

Pipestone Area Schools Mobile Device Handbook

2026-2027

~~Pipestone Area Schools strives to prepare students for an ever-changing world that sees technological advancements happening at an exponential rate. Our district is committed to create a learning environment that develops the potential of each learner for success in a modern world. One of the best tools we have to accelerate learning is to embed technology into student courses and classrooms.~~

~~Throughout the school year, your child will use technology to become better problem solvers, collaborators, and communicators. Your student will be given the skills and knowledge they need in order to define their own future, develop their own passions, and learn for a life time.~~

~~Pipestone is fortunate to be a 1:1 technology school. This means your child will have access to a Mobile Device at all times. Students in grades PK-4 will be issued an iPad, case, and charger, while students in grades 5-12 will have a Chromebook with a charger. If your child needs internet access for home use, a personal hotspot wi-fi device can be checked out.~~

~~The remainder of this handbook will go over PAS policies and expectations for student school and home use in regards to our 1:1 technology initiative.~~

Pipestone Area Schools cultivates curiosity to develop compassionate citizens and confident problem solvers who are prepared for future success. As a 1:1 technology district, we integrate technology into teaching and learning to help students become effective problem-solvers, collaborators, communicators, and lifelong learners.

Title and Ownership

The legal title and ownership of the mobile device (iPad, Chromebook, hotspot) is maintained by Pipestone Area School District 2689.

The legal title to and ownership of all district-issued mobile devices (including iPads, Chromebooks, hotspots, and accessories) remain with Pipestone Area School District 2689.

District Policies specific to the use of Technology

~~Your right of possession and use is limited to and conditioned upon your complete compliance with the following PAS school board policies (these can be found on the PAS website under the "District" tab):~~

- ~~• Internet Acceptable Handbook and Internet and Technology, and Cell Phone Acceptable Use and Safety Policy (#524)~~
- ~~• Cyberbullying Policy, which is part of the PAS Bullying Prohibition Policy (#514),~~
- ~~• Student Discipline Policy (#506)~~

~~Failure to comply with the district policies or guidelines in this handbook regarding care and use of the mobile device may result in the loss of privilege to take the mobile device home or use the mobile device in general.~~

District Policies Governing Technology Use

Student use and possession of district-issued technology is a privilege, not a right, and is conditioned upon compliance with all applicable school board policies and this handbook, including:

- Internet and Technology Acceptable Use and Safety Policy (#524)
- Bullying Prohibition Policy (#514), including Cyberbullying
- Student Discipline Policy (#506)

These policies are available on the district website under **School Board**. Failure to comply with these policies or

the expectations outlined in this handbook may result in disciplinary action, loss of technology privileges, or revocation of the privilege to take district-issued devices off campus.

Mobile Device Check-Out

~~Mobile devices will be distributed each fall during designated dates and times. Parents/Guardians and students must sign the Mobile Device Agreement as well as the Internet Acceptable Use document.~~

- ~~• Students in grades PreK-4 will receive an iPad, case, and charger. Students in grades 5-12 will receive a Chromebook and charger.~~

Mobile devices will be distributed at the beginning of each school year. Before receiving a district-issued device, students and parents/guardians must sign the Mobile Device Agreement and Internet Acceptable Use Agreement.

- Grades PreK-4: iPad, case, and charger
- Grades 5-12: Chromebook and charger

Mobile Device Check-In

~~Students will turn in their device, charging cord, and hotspot (if used) at the end of the school year at a designated date and location. Students who withdraw enrollment from Pipestone Area Schools for any reason must return the mobile device and accessories on the date of withdrawal. If a student fails to return the mobile device, accessories (charging cord, case) and hotspot (if used), the student will be billed for the full replacement cost of the equipment.~~

Students must return all district-issued equipment, including the mobile device, charger, case (if applicable), and hotspot (if issued), at the end of the school year on the designated check-in date. Students who withdraw from Pipestone Area Schools for any reason must return all district-issued equipment on or before their date of withdrawal.

Failure to return any district-issued equipment will result in the student and parent/guardian being billed for the full replacement cost of the unreturned item(s).

Lost, Stolen, or Damaged Mobile Devices (including accessories)

~~If the mobile device is lost or stolen, it must be reported immediately.~~

- ~~• Elementary students/parent guardian should report the lost device to their classroom teacher.~~
- ~~• MS/HS students/parent guardian should report the lost device to the Librarian.~~

~~The student and parents guardian should make a police report regarding stolen devices to the police and turn a copy of report into the district office.~~

~~If a mobile device is damaged through normal student use, it must be reported immediately.~~

- ~~• Elementary students/parent guardian should report the damaged device to their classroom teacher~~
- ~~• MS/HS students/parent guardian should report the damaged device to the Librarian.~~
 - ~~○ A repair form will need to be filled out immediately. If the damage was caused by **accident**, misuse or abuse, it is the student/parent guardians' responsibility to pay for the cost of replacement/**repairs**.~~
 - ~~○ Student discipline may also be given following existing Pipestone Area Schools Discipline Policies.~~

Lost, Stolen, or Damaged Mobile Devices

Lost, stolen, or damaged mobile devices and accessories must be reported immediately.

- Elementary students/parents/guardians should report the incident to the classroom teacher.
- Middle/High School students/parents/guardians should report the incident to the librarian.

Lost or Stolen Devices

Stolen devices must also be reported to local law enforcement. A copy of the police report must be provided to the district office.

Damaged Devices

A repair request must be completed as soon as possible. Damage resulting from accidental damage, misuse, neglect, or intentional abuse is the financial responsibility of the student and parent/guardian. Repair or replacement costs will be assessed based on the district's Technology Repair and Replacement Fee Schedule.

Damage caused by misuse or intentional acts may also result in disciplinary action in accordance with Pipestone Area Schools Student Discipline Policy (#506).

~~**If a student device is undergoing repair, a loaner device will NOT be issued. Chromebooks will not be sent out for repair until full payment of repair costs have been received by the school.~~

If a student device is undergoing repair, a loaner device will be issued **only after full payment of repair costs has been received by the school.**

Multiple Device Responsibility

Students are responsible for all devices checked out to them. If a device is lost, stolen, or not returned, and an additional device is issued, the student (and their parent/guardian) will be held financially responsible for **each** device assigned to them. Issuing a replacement device does not remove liability for the original device.

Technology Repair & Replacement Fee Schedule

~~Below are the typical charges for damage or loss to district issued student devices. Final costs may vary depending on the extent of the damage and current replacement part prices.~~

The following fee schedule provides the standard charges for damage to or loss of district-issued technology. The district reserves the right to assess the actual cost of repair or replacement when costs exceed the amounts listed below.

<u>Item/Repair</u>	<u>Estimated Cost</u>
Full Device Replacement	\$350 - \$450
Screen Replacement	\$200 Touch Screen/\$70 Non-Touch Screen
Keyboard Replacement	\$59
Charger Replacement	\$35 - \$50
Battery Replacement	\$50 - \$100
Screen Bezel (Frame around keys)	\$25
Plastic Casing / Frame Damage	\$25 Top Cover/\$25 Bottom Cover
Missing Keys / Keycap Repairs	\$10 - \$20 each
Palm Rest	\$25
Mouse Touch Pad	\$15
Lost or Stolen Device (not recovered)	Full Replacement Cost
Missing Barcode	\$5

Note:

- ~~DO NOT REMOVE BARCODE—If barcode comes off, bring the barcode and charger to the library. The barcode MUST accompany the charger when you are checking it in, or you will be assessed a \$35 fine.~~
- ~~Intentional damage or repeated incidents may result in full replacement charges regardless of the repair. Unpaid fees may result in loss of technology privileges.~~
 - Do not remove district barcodes. If a barcode becomes detached, return both the barcode and charger to the library. Failure to return the barcode will result in a replacement fee.
 - Intentional or repeated damage may result in full replacement charges.
 - Outstanding technology fees may result in loss of device privileges.

~~Mobile hotspots for home internet use may be available for check-out from the technology department. PLEASE RETURN THE BACK PAGE OF THIS HANDBOOK INDICATING YOUR NEED FOR INTERNET/WIRELESS HOTSPOT DEVICE.~~

Mobile Hotspots

Mobile hotspots for home internet access may be available for checkout through the Technology Department. Families needing a hotspot must complete and return the Hotspot Request Form included with this handbook. Hotspots must be used in a manner consistent with district acceptable use policies and practices.

Taking Care of the Mobile Device and Accessories

General Care

- ~~Students are responsible for keeping the mobile device's battery charged for school each day.~~
- ~~Only use a clean soft cloth to clean the screen. Please do not use any cleaning wipes (Clorox, Windex, etc...) of any type.~~
- ~~Use care when inserting cords and cables into the mobile device ports to prevent damage.~~
- ~~Mobile devices must never be left in a location susceptible to extreme cold or extreme heat.~~
- ~~Mobile Devices must remain free of any writing, drawing, stickers, skins, or labels except those places on the device by the district. Stickers and labels placed on the device by the district must remain intact. Please do not eat food or drink while working on the mobile device.~~
- ~~Protective cases must remain on the iPad at all times.~~

~~**Pipestone Area Schools has individuals trained in repairing or fixing mobile devices. NEVER try to repair a mobile device yourself or have someone outside the district work on it, as this could void the warranty and cause additional expense incurred by the student and/or parent or guardian.~~

Taking Care of District-Issued Devices

General Care

Students are responsible for the proper care of all district-issued devices and accessories.

- Bring the device to school each day fully charged.
- Clean the screen only with a clean, soft microfiber cloth. Do not use household cleaning products or disinfectant wipes.
- Insert charging cords and cables carefully to prevent damage to ports.
- Protect the device from extreme heat, cold, moisture, and other environmental hazards.
- District-issued devices may not be marked, decorated, or altered. Writing, drawings, stickers, skins, or labels are prohibited unless applied by the district. District identification labels must remain intact.
- Food and beverages should be kept away from the device during use.
- Protective cases must remain on iPads at all times.

Repairs: District-issued devices may only be repaired by authorized Pipestone Area Schools personnel. Students

and families must not attempt to repair a device or have repairs completed by a third party. Unauthorized repairs may void the manufacturer's warranty and may result in additional repair or replacement costs.

Mobile Device Security

- ~~• The mobile device should not be left unattended. When not in your personal possession, the mobile device should be in a secure location.~~
- ~~• Do not lend your mobile device or charger to another person. Each device and charger are assigned to individual students. The responsibility for that device rests with the individual.~~
- ~~• Each mobile device has a unique identification number/label. This may not be modified or removed.~~
- ~~• Students are required to use their school issue secure sign in when logging into their mobile device within Pipestone Area School District Wi-Fi.~~

Mobile Device Security

Students are responsible for keeping their district-issued device secure at all times.

- Do not leave the device unattended. When not in use, it should be stored in a secure location.
- Do not lend your device, charger, or other accessories to another person. Each item is assigned to an individual student, who is responsible for its care and return.
- District identification labels and asset tags may not be removed, altered, or defaced.
- Students must use their assigned district username and password when accessing district-issued devices and the Pipestone Area Schools network.

Backgrounds and Screensavers

~~In alignment with the Internet, Technology, and Cell Phone Acceptable Use and Safety Policy (#524), inappropriate media may not be used as a screensaver or background for the mobile device.~~

Backgrounds and Screensavers

In accordance with the **Internet and Technology Acceptable Use and Safety Policy (#524)**, backgrounds, screensavers, and other displayed images must be school-appropriate and may not contain inappropriate, offensive, or disruptive content.

Using the Mobile Device at School

- ~~• Each student will have their own personal, unique login name and password. This information needs to be written down and memorized, if possible.~~
- ~~• Mobile Devices are intended for use at school each day and MUST come to school with full charge.~~
- ~~• MS/HS students are expected to bring their device to each class, unless otherwise noted by the teacher.~~
- ~~• Apps installed by the Pipestone Area Schools District must remain on the mobile device and be easily accessible at all times. From time to time, the district may load other apps needed for instruction.~~
- ~~• Teachers will be using a variety of apps and programs throughout the school year. If you ever have a question about an app your child is using, please contact the teacher for more information.~~
- ~~• If students are running out of space on the mobile device, any non-school related materials will be deleted from the device.~~
- ~~• Updates of apps are required from time to time. Before installing an update, PLEASE talk to **notify** your classroom teacher or tech office.~~

Using District-Issued Devices at School

District-issued devices are intended to support instruction and must be available for educational use each school day.

Students are expected to:

- Bring their device to school each day fully charged.
- Keep their district-issued username and password secure.
- MS/HS students must bring their device to each class unless otherwise directed by a staff member.
- Keep all district-installed applications on the device. Additional applications may be installed by the district as needed for instructional purposes.
- Maintain sufficient storage space for instructional use. Non-school-related files may be removed if additional space is needed.
- Notify their classroom teacher or the Technology Department before installing software or application updates.
- Contact the classroom teacher with questions regarding instructional applications used in class.

Using the Mobile Device at Home

- ~~• The Mobile Device has been checked out to the student and should be used solely by that individual. Allowing other family members to use the device is strongly discouraged.~~
- ~~• Students and parents/guardians are responsible for the care of the mobile device at all times, including while at home.~~
- ~~• Parents/Guardians: talk to your students about the values and standards you expect your student to follow as they use the internet, just as you would talk to them about their use of other media sources such as television, telephone, movies, radio, etc...~~
- ~~• Parents are encouraged to monitor student activity at home, especially their internet use.~~
- ~~• Experts suggest parking all technology devices, from cell phones to mobile devices, in a common family room overnight to charge. This will help discourage late night, unmonitored use, and sleep disruption.~~
- ~~• The school district does monitor student activity on the Mobile Device. Students must understand that technology staff and administration have the ability to inspect internet use and browsing history while at school and away from school.~~

Using District-Issued Devices at Home

District-issued devices are assigned to individual students and should be used only by the assigned student.

Students and parents/guardians are responsible for the care, security, and appropriate use of the device while it is off campus.

Parents/guardians are encouraged to:

- Discuss responsible digital citizenship and appropriate internet use with their student.
- Monitor their student's online activity while using district-issued technology.
- Encourage devices to be charged overnight in a common family area rather than a bedroom to promote healthy technology habits and adequate sleep.

The district reserves the right to monitor, access, and review activity conducted on district-issued devices at any time, whether the device is used on or off school property.

~~IMPORTANT CLAUSE FOR STUDENTS AND PARENTS:~~

~~By receiving this MOBILE DEVICE HANDBOOK, I accept and agree to the terms and use of this device and technology at Pipestone Area Schools.~~

~~There is no need to return this handbook to school. Please keep it for your reference.~~

Student and Parent Acknowledgment

By accepting a district-issued device, the student and parent/guardian acknowledge that they have received the **Pipestone Area Schools Mobile Device Handbook** and agree to comply with the expectations, procedures, and applicable district policies governing the use and care of district-issued technology.

This handbook is provided for your reference and does not need to be returned to the school.

Internet/Wireless Hotspot Information

~~PLEASE RETURN THIS FORM WITHIN 5 DAYS OF RECEIPT. THIS INFORMATION IS NEEDED FOR STATE DATA RECORDING. (No identifying information will be shared).~~

Internet/Wireless Hotspot Request

Please return this form within five (5) school days. This information is required for state reporting purposes. No personally identifiable information will be shared.

WIRELESS INTERNET HOTSPOT REQUEST(Please check one):

~~Please indicate below whether your student has internet access at home. If this changes during the school year, please let the school district know.~~

~~_____ My child does NOT have internet access at home and WILL NEED an internet hotspot~~

~~_____ My child has access to the internet at home and does not need a hotspot at this time.~~

Home Internet Access

Please indicate whether your student has reliable internet access at home. If your family's internet access changes during the school year, please notify the school.

☐ **My student does not have internet access at home and needs a district-issued wireless hotspot.**

☐ **My student has internet access at home and does not need a district-issued wireless hotspot at this time.**

Student Technology Device Agreement — 2026–2027

~~By signing below, the student and parent/guardian acknowledge and agree to the following terms regarding the use of technology issued by Pipestone Area Schools:~~

- ~~• We have read and understand the **Mobile Device Handbook** and the District's **technology check-out policies**.~~
- ~~• We understand that the student is responsible for the **care, security, and proper use** of all device(s) and accessories assigned to them.~~
- ~~• We acknowledge that if a device is **lost, stolen, or not returned**, the student and parent/guardian will be **financially responsible** for the full replacement cost of that device and any additional device that may be issued. **(See fee schedule)**~~
- ~~• We understand that **failure to return the device** or remit payment for lost or damaged equipment may result in **restricted access** to future technology check-outs and/or **limitations on school privileges**.~~
- ~~• We agree to **promptly report** any damage, loss, or theft of the device to school administration.~~
- ~~• We confirm that we have read and discussed the **2026–2027 Mobile Device Agreement** and understand the expectations outlined in the **PAS 1:1 Technology Handbook for Parents and Students**, as well as the **Internet and Technology, and Cell Phone Acceptable Use and Safety Policy (#524)**, as referenced in the MS/HS Handbook.~~

☐ ~~I do not want my child to be issued an additional device if their assigned Chromebook is lost or left at home.~~

☐ ~~If my student's device is being repaired, a loaner device can be issued.~~

Student Name (please print): _____ **Grade:** _____

Student Signature: _____ **Date:** _____

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____ **Date:** _____

Student Technology Device Agreement – 2026–2027

By signing below, the student and parent/guardian acknowledge that they have read, understand, and agree to comply with the **Pipestone Area Schools Mobile Device Handbook**, the **Internet, Technology, and Cell Phone Acceptable Use and Safety Policy (#524)**, and all applicable district technology procedures.

The student and parent/guardian further acknowledge and agree that:

- The student is responsible for the care, security, and appropriate use of all district-issued devices and accessories.
- Lost, stolen, damaged, or unreturned equipment may result in repair or replacement charges as outlined in the Technology Repair and Replacement Fee Schedule.
- Failure to return district-issued equipment or pay assessed fees may result in restricted technology privileges and/or other school consequences.
- Any loss, theft, or damage to district-issued equipment will be reported to the school promptly.
- The district may monitor the use of district-issued technology in accordance with Board Policy #524 and applicable law.

Device Preferences

- ☐ I do not want my student to be issued a replacement device if their assigned device is lost or left at home.
- ☐ I authorize the district to issue my student a loaner device while their assigned device is being repaired, when available.

Student Name (Print): _____ **Grade:** _____

Student Signature: _____ **Date:** _____

Parent/Guardian Name (Print): _____

Parent/Guardian Signature: _____ **Date:** _____