



LaunchED *Technology Handbook*

Family

Purpose The **LaunchED** Family Technology Handbook is designed to provide an overview of the digital learning program in Orange County Public Schools. The handbook is published annually and can be found at www.digital.ocps.net.

Navigation A table of contents is available by clicking the outline icon on the bottom of the screen. The **LaunchED** Family Technology Handbook can be navigated using the left and right arrows at the bottom of the screen. Additional information can be found by clicking on images or image captions.

Digital Learning Program



Charter Increase student engagement and achievement by personalizing learning for all students through the use of digital content and tools.

Overview Through the generous support of our local community, the **Launched** Digital Learning Program provides a digital device to every student at designated sites, in order to ensure college and career readiness.

Blended Model of Instruction The **Launched** Digital Learning Program is a *blended* model for instruction, NOT a virtual model for instruction. This means that students attend a traditional brick-and-mortar school and use their digital device in whole group, small group, and individual instruction facilitated by a teacher face-to-face.

Parent/Guardian Responsibilities



Parents/Guardians are important partners in the **Launched** Digital Learning Program. Parents/Guardians are responsible for:

- carefully reading the **Launched** Family Technology Handbook.
- explaining the handbook.
- reading and signing the Parent Technology Media Information Consent Form in ProgressBook annually.

- helping to ensure the digital device is kept safe and secure at all times to avoid breakage, damage, loss, and theft.
- ensuring that the digital device is used for digital learning purposes only outside of school.
- checking the digital device frequently for damage and reporting any issues to the appropriate school personnel.
- carefully monitoring daily use of the Internet at home.
- reporting any loss of, or damage to, the digital device within 72 hours.
- providing the school with a copy of the police report listing OCPS as the property owner in the event of theft.
- returning the digital device to the school at the end of the school year, during inventory periods, when damaged, upon withdrawal, and/or in instances where the student is suspended/expelled for any reason.

Student Responsibilities



All OCPS students have the opportunity to read and sign the Student Technology Acceptable and Responsible Use Agreement (STAR-A) daily when they log in to their digital device. Secondary students in grades 6-12 also read and sign the STAR-A during digital device distribution when they set their password.



Student Technology Acceptable & Responsible Use Agreement

OCPS is committed to providing a safe, positive, productive, and nurturing educational environment. OCPS believes that all students should have access to technology (e.g. software, internet, and network access) when they act in a responsible, efficient, courteous, and legal manner.

Educational Purpose
Technology access has been established for educational purposes and will be consistent with the districts' curriculum and the Florida Standards. The term "educational purpose" includes academic activities that directly improve upon 21st century skills such as creativity, innovation, critical thinking, problem solving, communication, and collaboration.

As a student, I will:
✓ Use technology for educational purposes
✓ Follow the code of Student Conduct rules
✓ Follow local and state laws

As a student, I will not:
○ Use district technology for commercial purposes
○ Offer, provide, or purchase products or services using any OCPG resource

Student Internet Access
All students will have district-supervised access to the internet through the classroom, media center, or computer lab. In accordance with Children's Internet Protection Act (CIPA) and Children's Online Privacy Protection Act (COPPA), all OCPG web access is filtered. However, this does not preclude the possibility that inappropriate sites are not blocked.

As a student, I will:
✓ Use OCPG internet access for educational purposes
As a student, I will not:
○ Use OCPG internet to access profane or obscene pornographic material
○ Use OCPG internet to advocate illegal acts
○ Use OCPG internet to advocate violence or discrimination towards people

Responsible Uses
In order to ensure a safe, positive, productive, and nurturing educational environment for all, students are expected to demonstrate the following responsible technology uses.

Personal Safety
As a student, I will:
✓ Keep private information, such as my address, phone number, birthday, and other identifiable information private
✓ Keep my password secure and not provide it to another student

✓ Report anyone who tries to use technology to hurt or harass me to a teacher or other OCPG employee
✓ Tell a teacher or other OCPG employee when someone or something makes me uncomfortable

As a student, I will not:
○ Log in to any account other than my own
○ Use OCPG technology to engage in any illegal acts. For example, arranging for a drug sale, the purchase of alcohol, engaging in criminal gang activity, or threatening the safety of another person
○ Cyber-stalk or cyberbully another person
○ Coerce or extort another person
○ Make threats of violence or harm against another person

Inappropriate Language
As a student, I will:
✓ Treat others with respect
✓ Use appropriate language
✓ Offer constructive criticism when appropriate
As a student, I will not:
○ Use obscene, profane, lewd, vulgar, rude, threatening, or disrespectful language
○ Harass another person
○ Knowingly or recklessly communicate false or defamatory information about a person or organization
○ Share a privately sent message without permission of the person who sent the message
○ Share private information about another person
○ Participate in sexting
○ Use discriminatory language

System Security
As a student, I will:
✓ Allow any teacher, administrator, or OCPG IT staff to review my work and activities created on a school device or OCPG network at any time
✓ Ask for permission before connecting my own device to the OCPG network
✓ Make sure any devices I use on the OCPG network are approved by the district
As a student, I will not:

○ Use technology to gain access to student grades or private student records, or other student information
○ Download unauthorized software, apps, extensions, or plug-ins on a school device
○ Intentionally spread computer viruses
○ Bypass, destruct, disrupt, modify, or abuse OCPG network access



Student Technology Acceptable & Responsible Use Agreement

Plagiarism and Copyright
As a student, I will:
✓ Credit my sources when I am using other people's files, information, images, or other material
✓ Respect the work of other students and people

As a student, I will not:
○ Submit another person's files, information, images, or material and claim it as my own
○ Assist another student in plagiarizing
○ Illegally download and/or share files online
○ Copy, damage, or delete the work of other students

Student Rights
Free Speech
Student rights to free speech, as set forth in the Code of Student Conduct, also apply to communication on the internet and World Wide Web. The OCPG internet is considered a limited forum, similar to a school newspaper, and therefore, OCPG may restrict speech for valid educational reasons. However, speech will not be restricted on the basis of a disagreement with the opinions a student expresses.

Search and Seizure
Parents and legal guardians have the right to request to see the contents of their student's files residing on any district-owned storage. OCPG will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted on the OCPG network.

An individual search will be conducted if there is reasonable suspicion that students have violated this Agreement, OCPG Policies, the Code of Student Conduct, or the law. The investigation will be reasonable and related to the suspected violation.

Due Process
Administrators will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through OCPG network access. If the violation also involves a violation of the Code of Student Conduct, it will be handled in a manner described in that document.

Limitation of Liability
OCPS makes no guarantee that the functions or the services provided by or through the OCPG network will be error-free or without defect. OCPG will not be responsible for any damage suffered, including but not limited to, loss of data or interruptions of service. Students are responsible for making a backup copy of all files upon graduation or leaving the school. OCPG is not responsible for the accuracy or quality of the information obtained through or stored on the network. OCPG will not be responsible for financial obligations arising through the unauthorized use of the network as the result of intentional misuse.

Violation or abuse of electronic and internet or communication devices or any School Board adopted policy related to the use of telecommunication or electronic devices may result in discipline in accordance with the Code of Student Conduct. OCPG administrators have sole discretion to determine whether any electronic communication, image, or illustration violates this agreement and the Code of Student Conduct.

PARENT/LEGAL GUARDIAN AGREEMENT

Your child reads and signs the agreement above each time they log on to a district computer.

I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable and that, even though OCPG uses a filtering system to block as many of these sites as possible, no filtering system is capable of blocking 100% of the inappropriate material available on the internet.

I consent to the use of approved social media platforms for the purpose of educational activities (HG ONLY)

Students are also responsible for:

- keeping their digital device safe.
- charging their digital device nightly.
- restarting their digital device weekly to get important updates.
- bringing their digital device to school daily.
- reporting any loss of, or damage, to the digital device within 72 hours.

NOTE: Teachers will design many of their lessons and classroom activities based on students having access to their digital device. If students does not have their digital device and/or it is not charged, they will still be required to participate in the day's activities with alternative tools/materials.

Digital Device Distribution



Digital Device Check-Out

Students at **Launched** sites access their assignments, instructional materials, and classwork through their digital device. As a result, all fully-registered students are issued a digital device on or before the first day of school, just as they would have been issued a textbook in the past. Check with your school for digital device distribution dates and times. Newly registered students are issued a digital device within two school days of registration.

- **NO permission form is required to check out a digital device.**
- **Students need their student ID (or student number) to check out a digital device.**

All student digital devices have been imaged with the same software, network privileges, and configurations by the district's technology team. Students are not allowed to download or make any modifications to their device. Any new programs that need to be installed or upgraded on student digital devices must be approved by the district curriculum team and installed by our technology department.

Digital Device Check-In

Students must return the digital device at the end of the school year on the date and time requested by the school. The district will perform annual maintenance to ensure optimal performance. Any stored data will be erased from the digital device, therefore, students should store all files in their OCPS Google Drive.

Board policy JFC requires that, "Upon withdrawal, all Board property, including, but not limited to: instructional materials, electronic devices, digital devices, and other technology, must be returned to the school from which the student withdraws within forty-eight (48) business hours."

Students are responsible for any damage to the digital device that may have occurred throughout the school year, but has not been previously reported. Students who do not return their digital device at the end of the year will also be held responsible for the cost to replace the digital device.

Digital Device Refusal

Parents/Guardians reserve the right to refuse acceptance of the digital device issued to their student and to return it to the school media center. In the event of, refusal parents/guardians have two options:

1. Total Opt Out
2. Bring Your Own Device

Total Opt Out

Parents/Guardians wishing to totally opt out of digital learning in favor of traditional methods must meet with the school administration to discuss concerns. Students will be issued paper instructional materials and alternative assignments, where possible, acknowledging that there is no traditional alternative to some digital activities. Total opt out applies only to classroom activities and does not extend to assessments.

Bring Your Own Device (BYOD)

Students wishing to bring their own device rather than use the district provided digital device, may do so as long as the digital device:

- meets district specifications.
- is registered.
- has provided classroom management software installed.

A BYOD buying guide and classroom management software installation bundles can be found at the [BYOD program site](#). BYOD registration forms can be found on Progress Book ParentAccess.

HS Dual Enrollment

High school students dual enrolled at local colleges and universities who have at least one class on a **LaunchED** campus, are eligible to check out a digital device.

MS Dual Enrollment at HS

Middle school students at non-**LaunchED** sites, taking a high school credit course on a **LaunchED** high school campus, will be provided a digital device for use on the high school campus only. The digital device will not go home.

Middle school students at **LaunchED** sites, taking a high school credit course on a **LaunchED** high school campus, should plan to bring their digital device with them to class at the **LaunchED** high school campus.

Digital Device Features



All **LaunchED** digital devices feature:

- at least an 11" screen
- a microphone
- a webcam
- a keyboard

Some **LaunchED** digital devices feature:

- a touchscreen
- a convertible keyboard



1 - *Lenovo Yoga II E*



2 - HP 310



3 - MacBook Air



4 - iPad

Helpful Digital Device Accessories



Digital device accessories can be purchased starting as low as \$1.00 from local and online retailers. In addition, some **Launched** sites also have these items available for purchase onsite. Please contact your school to check for availability.



5 - Stylus

Most **LaunchED** digital devices have touchscreen capabilities so they can be used like a tablet. This allows students to write and draw on their digital device screen with their finger or a stylus. A stylus makes a great back to school supply!



6 - Microfiber Cloth

As you can imagine, touchscreen digital devices are covered with fingerprints by the end of the school day. It is always smart to have a microfiber cleaning cloth handy to remove smudges.



7 - Sleeve

Most **LaunchED** digital devices are ruggedized, with a tough outer shell, or encapsulated in a rubber case to extend their life and help prevent damage. However, a little extra protection never hurt anyone! A foam laptop sleeve can be purchased to store the digital device. All devices are about 11".



8 - Protective Bookbag

When purchasing a backpack for the new school year, it may be wise to choose one which has a padded pocket for digital devices to help protect them from bumps and bruises when traveling to and from school and in between classes. **LaunchED** devices are about 11".



9 - Earbuds

The **LaunchED** Digital Learning Program provides students with many different options for learning including viewing audio and multimedia presentations, however, more than one student viewing an audio presentation at the same time can be noisy and distracting. It is a good idea to send students with a pair of earbuds to use for this purpose. Earbuds should not be shared and the district does not provide earbuds for hygienic reasons.

Digital Device Care



10 - Care at Home

- *Charge the digital device fully each night.*
- *Store the digital device on a desk or table – never leave it on the floor.*
- *Do not charge the digital device on a soft surface, like a bed, that blocks airflow.*
- *Follow rules and procedures for Internet usage as set up by your household.*
 - *Protect the digital device from damage such as:*
 - *extreme heat or cold*
 - *food and drinks*
 - *small children*
 - *pets*
 - *water (rain, inclement weather)*



11 - Care at School

- *Keep the digital device on the center of your desk (not on your lap).*
- *Close the lid of the digital device before standing up or moving the digital device.*
 - *Always use two hands when carrying or transporting the digital device.*
- *Lock, shut down, or put it to sleep before walking away from the digital device (this will prevent other students from accessing your documents/files in your absence).*
 - *Follow all directions given by any teacher.*
- *Keep your digital device in your backpack when moving to different classes.*
 - *Never leave your digital device unattended for any reason.*
- *Digital devices will need to be stored in student backpacks and a safe place during the lunch period.*
 - *Keep the digital device in the laptop cart during Physical Education (PE).*
 - *Digital devices should be stored upright.*
 - *Never pile things on top of the digital device.*
 - *Be sure to lock your locker before leaving your digital device.*



12 - Digital Device Personalization

Students are prohibited from:

- putting stickers or additional marking on the digital devices, cases, batteries, or power cord/chargers.
- removing or interfering with any identification placed on the digital device.



13 - Traveling To and From School

- Completely shut down the digital device before traveling.
- Do not leave the digital device in a vehicle, if possible.
- If you have to leave your backpack in a car for an extended period of time, storage should be in a locked trunk where it will not be subject to extreme hot or cold.
 - Use your backpack for transport.
 - Digital devices can be used on school buses.



14 - Digital Device Cleaning

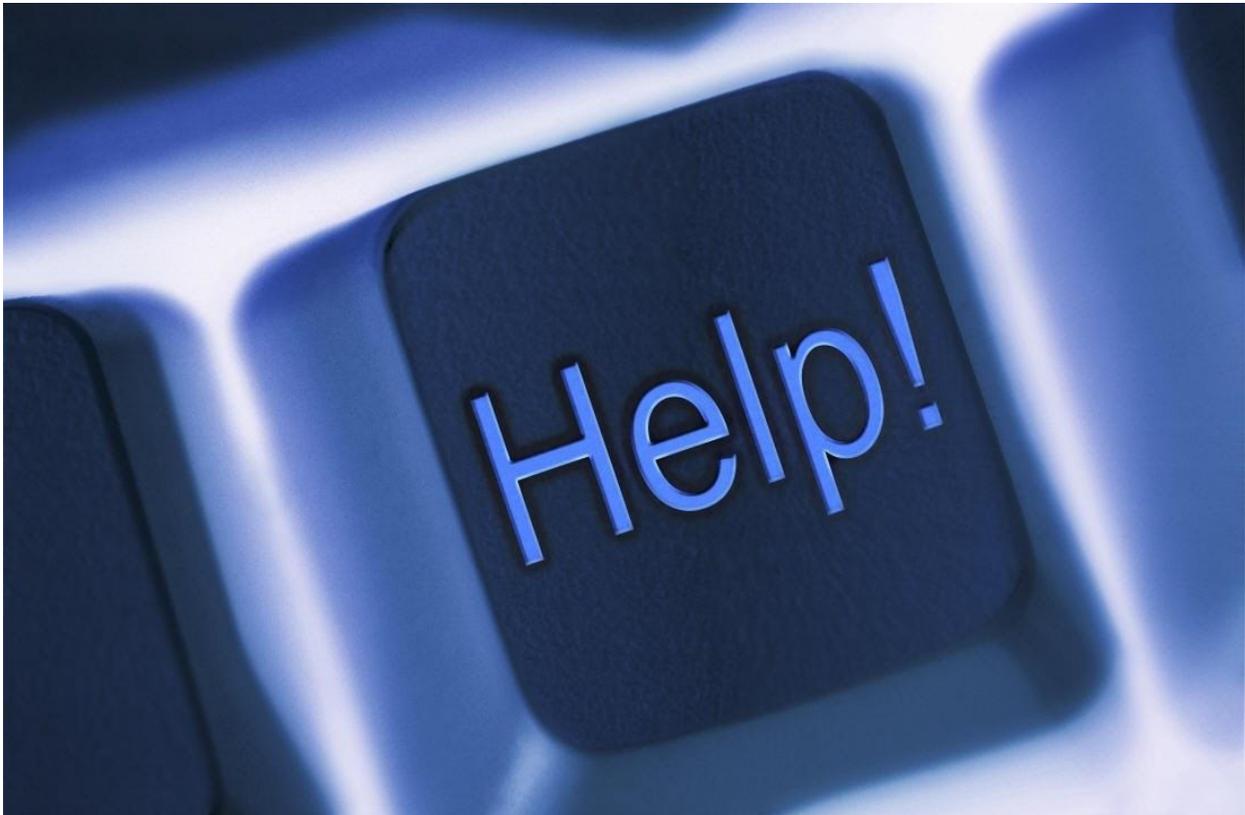
- Students should use a microfiber cloth to clean digital device screens and compressed air to clean digital device keyboards.
- Students should not use Windex or glass cleaner to clean digital device screens as it can damage them.
 - Students should not attempt to remove keyboard keys to clean.



15 - Digital Device Charging

- *Digital devices should be charged each night to ensure that they are fully charged.*
 - *A fully-charged battery will last the entire school day.*
- *There are not enough chargers or outlets for all students to charge their digital device in each period.*
 - *Students should not charge a digital device on a soft surface that blocks airflow.*

Digital Device Troubleshooting



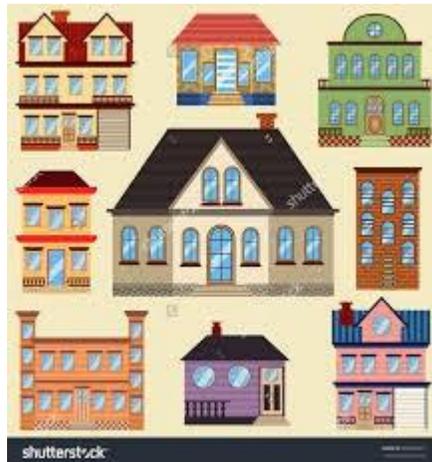
ATTENTION- The majority of digital device issues can be solved by completing the following three steps:

1. Restart the digital device
2. Reconnect the OCPS Wi-Fi SSID

3. On Windows digital devices, hold down ctrl+alt+delete simultaneously to activate Task Manager and use it to shut down programs

If the three steps above do not resolve the problem, then the student can put in a tech request at studentechrequest.ocps.net and a Technology Support Representative will help troubleshoot the problem during school hours. In addition, a Technology Support Representative will be available to help students in the Media Center at least one period per day. Please check with your school for the schedule.

Printing from Digital Device



16 - Printing at Home

- *Students can print at home if the printer has Wi-Fi printing capability.*

- *Windows 10 comes with a Universal Print Driver that will work with most printers to format the document correctly and print it.*
- *Students will not be able to install specific print drivers because they do not have administrative rights to do so.*



17 - Printing at School

*In most cases, students do not have the ability to print at school. The **LaunchED** Digital Learning Program is designed to have students create and submit files and assignments in the cloud using Canvas and Google Drive. This allows students to get faster feedback from instructors.*

Canvas for Parents/Guardians

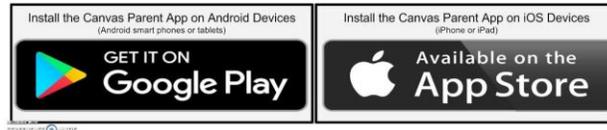


All **LaunchED** sites use Canvas as their learning management system and Canvas has an app, Canvas Parent, for parents/guardians to monitor their student(s) while on the go!

Canvas Parent enhances the potential for parents/guardians to engage in their student's education. Parents/Guardians can review upcoming or past assignments, check on grades, and receive course announcements.

To learn more, click [here](#) to visit the OCPS Canvas for Parents site.

The Canvas Parent App



18 - Canvas Parent App

The Canvas Parent app can be used by any OCPS parent/guardian.

parent

1 Parent Email

2 Password

3 LOG IN

Or

LOG IN WITH CANVAS

4

CREATE ACCOUNT FORGOT PASSWORD

19 - Canvas Parent App Login

Click on the "Log In With Canvas" button to get started. DO NOT enter a username and password.

JESSICA DOE

COURSES WEEK ALERTS

Intro to Communications
Comm 1010
No Grade

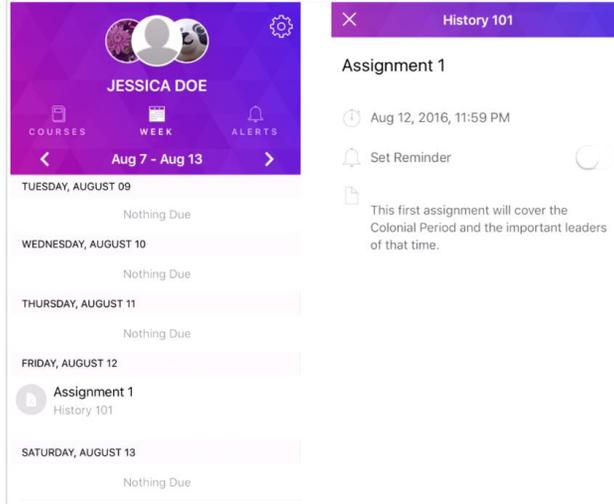
Intro to Interpersonal Communications
Comm 1020
No Grade

Marketing 101
M-101
A 100%

Documentation 101
DOC-101
94.02%

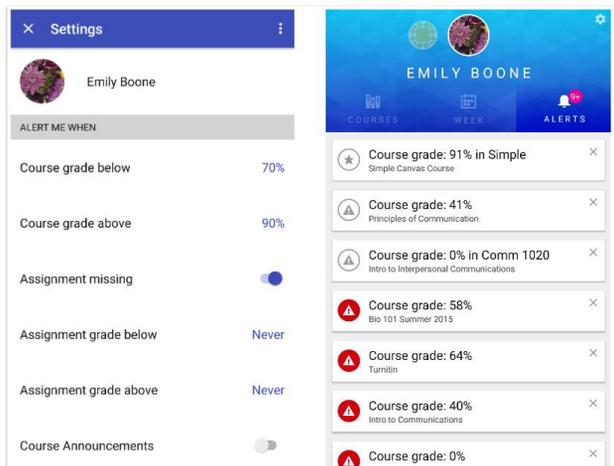
20 - View Student Courses and Grades

The Courses tab displays courses in which their student(s) is enrolled. For each course, parents/guardians can see course grades, the syllabus, assignments and events. Grades display according to the course grading scheme. Please note the ProgressBook is currently the official OCPS gradebook of record.



21 - View Student Assignments and Events

Assignments and events can be viewed by course or week. Parents can set notifications for assignments or events, which are sent to mobile devices as push notifications.



22 - Set Alerts for Student Activity

The app settings allow parents/guardians to set alerts for assignment and grade activity. Alerts are displayed in the Alerts page in the app.

LaunchPad



LaunchPad is the district's platform to access digital instructional materials and software with just one login to remember!

Students visit [LaunchPad](#) daily! LaunchPad can be accessed from any web browser, iOS, and Android.

The screenshot shows the LaunchPad login interface. At the top, the OCPS logo is displayed in orange and white. Below it are three input fields: "User Name", "Password" (with an eye icon for visibility), and "ocps". There are two buttons: a blue "Sign In" button and an orange "Auto Login" button. At the bottom, there are links for "Help", "Browser Check", and "Demo", along with an "Available on the App Store" badge.

23 - LaunchPad Login

Parents/Guardians do not have their own login to LaunchPad, however they can log in with their student's login information.

When at school, students should click on the orange Auto Login button.

When at home, students should enter their student number as their user name and the same password they use to log in to their digital device. For elementary students it is their birthdate (YYYYMMDD) and for secondary students, it is student created annually.



24 - LaunchPad Dashboard

Students see a tile for each instructional material, to which they have access. Students click on the tile and are automatically logged in to the platform in a new window.



25 - Digital textbooks provide additional features that would not be possible in paper format, such as interactive videos, simulations, self-grading quizzes, and virtual manipulatives.

Paper Textbooks in Class

Elementary Schools

Elementary students have access to digital textbooks and paper textbooks during the school day and at home.

Secondary Schools

Secondary students have access to a class set of paper textbooks and non-consumable workbooks during the first year as a digital school. They do not bring textbooks home. After the first year as a digital school, the school gradually removes paper textbooks from classrooms. Note: Some Advanced Placement courses do not follow this format.

Digital Citizenship



Digital Citizenship Student Training

Learning to be a responsible digital citizen is important at every age, but it is especially important in middle school and high school as students begin to develop their digital footprint. All **LaunchED** students are required to complete annual digital citizenship training in the first week of school during their English Language Arts class. Training includes videos, articles, discussions, and quizzes on different topics at each grade level. An index of topics by grade level can be found by clicking on the caption for each grade level number.



6



26 - Topics include digital media, scams and schemes, and cyberbullying.



7



27 - Topics include plagiarism, safe online talk, and creating online identities.



8



28 - Topics include digital footprints, cyberbullying, copyright, and fair use.



9



29 - Topics include digital life, copyright, and cyberbullying.



10



30 - Topics include online ethics, sexting, and digital footprint.



11



31 - Topic is digital footprint.



12



32 - Topics include privacy, identity theft, and digital footprint.

Digital Discipline



Technology Discipline

Behaviors and Discipline Related to Student Computer Use

Tech-related Behavior Violations	Equivalent "traditional" Classroom Violations
Email, instant messaging, internet surfing, computer games (off-task behavior)	Passing notes, looking at magazines, games (off-task behavior)
Missing case	No binder/missing supplies
Cutting and pasting without citing sources (Plagiarism)	Plagiarism
Cyber-bullying	Bullying, harassment
Damaging, defacing, or endangering computer or accessories	Vandalism, property damage
Using profanity, obscenity, racist terms	Inappropriate language
Accessing pornographic material, inappropriate files, or files dangerous to the integrity of the network	Bringing pornographic or other appropriate content to school in print form
Using an electronic resources account authorized for another person	Breaking into or using some else's locker

Tech Violations
<i>Behavior unique to the digital environment without a "traditional" behavioral equivalent</i>
Chronic, tech-related behavior violations (see above)
Deleting browser history
Using electronic resources for individual profit or gain; for product advertisement; for political action or political activities; or for excessive personal use
Making use of the electronic resources in a manner that serves to disrupt the use of the network by others
Unauthorized downloading or installing software
Attempts to defeat or bypass the district's Internet filter
Modification to district browser settings or any other techniques, designed to avoid being blocked from inappropriate content or to conceal Internet activity

33 - Common Technology Violations of the OCPS Code of Student Conduct

Students at **LaunchED** sites, like all OCPS students, are held to the OCPS Student Code of Conduct. However, it can be confusing for families to understand how some common code of conduct violations manifest themselves in a digital environment. See examples provided to the left.

Web Safety



Screen Time

How Much Is Too Much?

The American Academy of Pediatrics (AAP) recommends that parents/guardians of 5 to 18 years old place consistent limits on the use of **any** media. This includes entertainment media (like watching TV and movies), as well as educational media (like creating flash cards on a smartphone app).

Not all screen time is created equal. It's up to parents/guardians to decide how (and how often) their students use screens and whether screen time is positive or negative. For instance, time spent on homework or other educational activities might not need to be as restricted as time spent playing video games.

For students, screen time should not replace time needed for sleeping, eating, being active, studying, and interacting with family and friends.

Screen Time Tips

The same parenting rules apply to screen time as to anything else — set a good example, establish limits, and talk with your student about it.

To make your student's screen time more productive:

- **Research video and computer games before letting your student get them.** Look at the ratings, which can run from EC (meaning "early childhood") to AO (meaning "adults only"). Teens probably should be limited to games rated T (for "teens") or younger.
- **Preview games and even play them with your student to see what they're like.** The game's rating may not match what you feel is appropriate.
- **Make sure students have a variety of free-time activities,** like spending time with friends and playing sports, which can help them develop a healthy body and mind.
- **Turn off all screens during [family meals](#) and at bedtime.** Also, keep devices with screens out of your student's bedroom after bedtime, and don't allow a TV in your student's bedroom.
- **Treat screen time as a privilege that students need to earn,** not a right that they're entitled to. Tell them that screen time is allowed only after chores and homework are done.
- **Spend screen time together** to make sure that what your student sees is appropriate. Watch TV, play games, go online — use screen time together as a chance to interact and communicate.
- **Use screening tools** on the TV, personal computers, and tablets to block your student's access to inappropriate material.
- **Teach your student about [internet safety](#) and [social media smarts](#),** and make sure he or she knows the dangers of sharing private information online or [sexting](#).
- **Keep the computer in a common area** where you can watch what's going on.

Web Filtering

The district provides filters for the Internet on digital devices both on campus in compliance Children's Internet Protection Act and off campus as a service to the community. This means that no matter which Wi-Fi SSID a student is connected to (home, airport, restaurant, library), they will be subject to the district's Internet filter. However, no Internet solution is perfect, and it is very important that parents monitor their student's Internet use. Many parents/guardians choose to limit their student's use of the Internet at home to common areas, such as kitchen and family rooms.

Students who access inappropriate sites during the school day or access sites that are not related to the class they are in will face disciplinary action from the teacher and/or administration. If sites are accessed by accident (which does occur at times) it is recommended that the student immediately move to another site, and report the incident to an adult.

Parents/Guardians do not have access to administrative rights on their student's digital device and therefore cannot install additional filtering software.

Web Monitoring

The district monitors student use of technology during classroom instruction through the use of classroom management software. This allows your student's teacher to see what the student is doing on the digital device and take control of it, if necessary. This software only works during the school day and does not work at home for privacy reasons.

The district also monitors social media activity in general to monitor and mitigate any threats to staff or students.

Checking Web History

Students have access to Google Chrome and Internet Explorer on their digital device. Parents/Guardians can check their student's web history by following the following steps:

Google Chrome

Your History page shows the websites you've visited on Chrome in the last 90 days. It doesn't store pages from secure websites, pages you've visited in Incognito mode, or pages you've already deleted from your browsing history.

- On the laptop, open Chrome.
- Click on the three vertical dots that look like a stoplight in the top right corner of the screen.
- Click on History or hold the ctrl and H keys down at the same time.

Internet Explorer

- On the laptop, open Internet Explorer.
- Click on the star in the top right corner of the screen.
- Click on the tab that says History.

Students are prohibited from deleting their web history because it is disabled.

Digital Device Fines



Financial Liability Parents/Guardians/Students are responsible for the cost of repair or replacement if the digital device is:

- accidentally damaged,
- intentionally damaged,
- damaged due to negligence,
- lost due to negligence,
- not returned at the end of the year or upon withdrawal, and/or
- stolen but not reported to local law enforcement.

Type of Incident/ Loss	Electronic Device	Device Accessories
1st Loss: Accident	Actual cost of repair/replacement (up to \$50.00 maximum)	Actual cost of repair/replacement (up to \$10.00 maximum)
1st Loss: Intentional Act or Theft	Actual cost of repair/replacement (up to \$100.00 maximum)	
2nd Loss: Accident	Actual cost of repair/replacement (up to \$100.00 maximum)	Actual cost of repair/replacement (up to \$25.00 maximum)
2nd Loss: Intentional Act or Theft	Actual cost of repair/replacement. No further devices shall be assigned to Student for the remainder of his/her tenure at OCPS.	
3rd Loss	Actual cost of repair/replacement. No further devices shall be assigned to Student for the remainder of his/her tenure at OCPS.	Actual cost of repair/replacement

- *Fines are assessed to students in two categories: accident and intentional.*
- *Examples of accidents include: spilling water on keyboard, knocking digital device off desk, etc.*
- *Examples of intentional acts include: throwing the digital device, using the digital device as a shield/umbrella, leaving digital device outside, etc.*

It is important to remember that negligence is an intentional act!

OCPS **LaunchED**
Orange County Public Schools

2017-18
Digital Device/Accessories Assessment Form

Date: _____

School Name: _____

Student: _____

Last Name _____ First Name _____ Student ID# _____

Dear Parent/Legal Guardian:

Below is a list of fees for lost, broken, damaged, or stolen Electronic Devices and/or Device Accessories that have been assessed to your student, for which you are responsible.

The amount due is indicated on the appropriate line below:

1st Offense:

\$ _____ 1st Electronic Device Loss: Accident	Actual cost of repair/replacement up to \$50.00 max.
\$ _____ 1st Device Accessories Loss: Accident	Actual cost of repair/replacement up to \$10.00 max.
\$ _____ 1st Electronic Device Loss: Intentional Act or Theft	Actual cost of repair/replacement up to \$100.00 max.
\$ _____ 1st Device Accessories: Intentional Act or Theft	Actual cost of repair/replacement up to \$100.00 max.

2nd Offense:

\$ _____ 2nd Electronic Device Loss: Accident	Actual cost of repair/replacement up to \$100.00 max.
\$ _____ 2nd Device Accessories Loss: Accident	Actual cost of repair/replacement up to \$25.00 max.
\$ _____ 2nd Electronic Device Loss: Intentional Act or Theft	Actual cost of repair/replacement. NO further devices shall be assigned to Student for the remainder of his/her tenure at OCPS.
\$ _____ 2nd Device Accessories Loss: Intentional Act or Theft	Actual cost of repair/replacement. NO further devices shall be assigned to Student for the remainder of his/her tenure at OCPS.

3rd Offense:

\$ _____ 3rd Electronic Device: Loss	Actual cost of repair/replacement. NO further devices shall be assigned to Student for the remainder of his/her tenure at OCPS.
\$ _____ 3rd Device Accessories: Loss	Actual cost of repair/replacement. NO further devices shall be assigned to Student for the remainder of his/her tenure at OCPS.

\$ _____ Total Amount Due

Assessment Fee(s) are due to the school at time of receipt. If unable to remit the total assessment fee due, please contact the school administration.
Requests for the actual cost of repair or replacement should be directed to the school administration.

OCPS0613Fin

35 - LaunchED Digital Device/ Accessories Assessment Form

The LaunchED Digital Device/Accessories Assessment Form is used to communicate the fine that has been assessed and why with students and parents/guardians. It is important to remember that an intentional act of damage may also result in a discipline consequence under the OCPS Code of Student Conduct.

Requesting Repair Costs

Repair costs can be requested by contacting the school administration. If there is a difference between the actual cost of repair and the fine paid by the family, a refund will be issued by the school bookkeeper.

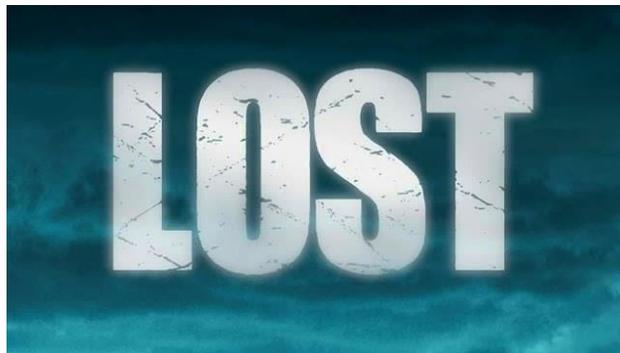
Paying Fines

Fines are due at the time they are assessed. Fines can be paid in the school media center daily in cash or check. School Pay can also be used to pay fines, where available.

Payment Plans

If unable to pay the fine in full at the time assessed, please contact the school for needs-based payment plan options. All financial obligations must be settled by graduation or withdrawal from school, whichever comes first.

Digital Device Loss



36 - Lost Digital Device

Reporting If a digital device is lost, the student/parent/guardian must report it to the school immediately. Students can let a teacher or administrator know, and the staff member will assist him/her.

Financial Responsibility The circumstances of each situation involving a lost digital device will be investigated individually. Students/parents/guardians may be billed for lost equipment according to the fine structure.



37 - Stolen Digital Device

Reporting If a student or family is a victim of a crime in which the digital device is taken through force, please report the crime to local law enforcement and list Orange County Public Schools as the victim. Then, make sure that a copy of the police report is provided to the school administration.

Financial Responsibility If there is not clear evidence of theft, or the digital device has been lost due to student negligence, the student and parent/guardian will be responsible for the cost of replacing the digital device according to the fine structure. Failure to report the theft to the proper staff and follow the proper filing procedure may result in a bill for replacement cost to the student according to the fine structure.

www.digital.ocps.net digitalllearning@ocps.net

