

# Sternberger Device Expectations

**Expectation 1:** Students will have their GCS device at school each day as well as all other necessary equipment (headphones, earbuds, mouse, etc.)

**Expectation 2:** Students will properly care for their GCS device.

**Expectation 3:** Students will use their GCS device for instructional purposes.

**Expectation 4:** Students will use their GCS device at appropriate times.

**Expectation 5:** Students will balance the time they spend on and off their devices.

**Expectation 1: Students will have their GCS device at school each day as well as all other necessary equipment (headphones, earbuds, mouse, etc.)**

*Rationale: As a school in a district that is providing one device per student for instructional purposes, students must have a device (and all other necessary equipment) at school each day in order to fully participate in the day's instruction.*

- Devices will remain in the classroom at the end of each day in a designated location.
- If there are times when students are instructed to take their device home, they must bring it back to school fully charged and with all other necessary equipment.

**Needed:** *One additional charging station for each K-3 classroom. A charging cart for each 4-5 classroom. Depending on enrollment in adapted classrooms, they may need additional charging equipment. Headphones/earbuds/mouse may need to be added to student supply lists.*

**Expectation 2: Students will properly care for their GCS device.**

*Rationale: Establishing, publicizing, and reminding students and families of proper care will minimize damage to devices and student time without a device.*

- Do not loan the device or the charger to another student.
- Do not remove GCS labels from the device. Do not place your own stickers or labels on the device, and do not write on the device or its case.
- Keep food and drinks away from the device.
- Make sure hands are clean before using the device.
- Handle the device gently and carefully.
- Carry the device with two hands, making sure it is closed.
- Before closing the device, make sure nothing is on the keyboard.

- Plug and unplug cords and any other equipment (headphones, earbuds, mouse, etc.) from the device carefully. Nothing should be placed in these connection ports other than the appropriate equipment.
- Use the device on a flat, clean surface where it will not fall or be knocked off. Avoid using it on the floor where the device may get stepped on.
- Devices should be cleaned periodically following [GCS cleaning guidelines](#). (also at end of document)
- For best use, close all browser tabs and log out of all programs daily. Devices should also be periodically shut down or rebooted.
- If you are instructed to take the device home, find a safe place to charge it where it will not be knocked off, items will not be stacked on top of it, and where you will see it and remember to bring it back to school the next day.
- Report device problems immediately to your teacher.

**Needed:** Add microfiber clothes and appropriate wipes to student supply lists.

**Expectation 3: Students will use their GCS device for instructional purposes.**

*Rationale: Clearly establishing acceptable purposes for device use will prevent or minimize inappropriate use.*

- Devices are provided by GCS for instructional purposes. Devices should be used for a specific instructional task.
- Teachers are encouraged to keep devices in a central location when students are not using them to minimize non-instructional use and to emphasize their use as a learning tool.
- Students and families should not install unauthorized apps on the device.
- Students should not take pictures or make recordings unless part of an assignment or if they have been asked by their teacher to do so for school purposes.

**Suggested:** Share suggestions of academic uses, create document where staff can share ideas or useful resources

**Expectation 4: Students will use their GCS device at appropriate times.**

*Rationale: Clearly establishing appropriate purposes and times for device use will prevent or minimize off-task use.*

- No use of devices before instruction begins in the morning.

- No use of devices at breakfast, lunch, or at other times when students are eating or drinking.
- No use of devices for indoor recess. (Limited exceptions might be made during testing times when outdoor recess is not allowed and students must be quiet in their classrooms.)
- No use of devices when moving from place to place.
- No use of devices at dismissal time. Devices should already be returned to their designated location. If students are instructed to take devices home, the devices should be safely stored in bookbags before the dismissal process begins.

**Expectation 5: Students will balance the time they spend on and off their devices.**

*Rationale: Establishing guidelines for the amount of time students spend on a device will help students to balance their online and offline time and will help teachers with planning the instructional day.*

- Below are the guidelines for the average daily amount of time students should be using their devices, as determined by MTAC and based on the staff survey results.
- The chart below also shows the percentage of the school day that this average use represents, given different parameters.

	<b>K</b>	<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>	<b>3<sup>rd</sup></b>	<b>4<sup>th</sup></b>	<b>5<sup>th</sup></b>
<b>average daily use</b>	<b>20-30 mins</b>	<b>30-60 mins</b>	<b>1 hour</b>	<b>1 hour</b>	<b>60-90 mins</b>	<b>1-2 hours</b>
<b>7:25-2:10 p.m. Total school day (405 mins)</b>	7%	15%	15%	15%	22%	30%
minus lunch (375)	8%	16%	16%	16%	24%	32%
<b>Instructional day (345 mins) minus 60 mins for lunch and recess</b>	9%	17%	17%	17%	26%	35%
if 30 additional mins were allowed for indoor recess (testing) (375 mins)	16%	24%	24%	24%	32%	40%

## How to clean a GCS device

- Use only a soft, lint-free cloth. Avoid abrasive cloths, towels, paper towels, or similar items.
- Avoid excessive wiping, which might cause damage.
- Unplug all external power sources, devices, and cables.
- Keep liquids away from the product, unless otherwise noted for specific products.
- Don't get moisture into any openings.
- Don't use aerosol sprays, bleaches, or abrasives.
- Don't spray cleaners directly onto the item.
- Using a 70 percent isopropyl alcohol wipe or Clorox Disinfecting Wipes, you may gently wipe the hard, nonporous surfaces of your device, such as the display, keyboard, or other exterior surfaces. Don't use bleach. Avoid getting moisture in any opening, and don't submerge your device in any cleaning agents.