations for school-issued device use, school messages, announcements, calendars, academic handbooks, student handbooks, and schedules may be accessed using the school-issued device.
- Students must be responsible for bringing their school-issued device to all classes, unless specifically advised not to do so by their teacher.
- If a student does not bring his/her school-issued device to school, the student has the option to check out a loaner from the library. **This privilege may be revoked for repeat offenders.** Availability of loaner school-issued devices is on a first-come, first-served basis and is not guaranteed.
- School-issued devices loaned from the library must be **returned at the end of the school day unless approved by the librarian.**

Charging your school-issued device

- *6th - 12th grade --school-issued devices must be brought to school each day with a full charge.*

School Issued Devices Under Repair

- Loaner school-issued devices may be issued to students when they leave their school-issued device for repair at the Library.
- Students using loaner school-issued devices **will be responsible for any damages incurred while in possession of the device** and are subject to the same policy and procedure agreement signed for the original unit.



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Sound

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

Printing

- Students may use network printers with the teacher's permission during class or breaks.
- It is highly encouraged to use the digital printing options available on your school-issued device whenever possible to reduce the printing expenses.

MANAGING YOUR FILES AND SAVING YOUR WORK:

Students should save documents to their Google Drive. Saving to Google Drive will make the file accessible from any computer with internet access. It will be the responsibility of the student to maintain the integrity of their files and keep proper backups. Students will be trained on proper file management procedures.

SOFTWARE ON THE SCHOOL-ISSUED DEVICE

Originally Installed Software

All school-issued devices are supplied with the latest version of their respective operating system and many other applications useful in an educational environment. Updates will be automatically installed when the computer is shut down and restarted. The software originally installed on the school-issued device must remain on that device in usable condition and easily accessible at all times. Students may not use or install any operating system or application on their school-issued devices. The school-issued devices are managed by the district.

From time to time, the school may add content for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school as well.



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PROTECTING AND STORING YOUR SCHOOL-ISSUED DEVICE

School Issued Device Identification

School-issued devices are the responsibility of the student. This device will be yours for a specified time. School issued devices will be labeled in the manner specified by the school. **Under no circumstances are students to modify, remove, or destroy identification labels.**

Account Security

Students are required to use their Black Hawk domain user ID and password to protect their accounts and are required to keep that password confidential. Personal online accounts are not to be added to school-issued devices.

Storing Your School-Issued Device

- When students are not using their school-issued device, they should store it in their locked locker. Nothing should be placed on top of the school-issued device when stored in the locker.
- Students in grades 6-12 are encouraged to take their school-issued devices home every day after school.
- Students in grades ECH-5 will keep their school-issued devices in their classrooms unless designated by their teacher.
- School-issued devices should not be stored in a student's vehicle at school or home for security and temperature control measures.

School-Issued Devices Left in Unsupervised Areas

- Under no circumstances should school-issued devices be left in an unsupervised area.
- Unsupervised areas include but are not limited to: the school grounds, cafeteria, computer labs, gymnasium, locker rooms, unlocked classrooms, and hallways.
- Any school-issued device left in these areas is in danger of being stolen.
- If an unsupervised school-issued device is found, notify a staff member immediately.

Unsupervised school-issued devices will be confiscated by staff. Disciplinary action may be taken for leaving your school-issued device in an unsupervised location.



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REPAIRING OR REPLACING YOUR SCHOOL-ISSUED DEVICE

School Issued Devices Undergoing Repair

- Loaner school-issued devices may be issued to students when they leave their device for repair at the Library.

INTENTIONAL OR NEGLIGENT DAMAGE

Students could be held partially or fully responsible for damages/loss to their devices.

Examples include, but are not limited to:

- Liquid/beverage spills on the device.
- Deliberate damage, neglect, or abuse caused by you or others you allow to use your device. This includes intentionally marking, defacing, and/or abusing the school-issued device. Also, damage caused by tampering with hardware components to alter district configurations.
- Leaving the device unattended or failing to secure it per school recommendations.
- Leaving the device in an unlocked car, locker, or on the bus.
- Mysterious disappearance of the device - meaning the device user does not know as to the place, time, or manner of the loss.
- **Parents/Students will be charged for the actual cost of a replacement device, accessories, and/or repairs incurred due to misuse, abuse, or loss. Fees must be paid before another device is issued.**

SCHOOL ISSUED DEVICE TECHNICAL SUPPORT

Procedure to open a service request with the Black Hawk School District Technology Department

- All repair requests must be made to the BHSD Technology Department through the TC Network ticketing system. A teacher or the librarian will submit a repair request to the Technology Department.
- If a student experiences an issue with their school-issued device while in class, they will notify the teacher of the issue.
- If a student has an issue with his/her school-issued device while at home, call the school during school hours or take it to the library on the following school day.
- If the Technology Department does not have an immediate resolution, and the unit is inoperable, the student may be issued a loaner school-issued device, upon availability, to use.
- Students will be notified when their issue has been resolved. Service and repairs will be documented and reviewed to ensure the proper use and/or maintenance of the school-issued device.



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***Beginning in the 2022-2023 school year, the following School Issued Device Policy Handbook Sign-Off and Student Contract will go into effect. Parents and students will be asked to sign this document before device distribution.

Black Hawk School District School Issued Device Policy Handbook Sign-Off and Student Contract

- I will never leave my school-issued device unattended in an unsecured or unsupervised location.
- I will never loan out my school-issued device to other individuals.
- I will know where my school-issued device is at all times.
- I will charge my school-issued device battery to full capacity each night and bring it to school daily.
- I will keep food and beverages away from my school-issued device since they may cause damage to the device.
- I will not disassemble any part of my school-issued device or attempt any repairs.
- I will protect my school-issued device by always carrying it securely to avoid damage.
- I will use my school-issued device in ways that are appropriate for education.
- I will not place decorations (stickers, markers, writing, etc.) on the school-issued device.
- I understand that the school-issued device is subject to inspection at any time without notice and remains the property of Black Hawk School District.
- I have read and will follow the policies outlined in the school-issued device Policy Handbook and the District Acceptable Use Policy while at school, as well as outside the school day.
- **I will be responsible for the actual cost of a replacement device or accessories caused by damage or loss caused by neglect or abuse. Fees will be paid before another device is issued.**
- I agree to return the school-issued device and accessories in good working condition at the end of each school year.

Student Name: _____ (Please Print)

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____