



Personal Device Policy, Procedure, and Information Handbook

Mission: We provide an unparalleled arts and academic education in a creative, challenging, and nurturing environment to a diverse student body passionate about the arts, preparing them to reach their highest potential.

Core Values:

- Student growth and education comes first.
- Commitment to excellence, innovation, professionalism, and integrity.
- Foster a nurturing environment of creativity, respect, and collaboration.
- Commitment to lifelong artistic and scholarly development.

CSArts-SGV Educational Technology Philosophy:

In order for students to learn 21st Century Skills and graduate ready to be successful in college, career and life, we will:

- Ensure equitable access to current and relevant technology for all students
- Cultivate digital literacy for the mastery of 21st Century Skills for teachers and students
- Design and implement technology to support student-centered learning
- Improve the technology infrastructure to increase operational and instructional efficiency in route to digital transformation

2026 - 2027

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Chromebook Policy (School-Issued Devices)

CSArts-SGV provides each student with a school-issued Chromebook to support academic instruction and learning across all subject areas. Chromebooks are the property of CSArts-SGV and are assigned to individual students for school use during the academic year. Students are expected to use their assigned Chromebook responsibly and in accordance with all school policies.

Students are responsible for the proper care, use, and security of their assigned Chromebook and any accompanying accessories, including the charging cord. Chromebooks must be kept in good working condition and free from damage. Students must ensure that their Chromebook is fully charged and available for instructional use each school day.

Students may not deface, decorate, or alter Chromebooks in any way, including the application of stickers, markings, engravings, or writing. Chromebooks must be transported and stored carefully and should never be left unattended in unsecured locations. Food and beverages should be kept away from Chromebooks at all times. If families wish for their child to better recognize their assigned Chromebook from their peers, they are encouraged to purchase a Chromebook case that they can personalize.

Any damage, loss, or theft of a Chromebook or its accessories must be reported immediately to a CSArts-SGV staff member, who will report the incident to the Assistant Principal of Facilities and Supervision. Failure to promptly report damage or loss may result in additional consequences. Parents/guardians are financially responsible for damage to, loss of, or failure to return a Chromebook, including damage resulting from misuse, negligence, or willful actions.

Charges may include, but are not limited to →

Normal wear and tear will be considered; however, damage determined to be beyond normal use will result in financial responsibility. The determination of whether damage is accidental, negligent, or intentional will be made by school administration.

Chromebooks must be returned in good working condition, along with all accessories, at the conclusion of the school year or upon a student's withdrawal from CSArts-SGV. Students with unreturned Chromebooks, outstanding repair or replacement charges, or other property-related fines may not receive yearbooks and may be unable to register for the following school year until all obligations are cleared.

Item	Cost
Chromebook	\$450.00
Keyboard Only	\$15.00
Screen Only	\$30.00
AC Adapter Charger	\$20.00

Chromebooks are to be used for educational purposes and only in accordance with school guidelines and staff direction. Misuse of a Chromebook, use at unauthorized times, or use in an inappropriate manner may result in disciplinary consequences in accordance with the School-Wide Behavior Standards and consequences.

Students may, at their own risk, bring a personal electronic device to school; however it is completely at the teacher's discretion as to whether they can be used in class. **The default instructional tool is the school-issued device.** The majority of the time, teachers will insist on use of the school-issued device for the security and use of programs such as GoGuardian to monitor students' use of the Chromebooks. **CSArts-SGV strongly recommends that students leave other laptops or tablets at home.**

Optional Device Protection Plan

CSArts-SGV offers an optional Device Protection Plan for a non-refundable fee of \$35 per student, per school year. Enrollment in the Device Protection Plan provides coverage for the full replacement cost of a school-issued Chromebook in the event of accidental damage or device failure occurring during normal student use. Coverage is valid for one (1) school year from the date of issuance and applies only to the assigned device and charger.

The Device Protection Plan does not cover damage resulting from intentional misuse, loss due to negligence, failure to report damage promptly, or theft without a filed police report. Students not enrolled in the Device Protection Plan, or whose claims fall outside coverage parameters, will be financially responsible for repair or replacement costs as determined by school administration.

1. Receiving Your School-Issued Device

1.1 Checkout

School-issued devices will be distributed to students on On-Campus Registration in August. If a family qualifies for FRLP and has need of checking out a wifi hotspot for use at home, parent(s)/guardian(s) should [please fill out this form](#) and Tech Support will get back to you with next steps. Parents and students must also complete the Aeries Data Confirmation and Authorizations process, and adhere to the requirements of this handbook.

1.2 Check-in

If a student graduates early, withdraws, is expelled, or terminates enrollment at CSArts-SGV

during the school year, the individual must return their school-issued device and accessories in their original condition on the day of departure from the school. If a student fails to return the device and accessories at the end of the school year or upon termination of enrollment at CSArts-SGV, the student will pay the replacement cost of the device and accessories; otherwise, the item is considered stolen and that student will be subject to criminal prosecution or civil liability.

2. Taking Care of Your School-Issued Device

2.1 General Precautions

- Do NOT attempt to remove or change the physical structure of the computer. Examples include removing the keys, interfering with the charging port, careless use of the headphone port, and damage to the plastic casing.
- The computer must remain free of stickers or any other markings that are not the property of CSArts-SGV. Do not remove or interfere with the serial number or any identification placed on the computer.
- Keep the equipment clean. Do not eat or drink while using the computer.
- Do NOT leave the computer in a place that is experiencing extreme hot or cold conditions (i.e. car in summer or winter).
- Turn off and secure your computer after you are done working to protect your work and information.
- Devices must not be left in unsupervised areas at any time. Any device left in these areas is in danger of being stolen.
- Do not attempt to repair a damaged or malfunctioning personal device. All damaged and malfunctioning personal devices need to be taken to Tech Support.
- Avoid touching the screen with pens or pencils.

2.2 Carrying Devices

- Do not walk from one location to another with an open computer. This is applicable at school and at home.
- The user is responsible for providing a protective case for transporting the computer.
- Do not overstuff the case used to transport the laptop; extreme pressure on the laptop can cause permanent damage to the screen and other components. No books or other heavy items should be placed on your laptop.

2.3 Screen Care

- Use a soft, dry, lint-free cloth in most cases when cleaning the computer. If necessary, the cloth may be dampened slightly to assist in the cleaning areas that do not appear to be coming clean with the dry cloth (be sure power is off prior to cleaning). Computer screens show fingerprints and smudges easily, but be sure to follow proper cleaning procedures. Never use cleaning products with acetone or ammonia. Screens are

expensive to replace, so it is imperative that they are cleaned appropriately (as listed above) or with cleaners that have been approved by Tech Support.

- Do not grab and squeeze the computer as this can damage the screen and other components.
- Avoid extreme pressure on the laptop as it can cause permanent damage to the screen and other components.

2.5 Fees and Damage

- If device or device accessory damage has occurred, all repair or replacement costs will be the responsibility of the student. The school will cover only hardware failures not due to negligent use. The school will have the damage repaired or replaced by an authorized dealer and bill the student for the costs.
- Damage to your device must be reported immediately. Students must fill out a damage form and return to Tech Support: [CSArts-SGV Chromebook Damage, Loss, or Theft Report](#)
- All repairs or replacements must be completed by the end of the school year prior to device check-in.

2.6 Theft

- Devices that are stolen must be reported immediately to the administrative team. The student must also fill out an incident form.

2.7 Devices Undergoing Repair

- Loaner laptops may be issued to students when they turn in their devices for repair to Tech Support.

2.8 Device Identification

- Student devices will be labeled with a serial number.

3. Using Your School-Issued Device on Campus

Students are required to bring their school-issued device to campus daily, fully charged. No exceptions.

3.1 Charging Your Device's Battery

- Please ensure your device has air circulation while charging at home.

3.2 Accounts

- All students will be issued a CSArts-SGV account (firstname.lastname@sgv.csarts.net) and will choose their own password.

- Students will have access to Office 365, which includes OneDrive, Word, Excel, and much more. Students will also have access to Google apps and programs by logging in with their school issued account and password. Students who bring their own device are expected to utilize Google Chrome so that access to Google apps and programs is not hindered.
- By submitting the school's Technology User Agreement, families are authorizing their student's use of the Internet and the release of **Personally Identifiable Information** inherent with the use of Google Apps for Education and other online services.
- Never share your password/username with peers. You have full responsibility for the use of your account.
- Do not use another's account or represent yourself as someone else.

3.3 Media, Sound, Music, Games, and Apps

- Inappropriate media may not be used as a screensaver or background photo. Presence of inappropriate media may result in disciplinary actions.
- Sound must be muted at all times unless (1) permission is obtained from the teacher for instructional purposes or (2) headphones are used with the teacher's permission.
- During school hours, game/movie apps or sites are only allowed with teacher permission
- Unauthorized game playing or inappropriate use will result in disciplinary action.

3.4 Printing

- There will be no printing from personal devices at school. Items created on the device can be stored to a cloud-based service to be printed from a desktop computer.

3.5 Network Connectivity

- The Children's Internet Protection Act requires that schools have a content filter in place onsite and the school will make every effort to block objectionable sites. Content filtering is present on the school network. All school issued personal devices access the Internet through the CSArts-SGV filter (iBoss) regardless of where the student is when they log on.
- CSArts-SGV makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, CSArts-SGV will not be responsible for lost or missing data.

3.6 Home Internet Access

- Students are allowed to set up wireless networks for home use on their devices.
- The school web filter that is hosted on the school network will filter content accessed through school wireless. The school makes no guarantee that their network will be up and running 100% of the time; therefore, parents are expected to monitor the student's

activity in addition to the filter being provided.

3.7 Storing Schoolwork and Submitting Work

Students are solely responsible for data stored in their CSArts-SGV Google Drive or other cloud storage. It is the sole responsibility of the student to backup such data as necessary. Students are provided with two secure cloud-based storage areas: Google Applications for Education and their Office 365 account. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. ***Device malfunctions are not an acceptable excuse for not submitting work.***

3.8 Personal Safety

- Users should recognize that communicating over the Internet brings risks associated with the lack of face-to-face contact.
- Users should carefully safeguard their personal information and that of others.
- Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the internet without parental and/or teacher permission.
- Students should never agree to meet someone they meet online in real life.
- If the user sees a message, comment, image, or anything else online that makes him/her concerned for his/her personal safety, it should be brought to the attention of school personnel or a parent immediately.

4. Network Use and Conduct Policy

The following is a list of rules and guidelines that govern the use of a CSArts-SGV personal device and network resources. *Network Resources* in this document refers to all aspects of the school's owned equipment, including computers, printers, scanners, and other peripherals, as well as email, Internet services, servers, network files and folders, and all other technology-related equipment and services. These rules apply to any use of the school's network resources whether this access occurs while on or off campus.

5.1 Students Will:

- Access the system for educational purposes during school hours.
- Use appropriate language and be respectful to others. This includes no cyber-bullying.
- Observe and respect license and copyright agreements.
 - Users are prohibited from plagiarizing (using as their own without citing the original creator) content, including words or images, from the Internet.
 - Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online.
 - Research conducted via the Internet should be appropriately cited, giving credit to the original authors.

- Users are prohibited from accessing sites that promote plagiarism. These sites should be reported to school personnel.
- Keep passwords and personal information confidential.

5.2 Students May Not Use Network Resources:

- To create, send, share, access or download material, which is abusive, hateful, threatening, harassing, or sexually explicit.
- To alter, add or delete any files that affect the configuration of the school device.
- To conduct any illegal activity (this includes adhering to copyright laws).
- To access the data or account of another user (altering the device or files of another user is vandalism).
- To copy district software (copying school-owned software programs is considered theft).
- To attempt to change any network or server configuration.
- To give home addresses or phone numbers to anyone on the Internet that may be potentially unsafe (this protects users from becoming potential victims of those with criminal intent).
- To give passwords to anyone.
- To record staff or students without their consent or knowledge, this includes:
 - Webcams
 - Laptops
 - Cameras
 - Cell phones
 - or any other digital devices
- To post anonymous messages.
- To forward email commonly known as “SPAM” Unsolicited Email (UCE), or “junk email.”
- To instant message or chat during class unless relative to academic related expectations.

5. Student Expectations and Student Discipline

Any student who violates the rules and expectations relative to this handbook and technology use will be subject to disciplinary action. Consequences may include: a letter or a phone call to parents or guardians, detention, or suspension depending on the violation or degree of misuse. Students who violate the rules may also lose access to the device for a period of time or have their devices restored to the original settings. Serious violations will result in the students' use of technology restricted and/or revoked.

- The discipline process will be progressive in nature. Low-level, first time infractions will receive smaller consequences than infractions that are repetitive or more serious in nature.

Technology Related Behavior Violations	Equivalent “traditional” Classroom Violations
Messaging without teacher permission, chatting, gaming, streaming, etc.	Passing notes, reading non-instructional materials, texting, etc.
Damaging, defacing, placing stickers, etc. to any school device	Vandalism/property damage
Using account belonging to another student or staff member	Breaking into someone else’s locker/classroom
Accessing inappropriate material	Bringing inappropriate content to school
Cyberbullying	Bullying/Harassment
Using profanity, obscenity, racist terms	Inappropriate language, harassment
Sharing/Forwarding assignment to another student to use as their own and/or copy	Cheating, copying assignment, plagiarism
Violations unique to Personal Devices	
Attempts to defeat or bypass the school’s internet filter and/or security settings	
Modifying the school’s browser settings or other techniques to avoid being blocked from inappropriate sites or to conceal inappropriate internet activity	
Unauthorized downloading/installing of apps	

6. Bringing Your Own Device

Students may, at their own risk, bring a personal electronic device to school; however it is completely at the teacher’s discretion as to whether they can be used in class. The default instructional tool is the school-issued device. The majority of the time, teachers will insist on use of the school-issued device for the security and use of programs such as GoGuardian to monitor students’ use of the Chromebooks. CSArts-SGV strongly recommends that students leave other laptops or tablets at home.

Whether a student is using their own personal device or a school Chromebook, they are expected to follow the Personal Device Policy Procedure and Information Handbook.

Responsibility for Devices

Like any other personal item a student might bring to school such as a cell phone, backpack, etc., electronic devices that students bring to school are the property of the student. Parents should understand the following:

- The electronic devices that students bring to school are their sole responsibility.
- CSArts-SGV is not liable for personal devices if they are lost, loaned, damaged, or

stolen.

- Personal devices may be confiscated for investigation in accordance with school policy.
- Students are expected to keep their devices and not loan them to others.
- Students are expected to follow the school's Personal Device Policy Procedure and Information Handbook.

7. Student Smartphone/Digital Device Policy

Repeated from the Student Parent Handbook for your convenience:

The CSArts – SGV Board of Trustees recognizes that the use of cell phones and other smart devices on campus may be beneficial to student learning and well-being, but could also be disruptive of the instructional program. The Board permits limited use of mobile communication devices on campus in accordance with law and the following policy:

Access to CSArts-SGV's network and the use of personal digital devices on campus is a privilege. CSArts may revoke the access of any user who violates any school policy or applicable law. Please be reminded that users are prohibited from using the school's network or personal electronic devices to send or receive messages, pictures, or documents that are fraudulent, illegal, pornographic, obscene, indecent, sexually explicit, discriminatory, harassing, defamatory, threatening, or which are intended to promote or incite violence against person or property. Students shall not use cell phones, digital cameras or any other device to photograph or digitally record other individuals at school or at school sponsored activities without their knowledge and consent.

Cell phones and smart devices may be used prior to the start of school, during passing periods, at lunch, during office hours, and at the end of conservatory instruction. Academic teachers will establish a secure location within each classroom for storage of cell phones and smart devices during class instructional time; these same locations are to be utilized by conservatory teachers. Unless accommodated for by a 504 or IEP, students are not to have access to cell phones or smart devices during instructional time, including breaks and bathroom visits. Additionally, students are required to use school-supplied Chromebooks for all in-class assignments and testing unless instructed otherwise by their teacher.

A student shall not be prohibited from possessing or using a smart device under any of the following circumstances ([Education Code 48901.5, 48901.7](#)):

1. In the case of an emergency, or in response to a perceived threat of danger

2. When a teacher or administrator grants permission to the student to possess or use a smart device, subject to any reasonable limitation imposed by that teacher or administrator
3. When a licensed physician or surgeon determines that the possession or use is necessary for the student's health and well-being
4. When the possession or use is required by the student's individualized education program
5. Smartphones and other smart devices shall not be used in any manner which infringes on the privacy rights of any other person.

When a school official reasonably suspects that a search of a student's smart device will turn up evidence of the student's violation of the law, California ed code, CSArts-SGV foundational pillars, or school rules, such a search shall be conducted in accordance with law.

When a student uses a smart device in an unauthorized manner, the student may be disciplined and CSArts-SGV may confiscate the device. The employee shall store the device securely until it is returned to the student or turned over to the Principal or designee, as appropriate. Student devices may also be confiscated and stowed safely by administration in the event of a behavioral investigation.

A student may also be subject to discipline, in accordance with law, for off-campus use of a smart device which poses a threat or danger to the safety of students, staff, or CSArts-SGV property or substantially disrupts school activities.