

USD 303
Electronic Device Policy, Procedures, and Information
2016-2017

TABLE OF CONTENTS

TOPIC PAGE

1. RECEIVING YOUR DEVICE 3
 1.1 Receiving your Device and Device Check-In..... 3
 1.2 Device Check-In 3
 1.3 Check-in Fines 3
2. TAKING CARE OF YOUR DEVICE 3
 2.1 General Precautions 3
 2.2 Carrying electronic Devices 3
 2.3 Screen Care 3
3. USING YOUR DEVICE AT SCHOOL..... 3
 3.1 electronic Devices/ Left at Home 4
 3.2 Device Undergoing Repair 4
 3.3 Charging your Device’s Battery 4
 3.4 Screensavers..... 4
 3.5 Sound, Games or Programs 4
 3.6 Printing..... 4
 3.7 Home Internet Access 4
 3.8 Personal Apps 4
 3.9 Electronic Device’s/ and Extra curricular Activities 4
4. MANAGING YOUR FILES & SAVING YOUR WORK 4
 4.1 Saving to the My Documents/Home Directory 4
5. SOFTWARE ON DEVICES 4
 5.1 Originally Installed Software 4
 5.2 Additional Software 4
 5.3 Inspection 5
 5.4 Procedure for Re-loading Software 5
 5.5 Software Upgrades 5
 5.6 Technology Support 5
6. ACCEPTABLE USE 5
 6.1 Parent/Guardian Responsibility 5
 6.2 School Responsibilities are to:..... 5
 6.3 Students are Responsible For 5
 6.4 Student Activities Strictly Prohibited 6
 6.5 Device Care 6
 6.6 Legal Propriety 6
 6.7 Student Discipline 6
7. PROTECTING & STORING YOUR ELECTRONIC DEVICE..... 6
 7.1 Device Identification 6
 7.2 Storing your Device 6
 7.3 electronic Devices/ Left in Unsupervised Areas 6
8. REPAIRING OR REPLACING YOUR DEVICE 7
 8.1 Accident Protection 7
 8.2 Personal Home/Homeowners Insurance 7
 8.3 Intentional Damage 7
 8.4 Warranty Repairs..... 7
 8.5 Vandalism and Theft..... 7
9. SCHOOL RIGHTS..... 7
10. STUDENT PLEDGE FOR ELECTRONIC DEVICE/ USE 9

1. RECEIVING YOUR DEVICE & DEVICE CHECK-IN

1.1. Receiving your Device

Devices will be distributed at the beginning of each school year during “Orientation.” Parents & students must sign and return the Student Pledge documents before the Device can be issued to their child. Students in grades 9-11 will keep the same device over the next several years. Students in grades 7-8 will be issued an electronic Device for use during the school day. In order for this endeavor to be successful, it will take a joint effort between the students, staff and parents to ensure the success of this program.

1.2. Device Check-in

Devices will be returned during the final week of school so they can be checked for serviceability. If a student transfers out of the USD 303 during the school year, the Devices will be returned at the time of checkout.

1.3. Check-in Fines

1.3.1. Individual school Devices and accessories must be returned to the Ness City High School office at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at USD 303 for any other reason must return their individual school Device on the date of termination.

1.3.2. If a student fails to return the Device at the end of the school year or upon termination of enrollment at USD 303, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the Device. Failure to return the Device will result in a theft report being filed with the Ness County Sheriff’s Department.

1.3.3. Furthermore, the student will be responsible for any damage to the Device, consistent with the District’s Device Protection plan and must return the Device and accessories to the NCHS office in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the Device.

2. TAKING CARE OF YOUR DEVICE

Students are responsible for the general care of the Device they have been issued by the school. Devices that are broken or fail to work properly must be taken to the Office for an evaluation of the equipment.

2.1 General Precautions

2.1.1. The Device is school property and all users will follow this policy and the USD 303 acceptable use policy for technology.

2.1.2. Only use a clean, soft cloth to clean the screen, no cleansers of any type.

2.1.3. Cords and cables must be inserted carefully into the Device to prevent damage.

2.1.4. Devices must remain free of any writing, drawing, stickers, or labels that are not the property of USD 303.

2.1.5. Devices must never be left in an unlocked locker, unlocked car, or any unsupervised area.

2.1.6. Students are responsible for keeping their Device battery charged for school each day.

2.1.7. Students will have the same Device for the life of the Device (senior Devices will go to next year’s freshmen).

2.2 Carrying Devices

A protective case/cover for the Device is required to help protect the Device and provide a suitable means for carrying the device throughout the day. Devices should always be within the protective case when carried. USD 303 will provide each student a case for carrying their Device.

2.3 Screen Care

2.3.1 The Device screens can be damaged if subjected to rough treatment.

The screens are particularly sensitive to damage from excessive pressure on the screen.

2.3.2 Do not put unnecessary pressure on the top of the Device.

2.3.3 Do not place anything near the Device that could put pressure on the screen.

2.3.4 Do not place anything in the carrying case that will press against the cover.

2.3.5 Clean the screen with a soft, dry cloth or anti-static cloth

2.3.6 Do not “bump” the Device against lockers, walls, car doors, floors, etc. as it may crack or break.

2.3.7 Protective screen covers will be available and recommended for additional protection.

3. USING YOUR Device AT SCHOOL

Devices are intended for use at school each day. In addition to teacher expectations for Device use, school

messages, announcements, calendars and schedules may be accessed using the Device. Students should bring their Device to all classes, unless specifically instructed not to do so by their teacher.

3.1 Devices Left at Home

If students leave their Device at home, they are responsible for getting the course work completed as if they had their Device present. If a student repeatedly leaves their Device at home, they will be subject to appropriate disciplinary action.

3.2 Device Undergoing Repair

Loaner Devices may be issued to students whose machine is being repaired.

3.3 Charging Your Battery

Devices should be charged to full capacity each day before they are brought to school.

Repeat violations will result in appropriate disciplinary action being taken.

3.4 Screensavers/Background photos

Students will have the ability to customize their Device (screen background).

Appropriate media will be used.

3.5 Sound, Music, Games, or Programs

Each student will need to have a iTunes account for iPads. For Chromebooks, each student will use their school issued Google account (school email address). The iTunes account and/or google account will be the conduit through which apps are downloaded to the Device. Many students already have a personal account set up. If you do not, that is something that is relatively easy to do. (FYI--You can set up an account without adding credit card information. (We would recommend this option).

3.5.1 Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

3.5.2 Appropriate music is allowed on the Device. **Ear buds/headphones may be used in the classroom based upon individual teacher approval.** During passing periods, students may not use ear buds/headphones.

3.6 Printing

Students will be given information and instruction on printing with the Device at school.

3.7 Home Internet Access/Printing

Students are allowed to set up additional wireless networks on their Devices. This will be necessary to use web-based services outside of the school setting. Printing at home will require a wireless printer, proper settings on the Device, an eprint compatible printer and possibly an additional app or software on your home computer/printer.

3.8 Personal Apps

Students may install appropriate personal apps on their Device via their personal iTunes account. USD 303 will, within reason, provide configuration settings that will not allow inappropriate content/apps/music to be installed on the Device. This does not, however limit what can be downloaded to the students individual iTunes account or other personal device (iPhone, iPod,...). In the event storage space becomes an issue on individual Devices, student music, photos and apps will need to be deleted.

3.9 Devices and Extra Curricular Activities

Coaches/sponsors for individual activities may limit whether or not Devices are allowed to be on buses or at particular events.

4. MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving to the Device/Home Directory

Students should save work to the Device. It is recommended students regularly back up data to the school server or another storage device. Limited storage space will be available on the Device— Data will NOT be backed up in the event an Device has to be re-imaged or restored to factory settings. 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.

5. SOFTWARE ON ELECTRONIC DEVICES

5.1 Originally Installed Software

The apps and operating system originally installed by USD 303 must remain on the Device in usable condition and be easily accessible at all times. From time to time the school may add additional apps and OS upgrades. Periodic checks of Devices will be made to ensure that students have not removed required apps or installed inappropriate material.

5.2 Additional Software

Students will be provided with purchase codes (at no charge to them) to purchase some basic apps

needed for classroom use. Other apps may be added by the school or the student throughout the school year. Some apps will be free and others may cost.

5.3 Inspection

Students will be selected at random to provide their Device for inspection. Device use and contents will also be monitored remotely.

5.4 Procedure for re-loading software

If technical difficulties occur, the Device will be restored from a backup (if last sync'ed to a home personal computer) or will be re-set to factory settings in the event a home computer is not available. The school does not accept responsibility for the loss of any apps or documents deleted due to *the necessity of* a re-format and/or re-image.

5.5 Software Upgrades

Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in their Devices for periodic updates and syncing. USD 303 will notify students on how to update apps, should updates be necessary.

5.6 Technology Support

Technology support for Devices will be available during the normal business day at Ness City Junior/Senior High School between the hours of 8:00 and 4:00. After hours support will not be available.

6. ACCEPTABLE USE

The use of the USD 303 School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Ness City School District is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the Ness City School District. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and appropriate disciplinary action shall be applied. The Ness City School District's Student Handbook shall be applied to student infractions.

Violations may result in disciplinary action up to and including suspension and/or expulsion for students. When applicable, law enforcement agencies may be involved.

6.1 Parent/Guardian Responsibilities

Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio. *9-12 students will have access to their device 24/7. Students in grade 7 and 8 will have access to the Device at school only. Obviously, you as parents will need to establish ground rules for Device use outside of the school day. USD 303 will restrict the content of legally purchased content that can be put on the device.

6.2 School Responsibilities are to:

6.2.1 Provide Internet and e-mail access to its students.

6.2.2 Provide Internet filtering.

6.2.3 Provide network data storage

(These will be treated similar to school lockers. USD 303 reserves the right to review, monitor, and restrict information stored on or transmitted via USD 303 owned equipment and to investigate inappropriate use of resources.)

6.2.4 Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy

6.2.5 Provide user accounts for free information storage in cloud-based (off site/online) applications.

6.2.6 Monitor pictures, video, and audio recordings of any student or staff member and ensure they are being utilized in an appropriate manner.

6.3 Students are responsible for:

6.3.1 Using Devices in a responsible and ethical manner.

6.3.2 Obeying general school rules concerning behavior and communication that applies to Device/computer use.

6.3.3 Using all technology resources in an appropriate manner so as to not damage school equipment.

6.3.4 Helping Ness City School District protect our computer system/device by contacting an administrator about any security problems they may encounter.

- 6.3.5 Monitoring all activity on their account(s).
- 6.3.6 Securing their Device after they are done working to protect their work and information.
- 6.3.7 Notifying a school employee in the event they receive correspondence containing inappropriate or abusive language or if the subject matter is questionable.
- 6.3.8 Returning their Device to the NCHS office at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at USD 303 for any other reason must return their individual school Device on the date of termination.

6.4 Student Activities Strictly Prohibited:

- 6.4.1 Illegal installation or transmission of copyrighted materials.
- 6.4.2 Any action that violates existing Board policy or public law.
- 6.4.3 Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- 6.4.4 Inappropriately utilizing photos, video, and/or audio recordings of any person.
- 6.4.5 Changing Device settings in an effort to circumvent the filtering system.
- 6.4.6 Downloading inappropriate apps.
- 6.4.7 Spamming-Sending inappropriate emails.
- 6.4.8 Gaining access to other student's accounts, files, and/or data.
- 6.4.9 Vandalism to your Device or another student's Device.

6.5 Device Care:

- 6.5.1 Students will be held responsible for maintaining their individual Devices, and keeping them in good working order.
- 6.5.2 Device batteries must be fully charged and ready for school each day.
- 6.5.3 Devices that malfunction or are damaged must be reported to the office. The school district will be responsible for repairing Devices that malfunction and/or repairs covered under warranty. **Devices that have been damaged from student misuse, neglect or are accidentally damaged will be repaired with the first \$79 of repair cost being borne by the student.**
- 6.5.4 Students will be responsible for the entire cost of repairs to Devices that are damaged intentionally, stolen, or lost.
- 6.5.5 Devices that are stolen must be reported immediately to the Office and the Ness County Sheriff's Department.

6.6 Legal Propriety:

- 6.6.1 Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- 6.6.2 Plagiarism is a violation of the USD 303 Student Handbook. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- 6.6.3 Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action by the District.

6.7 Student Discipline:

If a student violates any part of the above policy, board policy, or Ness City Junior/Senior High School handbook policy, he/she may be subject to the following disciplinary steps:

- 6.7.1 Student(s) will check-in/checkout their Devices from the office daily.
- 6.7.2 Required to attend an Device policy refresher class.
- 6.7.3 Loss of individual Device and be issued a generic loaner Device.
- 6.7.4 Loss of Device while being required to complete coursework.
- 6.7.5 Disciplinary/Legal action as deemed appropriate.

7. PROTECTING & STORING YOUR ELECTRONIC DEVICE COMPUTER

7.1 Electronic Device Identification:

Student electronic Devices will be labeled in the manner specified by the school. Electronic Devices can be identified based on serial number and Ness City School District identification number.

7.2 Storing Your electronic Device:

When students are not using their electronic Devices, they should be stored in their locked locker. Nothing should be placed on top of the electronic Device. Students are encouraged to take their electronic Devices home every day after school, regardless of whether or not they are needed. electronic Devices should not be stored in a student's vehicle at school or at home. **If a student**

needs a secure place to store their electronic Device, they may check it in for storage at the Office.

7.3 Electronic Devices Left in Unsupervised Areas:

Under no circumstances should electronic Devices be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, locker rooms, library, unlocked classrooms, dressing rooms and hallways. Any electronic Device left in these areas is in danger of being stolen. Students are subject to disciplinary action to retrieve their electronic Device that has been turned into the office due to not being supervised.

8. REPAIRING OR REPLACING YOUR electronic Device/ COST OF REPAIRS

The Ness City School District recognizes that with the implementation of the electronic Device initiative there is a need to protect the investment by both the District and the Student/Parent. Therefore, we have set the following guidelines in place.

8.1 Accidental Damage

Students will be responsible for caring for their device and will be expected to return them at the end of the year in good working condition. 7th and 8th grade students will be charged a \$25 technology usage fee at enrollment time. 9-12th grade students will be charged a \$40 technology usage fee at enrollment time. Students will be responsible for the first \$79 of damage in the event the device is accidentally damaged and needs repaired.

8.2 Intentional Damage

Students/Parents will be held responsible for ALL (full payment) intentional damage to electronic Devices including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value. Lost items such as chargers and cables will be charged the actual replacement cost.

8.3 Warranty Repairs

Warranty repairs will be completed at no cost to the student.

8.4 Vandalism and Theft In cases of theft, vandalism and other criminal acts, a police report **MUST** be filed by the student or parent.

9 SCHOOL RIGHTS:

9.1 USD 303's network, facilities, and/or mobile device are to be used in a responsible, efficient, and ethical manner in accordance with the philosophy of USD 303. Students must acknowledge their understanding of this policy as well as the following guidelines. Failure to adhere to these standards may result in disciplinary action and/or revocation of the offender's mobile device and/or network privileges.

9.2 The administration and/or their designee(s) have the right to inspect any mobile device, application, or peripheral device associated with any or all USD 303 technology. This includes but is not limited to email, documents, pictures, music, or other components associated with all USD 303 technology.

9.3 Ness City Schools reserves the right to define inappropriate use of technology.

USD # 303 Student Pledge for Electronic Device Use

1. I will take good care of my electronic Device
2. I will never leave the electronic Device unattended.
3. I will never loan out my electronic Device to other individuals.
4. I will know where my electronic Device is at all times.
5. I will charge my electronic Device battery as needed.
6. I will keep food and beverages away from my electronic Device since they may cause damage to the device.
7. I will not disassemble any part of my electronic Device or attempt any repairs.
8. I will protect my electronic Device by keeping it in a protective case.
9. I will use my electronic Device in ways that are appropriate, meet USD 303 expectations, and are educational in nature.
10. I will not place decorations (such as stickers, markers, etc.) on the electronic Device. I will not deface the serial number.
11. I understand that my electronic Device is subject to inspection at any time without notice and remains the property of the Ness City School District.
12. I will follow the policies outlined in the *USD # 303 Electronic Device Policy, Procedures, and Information Handbook* while at school, as well as outside the school day.
13. I will file a police report in case of theft, vandalism, and other acts that damage my electronic Device.
14. I will be responsible for all damage or loss caused by neglect or abuse.
15. I agree to return the District electronic Device and power cords in good working condition.
16. I will not utilize photos, video, and/or audio recordings of any myself or any other person in an inappropriate manner.
17. **I will report any damage, or issues related to the electronic Device immediately to the office.**

I agree to the stipulations set forth in the above documents including the USD # 303 Electronic Device Policy, Procedures, and Information Handbook; the Acceptable Use Policy; Electronic Device Protection Plan and the Student Pledge for electronic Device Use.

Student Name (Please Print): _____ Grade _____

Student Signature: _____ Date: _____

Parent/Guardian Name (Please Print): _____ Grade _____

Grade Parent/Guardian Signature: _____ Date: _____

Individual school electronic Devices and accessories must be returned to the NCHS Office at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at USD # 303 for any other reason must return their individual school electronic Device computer on the date of termination.