



**CABELL COUNTY
SCHOOLS**

**Digital Device Handbook for
Students and Parents
2026-2027**

*Student
Technology
Empowerment
Plan*



Cabell County Schools Digital Device Handbook for Students and Parents

***Please read entire document and return the Cabell County Schools Student-Parent Technology Agreement and AUP Form.
The waiver form will need returned if you choose to opt-in.***

By using or taking possession of an electronic device owned by the Cabell County Schools, a student and their parents/guardians are agreeing with the terms of the West Virginia Department of Education (WVDE) Policy 2460, Cabell County Schools Policy 7540.04, and the expectations detailed in the Student/Parent Digital Device Handbook.

Qualifications:

Students actively enrolled in and attend full-time school in Cabell County Schools, qualify to use a district-owned electronic device. To receive and use the borrowed device, the student must also comply at all times with the expectations of any applicable Cabell County student policies and procedures, including but not exclusive to behavior, attendance, and telecommunications access.

Terms:

Qualifying students will be issued a district-owned electronic device at no cost to the student/parent/guardian. At the Kindergarten through 10th-grade level, one Apple iPad, Apple compatible charger (power brick/cable) and case are being loaned to the Student and are in good – condition/working order. At the 11th through 12th-grade level, one Apple MacBook, original Apple compatible charger (power brick/cable) and case are being loaned to the Student and are in good – condition/working order. It is the Student's responsibility to care for the equipment and ensure that it is retained in a safe environment. Financial obligation is not incurred by the student/parent/guardian unless loss or damage of the borrowed device or accessories occurs. All use of the District-owned device must remain in compliance with the Cabell County Schools Digital Device Handbook and WVDE – Policy 2460/District Technology Usage Policy 2460. Any failure to comply may terminate qualification and rights of possession effective immediately and Cabell County Schools may repossess the property.

Title/Ownership:

The legal title to the electronic device belongs to the Cabell County Schools and shall at all times remain as such. Your right of possession and use of the borrowed device is limited to, and conditioned upon, your full and complete compliance with the expectations detailed in Cabell County Schools Student Handbook and the Cabell County Schools Student/Parent Device Handbook. Because the borrowed device is the property of the school district, it is subject to monitoring of use and search of contents at any time. There is no expectation of privacy in use or data stored on a district-owned device.

Damage:

By taking possession of a borrowed device, the borrower agrees to assume full responsibility for the safety, security, care, and proper use of the borrowed property. In case of an accident, fire, flood, or careless handling of the property, the borrower agrees to assume full responsibility for the damaged device as deemed necessary by the school district. In the case of damage to a borrowed device, the user must report any damage (case, device, or chargers) to school personnel and the Technology Department within one school day of the occurrence.

Loss or Theft:

By taking possession of a borrowed device, the borrower agrees to assume full responsibility for the safety, security, and care of the borrowed property. In a case of complete loss or theft occurring at school, the borrower must report the incident to a school representative and to Technology Department personnel from the district within one school day of the occurrence. In the case of loss or theft occurring away from school, the borrower must report the incident to the law enforcement officials of the jurisdiction within 24 hours of the occurrence and then provide documentation of the aforementioned law enforcement report to the school and Technology Department within one day of the occurrence.

Repossession:

If you do not fully comply with all terms of the Cabell County Schools Student-Parent Technology Agreement and AUP Form, including the timely return of the property, Cabell County Schools shall be entitled to declare you in default and come to your place of residence, or other location of the device, to take possession of the property.

Cabell County Schools Digital Device Handbook for Students and Parents

Terms of Agreement:

A user's right to use and possess the borrowed device terminates no later than the last day* the student attends Cabell County Schools unless terminated earlier by the District for noncompliance. The equipment will be returned when requested by Cabell County Schools. This agreement is also terminated upon withdrawal from active enrollment in the district or terminated due to a change in schedule/attendance or the student is no longer attending class regularly in Cabell County Schools. ***High Schools Seniors must return their device on the date provided by Cabell County Schools prior to graduation.**

Replacement/Repair:

The replacement cost of any damaged, stolen, or lost device is based on the cost of the replacement of the device at the time of damage or loss. A student/parent/guardian is fully responsible for the replacement cost of any device damaged, stolen, or lost while in their possession. Replacement costs for accessories including but not limited to cases, charging cords, etc. will be based on the cost at the time of replacement.

Damage Waiver Option:

Cabell County Schools offers a damage waiver program to provide risk management services for our 1:1 digital device deployment. Students and parents and/or guardians participating in this initiative will be responsible for protecting the assigned device from any damage, theft, or loss. If any damage, theft, or loss should occur, Cabell County Schools will waive all or part of the financial responsibility, subject to a deductible per incident for parents/guardians who have chosen to participate in the *optional* damage waiver program. In exchange for this damage waiver coverage, Cabell County Schools requires an annual contribution of \$30.00 for iPads and \$50.00 for MacBooks. Payment for coverage must be made within 14 days beginning on the date students receive the device. Payment of the damage waiver fees will be handled at the local school. Coverage does not begin until the school has received full payment. If you have additional questions, call your school office or Cabell County Schools Technology Department. Additional information about the waiver is attached to this handbook. Fees collected are non-refundable.

Special Circumstances for Access - Accommodations:

It is not the district's recommendation that a student be restricted/denied access to any learning resource that is granted to all other students. If, at any point, circumstances outside of school call for a student to have limited or restricted access to district-provided resources, a written request by the student's parent/guardian, in collaboration with a school administrator, must be placed on file with the particular school from which the parent/guardian is requesting the special accommodation. If the request is initiated by the parent/guardian, then approved by a school administrator, and placed on file with the school's Technology Department, a student may be granted, "As needed only" or "by Teacher request only" access to their device, rather than have it issued permanently to the student.

Administrator Restrictions:

Noncompliance with the expectations of the Student Handbook or violations of School or County policies can result in the loss of privilege with, or restricted access to, district-provided technology as a consequence of misuse or as a safety measure for a particular student. The use of Cabell County School technology is a privilege rather than a right and can, therefore, be taken away from a user who has displayed a pattern of behavior that is considered by an administrator to be potentially unsafe or unhealthy for the user, other students, staff, the technology itself, or the learning environment.

General Precautions:

- Cords and cables must be inserted carefully into the iPad/MacBook/charger to prevent damage.
- iPads/MacBooks must remain in the Cabell County Schools provided case at all times.
- iPads/MacBooks must remain free of any writing, drawing, stickers, screen protectors, or labels that are not the property of the Cabell County Schools.
- iPads/MacBooks must never be left in an unlocked locker or car nor any unsupervised area.
- Students are responsible for keeping their iPad/MacBook battery charged for school each day.

Cabell County Schools Digital Device Handbook for Students and Parents

Receiving Your iPad/MacBook

- Parents and students must sign and return the Cabell County Schools Student-Parent Technology Agreement and AUP Form document before a Cabell County Schools iPad or MacBook can be issued to their child.
- WVDE issued Email accounts (@stu.k12.wv.us) must be used for all email communication on the Cabell County Schools digital device. This is in compliance with current WVDE policy and Cabell County Schools Policies.
- One user with specific privileges and capabilities will be set up on the iPad/MacBook for the exclusive use of the student to which it has been assigned. The Student agrees to make no attempts to change or allow others to change the privileges and capabilities of this user account.

Care and Handling of Device:

- Students are responsible for the general care of the District issued iPad/MacBook and should notify school personnel of any problems.
- Do not allow other users access to an electronic device assigned to you.
- Start each day with a fully charged battery.
- Carefully insert and/or remove headphones, adapters, and charging cables.
- Protective cases provided protect the iPad/MacBook from normal treatment.
- iPads/MacBook must be kept in the protective case provided by Cabell County Schools at all times.
- Make sure that your device is not exposed to liquids, extreme heat, or cold temperatures, which could cause the device to malfunction.
- Make sure that the surface of the case or device is not altered or defaced. Decorations, screen protectors, or stickers, except those required for Cabell County Schools inventory or affixed by school personnel, are prohibited.
- Cabell County Schools district personnel are the only permitted individuals to troubleshoot, diagnose, or arrange for repair of the device.
- iPad/MacBook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.
- Do not lean on the top of the iPad/MacBook.
- Do not place anything on top of the iPad/MacBook or in the carrying case/between keyboard and screen that could put pressure on the screen. An example is stapled or clipped papers.
- Clean the screen and/or the external case with a soft, dry cloth or anti-static cloth.
- Do not “bump” the iPad/MacBook against lockers, walls, car doors, floors, etc. as it will eventually damage the electronic device.

Security, Storage, and Transport of Device:

- The Student acknowledges and agrees that the Student's use of the District Property is a privilege and that by the Student's agreement to the terms hereof, the Student acknowledges it is the Student's responsibility to protect and safeguard the District Property and to return the same in good condition.
- Keep your device in a protective carrying case when not in use or to transport in and outside of school.
- Handle with caution even when inside the protective case.
- Your device should not be left unattended in the classroom, locker, or any unsecured area.
- Keep your device out of reach of younger siblings, family pets, or anyone capable of careless handling or inadvertent damage to the device.
- The iPad/MacBook does have identification on it indicating that it is the property of Cabell County Schools. This identification should not be altered, modified, or removed.

Cabell County Schools Digital Device Handbook for Students and Parents

Device Use at School:

Cabell County Schools devices are intended for use at school each day. In addition to teacher expectations for iPad/MacBook use, school messages, announcements, calendars, and schedules may be accessed 24/7 using the iPad/MacBook. Students are responsible for bringing their iPad/MacBook to school fully charged. The devices will be taken to all classes daily.

- Students are responsible for making sure that they do not switch devices or share devices with other users.
- Chargers and other accessories should not be shared or switched with other users.
- Students/parents are responsible for any loss or damage that may occur to it regardless of whether loss/damage occurs at school or away regardless of whom is using it at the time of loss/damage. (See terms of Optional Damage/Loss/Theft Waiver)
- Secure the device out of view from anyone outside of the vehicle if being temporarily stored in a parked vehicle. Never store your device in an unlocked and/or unattended parked vehicle.
- Communicate with teachers, coaches, sponsors, supervisors, etc. about ensuring that your device will receive secure storage if you have it at school-related activities, sporting events, etc.

Reporting Damage/Loss

- In case of loss or theft occurring at school, the borrower must report the incident to the appropriate school personnel, school resource officer, and/or the Cabell County Schools Department of Technology within 24 hours of the occurrence.
- In case of theft or loss occurring away from school the borrower must report the incident to law enforcement officials of the jurisdiction within 24 hours of the occurrence and then provide documentation of the police report to the appropriate school contact, and Technology Department office personnel.
- In case of damage to the device, you must report the incident to the school, building sysops, Technology Support and Training Specialists, or Technology Department personnel within one school day/24 hours of the occurrence.

File Storage

- Every student in Cabell County Schools has access to Microsoft OneDrive.
- OneDrive should be used for storage and backup of all electronic files, images, or assignment data.
- Content stored on the device may be lost if the device requires repair or maintenance and cannot be recovered.
- Cabell County Schools is not responsible for any data loss that may occur.

Wireless Access

- All Cabell County Schools usage expectations and policies pertain to the device in school and use on home networks.
- Devices will connect to wireless networks if one is present.

Content Filtering

- Cabell County Schools provides content filtering, configured by the county and the State of West Virginia in compliance with existing county and state policies.
- Cabell County Schools Acceptable Use Policies and WVDE Policy 2460 define content considered inappropriate in a school setting. These guidelines are also to be observed when the device is used outside the school setting.
- This filtering does not absolve the user from attempting to access unauthorized or inappropriate sites on the Internet.
- No content filter can prevent access to all online content that is not school-related. Content filters will provide a degree of protection to the user and the device. The user assumes all responsibility for not accessing content that is either inappropriate or non-school related whether blocked by a filter at any time or not.
- Attempts to bypass or disable the content filtering on a device will result in disciplinary consequences or restriction of a student's technology privileges, as outlined in the Cabell County School's acceptable use policy and WVDE policy 2460.

Cabell County Schools Digital Device Handbook for Students and Parents

Daily Use Expectations – iPad/MacBook Left at Home

If students leave their Cabell County Schools-issued iPad or MacBook at home, they are responsible for getting the coursework completed as if they had their electronic device present. If a student repeatedly leaves their iPad/MacBook at home, they will be required to turn in and check out their iPad/MacBook from a school-designated staff member for a time to be determined by the school staff.

Repairs

Cabell County Schools will work with Apple Certified professionals, for the duration of coverage, to provide repairs. No repairs are to be instigated by student/parent/guardian at alternate repair facilities.

Screensavers/Background Photos/Sound/Music, Games, or Programs

- Inappropriate media may not be used as a screensaver or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang-related symbols or pictures, etc. will result in disciplinary actions.
- Lock screen codes may need to be shared with the teacher in the room to facilitate any required repair or resetting of the device.
- Sound must always be muted unless permission is obtained from the teacher for instructional purposes.
- Music is allowed on the iPad/MacBook and is permissible at the discretion of the teacher.
- The intended purpose of the device in the school or classroom is to enhance the learning process. Storage priority on the device will be given to county and school-installed applications and files.
- All software/apps provided by the district must be kept on the device.
- The only appropriate email address is the WVDE email address "@stu.k12.wv.us"
- Microsoft 365 Online, provided by the West Virginia Department of Education, will also be used to enhance workflow and information exchange.
- Reports of inappropriate content will result in a review of the iPad/MacBook by designated school personnel.

Managing Your Files and Saving Your Work on iPads/MacBooks

It is recommended students save files for storage to Microsoft OneDrive. The iPad/MacBook will not be backed up in case of a repair or re-deployment. Malfunctions of the iPad/MacBook are not an acceptable excuse for not submitting work.

Network Connectivity

The Cabell County Schools makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, Cabell County Schools will not be responsible for lost or missing data.

Cabell County Schools Installed Applications

The software/apps installed initially by Cabell County Schools must always remain on the iPad/MacBook in usable condition and be accessible. Occasionally the school may add applications for use in a particular course. School-specific licenses for applications require that the software be removed from iPads/MacBooks at the completion of the course or when transferring to another school.

Additional Software

Storage limits on the devices may limit extra software/apps on iPads/MacBooks. Storage will be allocated to educationally appropriate apps or software, which may result in personal app or software deletion. Cabell County Schools will not provide additional iCloud storage. Cabell County Schools will manage the iPads/MacBooks to contain the necessary apps for schoolwork. The Technology Department will manage educational Apps, provided by the school or Cabell County Schools.

Inspection

Reports of inappropriate content will result in a review of the iPad/MacBook by designated school personnel. This may result in reduced or removed access to the device.

Procedure for re-loading software

If technical difficulties occur, due to apps or software, which cause device instability, the iPad/MacBook will be restored after a system wipe. Students are responsible for checking to ensure that files are backed-up and successful. The school system does not accept responsibility for the loss of any software or documents deleted due to reformatting and reimaging.

Cabell County Schools Digital Device Handbook for Students and Parents

Software upgrades

Upgrade versions of licensed software/apps are available from time to time and can be installed by the student user. Cabell County Schools Technology Department and/or school personnel may take possession of student iPads/MacBooks for periodic updates.

iPad/MacBook Check-in

If a student transfers out of the Cabell County Schools during the school year, the iPad/MacBook must be returned at that time.

Check-in Fines

- School Apple iPads/MacBooks, cables, chargers, and cases must be returned prior to the last attendance date in Cabell County Schools.
- Graduating seniors must return the device on the date provided by Cabell County Schools prior to graduation.
- Students, who graduate early, withdraw, are expelled, or terminate enrollment at Cabell County Schools for any other reason must return their individual school iPad/MacBook **on or before the date of termination**. If a student fails to return the iPad/MacBook upon the termination of enrollment at Cabell County Schools, that student/parent will be held liable for any replacement costs associated with the device.
- The student/parent/guardians will also pay the replacement cost of the iPad/MacBook if the device is damaged beyond repair or is lost/not returned.
- Students/parents/guardians who fail to return Cabell County Schools devices will be held liable.
- Furthermore, the student will be responsible for any damage to the iPad/MacBook, consistent with the Cabell County Schools Student/Parent Digital Device Handbook and must return the iPad/MacBook and accessories to the student's school in satisfactory condition. The student will be charged a fee for any needed repairs, or replacement components not returned, not to exceed the replacement cost of the iPad/MacBook, chargers, cables, and case.

Parent Responsibilities

Your son/daughter has been issued an iPad/MacBook to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this computer:

- | |
|--|
| <ul style="list-style-type: none">☐ I will supervise my child's use of the iPad/MacBook at home.☐ I will discuss our family's expectations regarding the use of the Internet and email at home.☐ I will supervise my child's use of the Internet and email.☐ I will not attempt to repair the iPad/MacBook, nor will I attempt to clean it with anything other than a soft, dry cloth.☐ I will report, to the school, any problems with the iPad/MacBook.☐ I will not load or delete any applications from the iPad/MacBook.☐ I will make sure my child recharges the iPad/MacBook battery nightly.☐ I will make sure my child brings the iPad/MacBook to school every day.☐ I agree to return the iPad/MacBook to school when requested and/or upon my child's withdrawal from Cabell County Schools.☐ I will maintain a record of the passwords used on the device and provide the information to the district, if needed, to track the device. |
|--|

Cabell County Schools Digital Device Handbook for Students and Parents

Student Responsibilities

Your iPad/MacBook is a learning tool and is to be used for educational purposes. In order to take your iPad/MacBook home each day, you must be willing to accept the following responsibilities:

- ☐ When using the iPad/MacBook at home, at school, and anywhere else I may take it, I will follow the policies Cabell County Schools, especially the Student Code of Conduct and Acceptable Use Policy, and abide by all local, state and federal laws.
- ☐ I will treat the iPad/MacBook with care.
- ☐ I will not lend the iPad/MacBook to anyone, not even my friends or siblings; it will always stay in my possession.
- ☐ I will not use my iPad/MacBook with personal email accounts other than those assigned by the WVDE (@stu.k12.wv.us)
- ☐ I will not remove programs or files from the iPad/MacBook.
- ☐ I will not give out personal information when using the iPad/MacBook.
- ☐ I will bring the iPad/MacBook to school every day.
- ☐ I agree that email (or any other electronic communication) should be used only for appropriate, legitimate, and responsible communication. I will practice good Digital Citizenship skills.
- ☐ I will keep all accounts and passwords assigned to me secure and will not share these with any other students.
- ☐ I will not attempt to repair the iPad/MacBook.
- ☐ I will recharge the iPad/MacBook battery each night.
- ☐ I will return the iPad when requested and upon my withdrawal from Cabell County Schools.
- ☐ I will keep the iPad/MacBook in its protective case at all times.

If the iPad/MacBook is damaged, lost, or stolen under this plan, restitution will be expected. It is important to remember that the mobile device management system used on the device has the ability to track the location of the iPad/MacBook (location will be indicated on a map) and remotely control a sound notification on the device. In the event of loss or theft, it is essential to notify school personnel quickly before the battery drains. The school district will treat a lost iPad/MacBook as stolen and will support the authorities in tracking the device.

Cabell County Schools Acceptable Use of Technology Resources

As part of Cabell County Schools commitment to the efficient utilization of technologies in our district, students may be provided with access to technology resources. Access to these resources relies upon the proper conduct of the end-user, who must adhere to strict guidelines. These guidelines are provided in the Cabell County Schools Acceptable Use Policy so that the user is aware of his responsibilities. In general, this policy requires the efficient, ethical and legal utilization of technology resources.

In order to ensure compliance with the Cabell County Schools Acceptable Use Policy for students, the West Virginia State Department of Education Policy 2460 and the Federal policies CIPA (Children's Internet Protection Act) and COPPA (Children's Online Privacy Protection Act), a signed agreement form must be on file for each student who wishes to use any of the technology in Cabell County Schools. If the student does not have a signed agreement form on file, the student will not have access to technology resources.

- By signing the Student Agreement Form, the student acknowledges that he/she has read the Acceptable Use Policy and agrees to adhere to the guidelines outlined in the policy.
- The parent's signature on the agreement form indicates that the parent agrees to take responsibility for the child's behavior regarding use of technology.

The attached application will give students access to the following accounts:

- Cabell County Schools user account
- Microsoft Office 365 and an stu.k12.wv.us email address
- Cabell County School's educational technology resources for students including student devices:
 - iPad with Keyboard Case and charging accessories in grades K-10.
 - MacBook Air with Case and charging accessories in grades 11-12.

Cabell County Schools Digital Device Handbook for Students and Parents

As a technology user in Cabell County Schools, I agree to follow the policy outlined below. I understand that this policy supports and adheres to Cabell County Schools Policies 7540, 7540.04, and 7540.06, West Virginia State Department of Education (WVDE) Policy 2460, Children's Internet Protection Act (CIPA), and Children's Online Privacy Protection Act (COPPA).

- I recognize that all users have the same rights to use the equipment; therefore, I will not use technology resources for non-educational activities.
 - I will practice good Digital Citizenship skills, using proper network etiquette, using proper language and polite responses, along with appropriate behaviors.
 - I will not play games on the Internet, use chat lines, stream music, or use other resources for nonacademic activities.
 - I will limit my use of telecommunications (email, video conferences, or audio calls) in school to the educational objectives established by my teacher(s).
- I recognize that software and applications are protected by copyright laws; therefore,
 - I will not download or load any type of executable file to network from any media or cloud service.
 - I do recognize that most information on the Internet is copyrighted material and is illegal to use without the written permission of the owner.
 - I will utilize self-service options from Cabell County Schools to install applications needed.
- I recognize that the work of all users is valuable; therefore, • I will not use the account or assigned device of another user.
 - I will not allow others to use my account or assigned device.
 - I will not disclose my password to others.
 - I will not attempt to bypass the security or filters built into the system, to gain unauthorized access to system programs or computer equipment.
 - I will not create or introduce any malicious application which may destroy files or disrupt service to other users.
- I recognize that technology resources are to be used as educational tools to support the mission of Cabell County Schools.
 - I will not transmit any materials in violation of any U.S., state, or county policies or regulations, including, but not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret.
 - I will not use technology resources to disturb or harass other computer users.
 - I will not use technology resources for commercial activities, product advertisement, or political lobbying.
 - I will not bring in a personal digital device (laptop, tablet, mobile device, game system) and attach it to any part of the school's network either wired or wireless.

***Return the Cabell County Schools Student-Parent Technology Agreement and AUP Form.
The waiver form will need submitted and payment sent if you choose to opt-in.***