

**Pennoyer School District 79**  
Student Technology Device Expectations

BE READY	BE RESPECTFUL	BE RESPONSIBLE
Come to school with your device fully charged	Do not touch someone else's device without asking	Use both hands when carrying your device
Know your usernames and passwords	Listen and follow directions from your teachers	Only visit appropriate websites and apps
Bring your device to school everyday	Use your headphones when listening to books or videos on your device	Sit in a safe place when using the device
Keep your charger at home unless your teacher tells you otherwise (3-8)	Always return your device to storage when finished (K-2)	Talk to your teacher if something breaks on your device or it is not working
If you are missing a required app, let your teacher know	Always handle your device with care	Make sure to keep food and drinks away from your device at all times

Caring for Your Device	
<p><i>How do I clean my device?</i></p> <ul style="list-style-type: none"> <li>● Have your parent or teacher remove your device case (for iPads)</li> <li>● Prepare a moist wipe or damp microfiber cloth. Make sure to squeeze out as much liquid as possible. You want it to be slightly damp.</li> <li>● Wipe down the front and back of the device</li> <li>● Make sure to:               <ul style="list-style-type: none"> <li>○ Avoid All Buttons</li> <li>○ Avoid the Headphone Jack</li> <li>○ Avoid the Charging Port</li> <li>○ Avoid the Speaker Grills</li> </ul> </li> <li>● Wipe the screen</li> <li>● Take a paper towel and dry off any excess liquid from on the device.</li> <li>● Have your teacher or parent put the case back on (for iPads)</li> </ul>	<p><i>What should I do if I crack my screen or damage my charger?</i></p> <ul style="list-style-type: none"> <li>● Tell my parents/guardians</li> <li>● Bring the broken device or charger to my teacher</li> <li>● The device will be looked at by the technology department and will be repaired or replaced as necessary</li> <li>● The school will communicate with the parents/guardians about what fees are owed based on the damage and which incident (1st, 2nd, 3rd)</li> </ul> <p><i>What should I do if I lose my device or it is stolen?</i></p> <ul style="list-style-type: none"> <li>● Tell my parents/guardians</li> <li>● Parents/guardians will file a police report and bring a copy to the school</li> <li>● The Directory of Technology will review the incident and issue a replacement device as appropriate</li> <li>● The school will communicate with the parents/guardians what fees are owed to replace the lost or stolen device</li> </ul>