Learning For All • Whatever It Takes

USD 475 One–to–One Device Handbook

Procedures and Information for Students and Parents

The device will allow student access to educational applications, web-based tools, and many other useful sites. The device is an educational tool not intended for gaming, social networking, or high-end computing, and all users will be expected to follow the district's Acceptable Use Policy as well as all other state and federal laws, board policies, and school rules.

This document provides students and families with information about the general use of technology, ownership of the devices, rights and responsibilities for possession of the device, care of the device, its educational use, and good digital citizenship. Additionally, the last page is the USD 475 Device Agreement between Student, Parent, and School. This page must be signed and returned before the device can go home with students.

Table of Contents

Ownership of the Device

Although students will be issued a device for the duration of each school year, **USD 475 retains full and complete ownership of the device**.

Receiving the Device

Every student who receives a device will also receive a power adapter and protective case (additionally high school students will receive a stylus and flash drive) for educational purposes both at school and home.
All parents/guardians and students are required to read, sign, and return the USD 475 Device Agreement before a device will be issued and sent home with the student. All students are required to go through orientation.
All students will be assessed a textbook/technology charge of $40.00.

General Use

- Students are responsible for the general care of the district device issued to them.
- Students will not load software or apps onto the device without teacher approval. If applications are loaded, they become the property of USD 475.
- Students will not remove district programs or files from the device.
- Cables, cords, and accessories should be inserted carefully.
- Turn on the computer using the power button. Allow it to come on and the login screen to load.

This will allow the computer to connect to the network before the student login.
- Students should remember to save frequently when working on digital media. The district is not responsible for the loss of any student work.
- Students should make sure the keyboard is clear of objects before closing the device.
- Students should shut down each day using the Power Options icon.
- Computers need to be plugged in each night so that the battery is fully charged each day.
- Computers should not be placed in a backpack with food, liquids, and/or heavy or sharp objects.

Care and Cleaning
- Care should be taken when eating and drinking near the computer. A spill can damage the computer.
- When working near a desk or flat surface, use it to support the computer.
- To clean the computer, unplug all cables and turn off the computer. Wipe the computer with a soft, lint-free dry cloth to clean stains and smudges. A gentle window cleaner may be used, but do not spray it directly on the computer. Lightly spray a cloth and wipe down the computer.
- When carrying the computer, use both hands to avoid dropping the computer. Hold and lift the device by the base, not the screen.
- Carry the device in the case between classes.
- Shut down the device if it is in the case for a long period of time.

- Only use a stylus designed for tablets to write on the computer screen. Do not use regular pens or pencils.
- Avoid placing heavy items on the computer.
- Do not leave the computer in the car. Changes in temperature can cause damage or it could be stolen!

Safe Keeping

- Content Filter: The district utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All devices, regardless of physical location and Internet connection, will have Internet activity filtered. Despite the filter, the district cannot guarantee that all controversial or inappropriate materials will be blocked both at school and at home. Teachers will monitor usage at school, to their best of ability. Parents should monitor usage at home, as well. If there is a reason to suspect students have visited inappropriate sites, downloads of the device history can be made by administration.
- The student will not give personal information when using the Internet.
- Devices that are left unattended will be collected and turned into the Media Center.
- Do not loan the computer to someone else. Students are responsible for their own device.

Repair

- Computers may be issued to students when the device is left for repair, if loaners are available. Computers on loan may not be taken home and will be returned to the Media Center by the end of the day.
- **Important**: Repairs should not be done by parents, guardians, students, or any outside source for any type of repair service. If the device needs repair, please let a teacher or the Library Media Specialist know.

Damage

Repair costs for accidental damage to a district device are outlined below. The District determines the repair or replacement costs.

- First major damage: student pays 0%, the District pays 100% of the costs
- Second major damage: student pays 0%, the District pays 100% of the costs
- Third and subsequent major damages: 100% of the costs up to a maximum of $500.

At no time will the student be liable for more than the actual cost of the device plus tax.

- The responsibility for the care, safety and security of the District-issued device is the responsibility of the student and parent/ guardian.

- Dents in the outer casing, damage to the screen (cracks, discolored due to pressure), head phones not removed correctly from the headphone jacks, damage to any ports (headphone jacks, charging ports and USB ports) will be considered visible physical damage.
- Students are responsible for the charging cable, stylus, and case provided. Should the charging cable, stylus, and case need to be replaced, the student will be charged the current replacement cost.

Account Access
- Students will log into their devices using their school-issued password.
- Students must never share their account passwords with others, unless needed by building administration to address emergency or time-sensitive issues.

USD 475 Labels
- All devices will have a USD 475 label with an identification number unique to that device.
- Labels may not be covered, modified, or otherwise tampered with in any way.

Probationary Device Status

Students who have violated the USD 475 Acceptable Use Policy or any other provisions included in this Handbook will have a consequence. This may include turning in the device at the end of each day for a period of time. The school administration will secure the equipment during

the evening and the student will be allowed to check it out daily for use during school.

Students engaging in unauthorized picture taking, audio recording or videotaping on school grounds or activities, or use school equipment on or off school grounds in an unauthorized manner, are subject to the administration of appropriate disciplinary resolutions up to and including suspension or expulsion. The loss, damage or theft of School District Digital Technology or Network Systems are subject to restitution and/or legal action.

Returning the Device

The devices, along with all peripherals and accessories, will be inventoried periodically during the school year. Students leaving any USD 475 school will check in their device to the library media center before they leave school.

Loss and Theft

Students and parents/guardians must report a lost or stolen device immediately to the Media Center. If the device is stolen the student, parent, or guardian must file a police report, and turn that in to the Media Specialists immediately. Failure to turn in a device when requested may result in the student being charged the full replacement cost.

IIBF - Acceptable Use Policy

Geary County Schools USD 475 provides computer systems, including access to the Internet, to maximize the educational benefits of students and staff to better prepare them for opportunities to problem solve, manage, and retrieve information, think creatively, and communicate effectively. District computer systems and issued electronic devices are for educational and business use only. All information created by students or employees stored on District computer systems shall be considered District property and shall be subject to unannounced monitoring by District administrators. Violation of the Acceptable Use Policy (AUP) may result in disciplinary action up to and including expulsion for students, and up to and including termination for staff. A person using electronic media for terrorist activities will be subject to legal action.

District computer systems and issued electronic devices includes, but is not limited to, hardware, software, data, communication lines and devices, terminals, printers, CD/DVD devices, PDAs, phones, smartphones, cameras, Smartboards, projectors, multimedia devices, storage devices, servers, workstations, personal computers, tablets, the Internet and other internal or external networks. This includes any other devices that may be used to connect to the USD 475 network or electronically stored USD 475 material.

The administration may conduct periodic audits of software installed on District equipment to verify legitimate use. Failure to turn in a device when requested may result in the employee or student being charged the full replacement cost. Additionally, if stolen, a report should be filed with the local law enforcement agency.

Use of the computer system is a privilege and not a right. Students and employees shall have no expectation of privacy when using District e-mail, network or other official communication systems. Any e-mail, network, computer application, or information in District computers or computer systems is subject to monitoring by the administration.

Technology protection measures (or Internet filters), to the extent practical, shall be used to block or filter Internet access (or other forms of electronic communications) to inappropriate information. Specifically, as required by the Children's Internet Protection Act, (CIPA), blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Use of computer systems to send, post, or download electronic messages or pictures that are abusive, obscene, sexually oriented, threatening, harassing or cyber bulling is unacceptable. Violation of the AUP may result in disciplinary action up to and including expulsion for students, and up to and including termination for staff (i.e. cancellation of privileges, detention, and expulsion).

Technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes subject to staff supervision. To the extent practical, steps shall be taken to promote the safety and security of users of the Geary County School District online computer network when using electronic messaging and media.

In compliance with FERPA and CIPA guidelines, USD 475 is committed to making advanced technology and increased access to learning opportunities available to all students and staff members.

Acceptable Use

- The Network / Internet shall be used for research and educational purposes. The use of this access must be in support of and consistent with the educational objectives of the District.
- Appropriate school conduct is expected when using computers, the network and the Internet
- Student users will be supervised
- Users will keep passwords secure

- Users may encounter material that is controversial, inappropriate, or offensive and shall report any incidents to their teacher or immediate supervisor
- Users must follow copyright laws
- Users must follow social media guidelines

Unacceptable Use

Each user is responsible for his or her actions on the computer system. Prohibited conduct includes, but not limited to:

- Sending, posting, or downloading electronic messages or pictures that are abusive, obscene, sexually oriented, threatening, harassing or cyber bullying
- Using the network for commercial or private financial gain
- Using the computer system for product advertisement or political campaigning
- Vandalizing the data of another user or other networks including so-called "hacking" and other unlawful activities to hardware or software. This includes, but is not limited to, the uploading or creation of computer viruses
- Using another's password, folders, or files
- Posting material created by another without his or her consent.
- Unauthorized use of copyrighted material
- Purposefully bypassing Internet safeguards
- Willfully accessing inappropriate Internet content
- Unauthorized disclosure, use, and dissemination of personal identification information regarding minors
- Intentional damage of computers, electronic devices and computer systems (may result in the full cost of repairs)

USD 475 makes no warranties of any kind, whether express or implied, for the service it is providing. The District will not be responsible for any damages a user suffers. This includes loss of

data resulting from delays, non-deliveries, service interruption, user errors, or omissions. Use of any information obtained via the Internet is at the user's own risk. USD 475 specifically denies any responsibility for the accuracy or quality of information obtained through online services. All users need to consider the source and validity of any information they obtain on the Internet. USD 475 complies with FERPA and CIPA guidelines.
Revised 10-29-2014 by HD 12:23 p.m.

DIGITAL CITIZENSHIP

Digital Citizenship refers to the use of digital and information literacy skills to interact with society.
Technology Use
T – Take care of your equipment
H – Hide your password
I – Internet safety
N – Netiquette
K – Kind
Student Conduct
While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:
1. *Respect Yourself*: I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.

2. *Protect Yourself*: I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
3. *Respect Others*: I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites. I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.
4. *Protect Others*: I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations. *Respect Intellectual Property*: I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.

USD 475 Device Agreement

Date: _____

Dear Parent(s)/Guardian(s),

Students in USD 475 will be using computers in the classroom to increase and support student achievement. Students will spend time learning how to use them respectfully and properly.

Students will have the opportunity to bring home their device. Taking a device home requires the following commitments:

- The student must have this form on file to have a device checked out.
- The student must promise to handle the device as carefully as he or she has been handling it in class. Any intentional or negligent damage may result in paying for the repairs or a new device (up to $500.00).
- The student must keep the device inside the protective case when not in use. This means that the student does not show the device to other students on the bus or pass it around to others that do not know how to treat the device correctly and responsibly (this includes brothers/sisters).
- The student will bring the device to school fully charged each day.
- The student must return the device prior to the last student contact day.

- The student must return the device when moving to another school in the district or out of the district.
- The device is the property of USD 475 along with apps or programs on the device.
- Parents/Guardians will report problems to the teacher or administrator. Please do not attempt to repair the device.
- Parents/Guardians will support students by supervising care and use of the device outside of school.

I, _____ agree to

(Student)

the terms and conditions listed above.

Yes, my child has permission to check out the device. I will make sure he or she follows these commitments.

_____

Student Name (Print)

_____

Student Signature

_____

Parent/Guardian Name (Print)

_____

Parent/Guardian Signature