

New Auburn High School

Technology Device Policy and Procedures

2020-21

New Auburn School One to One Technology Program

Excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and one of the learning tools of these twenty-first century students is the computer. The individual use of electronic devices is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning, maximizing student potential. The device issued to the student is the property of the New Auburn School District. Use of this device is a privilege and not a right. It is provided for educational purposes only and is intended to support the learning objectives of the New Auburn School District.

The policies, procedures and information within this document apply to all devices used in the New Auburn School District, including any other electronic technology tool considered by the administration to come under this policy. Teachers may set additional requirements for use in their classroom.

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1. RECEIVING YOUR DEVICE & DEVICE CHECK-IN

1.1 Receiving Your Device

Devices will be distributed each fall during “*Device Orientation.*” **Parents & students must sign and return the Device Protection Plan and Student Pledge documents before the device can be issued to their child.** The Device Protection Plan outlines three options for families to protect the device investment for the school district. Please review the Device Protection plan included in this handbook.

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 New Auburn School District during the school year, the device will be returned at that time.

1.3 Check-in Fines

Individual school devices and accessories must be returned to New Auburn Technology staff at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at New Auburn for any other reason must return their individual school device on or before the date of termination. If a student fails to return the device at the end of the school year or upon termination of enrollment at New Auburn, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the device, or, if applicable, any insurance deductible. Failure to return the device will result in a theft report being filed with the New Auburn/Chippewa County Police Department.

Furthermore, the student will be responsible for any damage to the device, consistent with the District’s Device Protection Plan. Students must return the device and accessories to Technology Staff 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 High School Library for an evaluation of the equipment.

2.1 General Precautions

- The device is school property and all users will follow this policy and the New Auburn Acceptable Use Policy for Technology.
- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted carefully into the device to prevent damage.
- Devices must remain free of any writing, drawing, stickers, or labels that are not the property of the New Auburn School District.
- Devices must never be left in an unlocked locker, car or any unsupervised area.
- Students are responsible for keeping their device’s battery charged for school each day.

2.2 Carrying Devices

The protective case provided with the device has sufficient padding to protect the device from normal treatment and provide a suitable means for carrying the device within the school. Devices should always be within the protective case when carried.

2.3 Screen Care

The device’s screen can be damaged if subjected to rough treatment. The screen is particularly sensitive to damage from excessive pressure.

- Do not lean on the top of the device when it is closed.
- Do not place anything near the device that could put pressure on the screen.
- Do not place anything other than the device in the carrying case.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not “bump” the device against lockers, walls, car doors, floors, etc. as it will eventually break the screen

3. USING YOUR DEVICE AT SCHOOL

Devices are intended for use at school each day. In addition to teacher expectations, school messages, announcements, calendars and schedules may be accessed using the devices. Students must be responsible to bring their devices 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 still responsible for getting the course work completed. Students will then be required to check out a device from the library. If a student repeatedly (3 or more times as determined by any staff member) leaves their device at home, they will be required to turn in their device. Students must then "check out" their device from the library each morning, and return it at the end of each day, for 1 week.

3.2 Devices Undergoing Repair

Loaner devices may be issued to students when they leave their devices for repair in the Library. There may be a delay in getting a device should the school not have enough to loan.

3.3 Charging Your Device's Battery

Devices must be brought to school each day fully charged. Students should not charge devices in the classroom.

3.4 Screensavers/Background photos

- Inappropriate media may not be used as a screensaver or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols, pictures or any other inappropriate material will result in disciplinary actions.

3.5 Sound, Music, Games, or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Music is allowed on the device. Ear buds/Headphones are not allowed except in classroom settings with staff approval.
- Internet Games are not allowed on the device. If game apps are installed, it will only be by New Auburn staff.
- All software/apps must be district provided. Data storage will be cloud based, flash drive or emailed to a server location.

3.6 Printing

Printing will be available with the devices. Students should talk to their teachers about which printer to print to. Students will be given information and instruction on printing with the devices at school.

3.7 Home Internet Access

Students are allowed to set up wireless networks on their devices. This will assist them with device use while at home. Printing at home will require a wireless printer, proper settings on the device and installation software. Contact New Auburn Technology Staff for instructions and support.

4. MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving to the Cloud

Students should save work to the Cloud. It is recommended students e-mail documents to themselves for storage on a flash drive. It is the student's responsibility to **appropriately save their work** 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.

4.2 Network Connectivity

The New Auburn School District makes no guarantee that the internet will be up and running 100% of the time. In the rare case that the internet is down, the district will not be responsible for lost or missing data.

5. SOFTWARE ON DEVICES

5.1 Originally Installed Software

The software/apps originally installed by New Auburn School must remain on the device in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular course. Periodic checks of devices will be made to ensure that students have not removed required programs.

5.2 Additional Software

Students are not allowed to load extra software/apps on their devices. New Auburn School will synchronize the devices so that they contain the necessary programs for school work. Students will not synchronize devices or add programs to their assigned device, to include home synching accounts.

5.3 Inspection

Students may be selected at random to provide their device for inspection. No student user should have any expectation of privacy as to his/her device usage. This includes the privacy of any electronic mail message, file, download, note or other data stored on, transmitted or received through any New Auburn computing device. New Auburn School, through appropriate management personnel, reserves the right to inspect any and all data stored in public or private areas of device, without notice or warning, at any time, for any purpose.

5.4 Procedure for re-loading software

If technical difficulties occur or non-New Auburn installed programs are discovered, the offending programs will be removed. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and 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 synching. New Auburn School will notify students on how to update programs should updates be necessary.

6. ACCEPTABLE USE

The use of the New Auburn School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the New Auburn School District is not transferable or extendable by students to people or groups outside the district and terminates when a student is no longer enrolled in the New Auburn 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 the appropriate disciplinary action shall be applied. The New Auburn School District's Student Code of Conduct shall be applied to student infractions.

Violations may result in disciplinary action up to, and including, suspension/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.

6.2 School Responsibilities:

- Provide Internet and Email access to its students.
- Provide Internet blocking of inappropriate materials as able.
- Provide network data storage areas. New Auburn School District reserves the right to review, monitor, and restrict information stored on or transmitted via New Auburn School District owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.
- Provide user accounts for free information storage in cloud based applications.
- Pictures, video, and audio recordings of any student or staff member are allowed only with written consent.

6.3 Student Responsibilities:

- Use devices in a responsible and ethical manner.
- Obey general school rules concerning behavior and communication that apply to device use.
- Use all technology resources in an appropriate manner so as to not damage school equipment. This "damage" includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the students own negligence, errors or omissions. Use of any information obtained via New Auburn School District's designated Internet System is at your own risk. New Auburn School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Help the New Auburn School District protect the device by contacting a technology staff member about any security problems they may encounter.
- Monitor all activity on their account(s).
- Students should always turn off and secure their device after they are done working to protect their work and information.
- If a student should receive email where subject matter is questionable, **do not open**. If email contains inappropriate subject matter, or abusive language, the student should print a copy of the email and turn it in to technology staff.
- Return their device into the library at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at New Auburn School for any other reason must return their devices on, or before, the date of termination.

6.4 Student Activities Strictly Prohibited:

- Illegal installation or transmission of copyrighted materials
- Any action that violates existing Board policy or public law
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, sexually explicit materials, bullying, or racial slurs.
- Pictures, video, and audio recordings of any student or staff member without written consent.
- Pictures, video, and audio recordings of any student or staff member at any time in locker rooms or restrooms.
- Use of chat rooms, sites selling term papers, book reports and other forms of student work
- Messaging services-EX: MSN Messenger, ICQ, etc
- Computer Games
- External attachments without prior approval from the administration
- Changing of device settings (exceptions include personal settings such as font size, brightness, etc)

- Downloading programs
- Spamming-sending mass or inappropriate emails
- Gaining access to other student's accounts, files, and/or data
- Use of the school's internet/E-mail accounts for financial or commercial gain or for any illegal activity
- Use of anonymous and/or false communications such as MSN Messenger, Yahoo Messenger
- Students are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, EBay, email, etc.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing the New Auburn web filter through a web proxy

6.5 Device Care

Students will be held responsible for maintaining their individual device and keeping it in good working order.

- Device batteries must be charged and ready for school each day.
- Only labels or stickers approved by the New Auburn School District may be applied to the device.
- Device covers/protectors furnished by the school district must be returned with only normal wear and no alterations to avoid paying a protector replacement fee.
- Devices that malfunction, or are damaged, must be reported to the library.
- **Device damage: Students are responsible for any and all damage.** Students will be responsible for the entire cost of repairs to devices that are damaged intentionally.
- The school district will be responsible for repairing devices that malfunction. ALL repairs MUST be approved and completed by the New Auburn School District. Devices that have been damaged from student misuse, accidents or neglect will be repaired and the cost may be passed on to the student.
- Devices that are stolen must be reported immediately to New Auburn Technology Staff.

6.6 Legal Propriety

- 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.
- Plagiarism is a violation of the New Auburn Code of Conduct. 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.
- Use or possession of hacking software is strictly prohibited and violators will be subject to New Auburn Student/Parent Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the district.

6.7 Student Discipline

If a student violates any part of the above policy, he/she will be put on the following disciplinary steps:

- 1st Offense –Depending on the severity of the offense, students may be given a verbal warning or may be required to daily check-in/checkout their devices from the library for up to one (1) week.
- 2nd Offense –Student(s) will check-in/checkout their Devices from the Library daily for up to three (3) weeks and is required to attend a device policy refresher class.
- 3rd Offense –Students will lose device privileges for a length of time to be determined by the administration. Senior students will also lose their off-campus lunch privilege during this same time period.

7. PROTECTING & STORING YOUR DEVICE

7.1 Device Identification

Student devices will be labeled in the manner specified by the school. Devices can be identified in the following ways:

- Record of serial number
- New Auburn Label

7.2 Storing Your Device

When students are not using their device, they should be stored in their locked lockers. Nothing should be placed on top of the device when stored in the locked locker. Devices should not be stored in a vehicle. If a student needs a secure place to store their device, they may check it in for storage with the high school librarian.

7.3 Devices Left in Unsupervised Areas

Under no circumstances should devices be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, locker rooms, library, unlocked classrooms, dressing rooms, and hallways. Any Devices left in these areas is in danger of being stolen. If a device is found in an unsupervised area, it will be taken to the library. A student may be charged \$10.00 to retrieve their device that has been turned into the library due to not being supervised.

8. REPAIRING OR REPLACING YOUR DEVICE

8.1 School District Protection

School District Protection is available for students and parents to cover device replacement in the event of theft, loss, or accidental damage. The protection cost is \$50.00 annually for each device with a maximum cost of \$150.00 per family. This plan will include one replacement; additional replacements will cost the student/parent the full value of a device (up to \$500).

8.2 Personal Home or Homeowners coverage

Students or parents may wish to carry their own personal insurance to protect the device in cases of theft, loss, or accidental damage. Please consult with your insurance agent for details about your personal coverage of the device. Most insurance will require a rider for electronics and only provide so much coverage and a higher deductible.

8.3 Claims

All insurance claims must be reported to the Technology Staff.

9. COST OF REPAIRS

Students will be held responsible for ALL damage to their 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 protectors and cables will be charged the actual replacement cost.

NEW AUBURN SCHOOL DISTRICT DEVICE PROTECTION PLAN

The New Auburn School District recognizes that with the implementation of the One to One initiative there is a need to protect the investment by both the District and the student/parent. The following outlines the various areas of protection: warranty, accidental damage protection and insurance.

School District Protection

School District Protection is available for students and parents to cover device replacement in the event of theft, loss, or accidental damage. The protection cost is \$50.00 annually for each device with a maximum cost of \$150.00 per family. This plan will include one replacement; additional replacements will cost the student/parent the full value of a device (up to \$500). Parents may purchase this insurance through the New Auburn High School office.

Personal Home or Homeowners coverage

Students or parents may wish to carry their own personal insurance to protect the device in cases of theft, loss, or accidental damage. Please consult with your insurance agent for details about your personal coverage of the devices.

No Insurance

_____ You agree to pay for the replacement of the devices at a cost not to exceed \$500 should the device be stolen, lost or damaged in any way.

Personal Insurance

_____ You will cover the device under your own insurance policy, you agree to pay the district the amount received from your insurance company plus any additional amount needed to cover the device replacement not to exceed \$500 (Devices, Protector, and Apps, shipping). Most insurance only provide in-home coverage. Your policy must provide coverage wherever your student takes the device (home, school, car, etc).

School District Protection

_____ You choose to pay the school district an annual protection payment for coverage of theft, loss or damage by fire/flood, water in the amount of \$50.00. The family maximum will be \$150.00 for family coverage when there are three or more children in high school using devices. The \$50.00 payment is non-refundable. This annual insurance coverage begins upon receipt of the payment and ends at the conclusion of each school year. Students enrolling after the school year starts are required to pay the full \$50 non-refundable charge. Protection plans must be taken out within two weeks of the distribution night. New Students will have two weeks from enrollment.

Student Name (Please Print): _____ Grade _____

Parent Name (Please Print): _____

Parent Signature: _____ Date: _____

ADDITIONAL INFORMATION: In cases of theft, vandalism and other criminal acts, report incident to the New Auburn principal immediately. A police report, or in the case of fire, a fire report will then be filed. A report **MUST be filed** for the protection coverage to take place.

INTENTIONAL DAMAGE: Students/Parents are responsible for full payment of intentional damages to devices. Warranty, Accidental Damage Protection, or School District Device Protection **DOES NOT** cover intentional damage of the device.

Office Use Only: \$Amount Paid _____; Date Paid: _____; Chk#: _____

NEW AUBURN High School Student Pledge for Device Use

1. I will take good care of my device.
2. I will never leave the device unattended.
3. I will never loan out my device to other individuals.
4. I will know where my device is at all times.
5. I will charge my device's battery daily.
6. I will keep food and beverages away from my device since they may cause damage to the device.
7. I will not disassemble any part of my device or attempt any repairs.
8. I will protect my device by only carrying it while in the case provided.
9. I will use my device in ways that are appropriate, meet NEW AUBURN expectations and are educational.
10. I will not place decorations (such as stickers, markers, etc.) on the device. I will not deface the serial number sticker on any device.
11. I understand that my device is subject to inspection at any time without notice and remains the property of the NEW AUBURN School District.
12. I will report in case of theft, vandalism, and other acts covered by insurance to the New Auburn principal.
13. I will be responsible for all damage or loss caused by neglect or abuse.
14. I agree to return the District Device, case and power cords in good working condition at the conclusion of my enrollment in the New Auburn School District.
15. I will not take pictures, video, and audio recordings of any student or staff member without written consent.
16. I will not take pictures, video, and audio recordings of any student or staff member at any time in locker rooms or restrooms.

I agree to the stipulations set forth in the above documents including the Technology Device Policy and Procedures; the Acceptable Use Policy; Devices Protection Plan and the Student Pledge for Device Use.

Student Name (Please Print): _____ GRADE _____

Student Signature: _____ Date: _____

Parent Name (Please Print): _____

Parent Signature: _____ Date: _____

Individual school devices and accessories must be returned to the NEW AUBURN Library at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at NEW AUBURN for any other reason must return their individual school device on or before the date of termination.