Chapman Middle School 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 473 Device Agreement between Student, Parent, and School. This page must be signed and returned by the first day of school.

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Ownership of the Device

Although students will be issued a device for the duration of each school year, USD 473 retains full and complete ownership of the device.

Receiving the Device

Every student who receives a device will also receive a power adapter for educational purposes. All parents/guardians and students are required to read, sign, and return the USD 473 Device Agreement before a device will be issued to the student. All students will be assessed a Student Access Fee of $100 to include; textbooks, Chromebook, ID card, entrance into USD 473 athletic events* and activities**. *KSHSAA sponsored events are excluded from this fee. **School dances are excluded from this fee.

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 473.

- Students will not remove district programs or files from the device.
- Cables, cords, and accessories should be inserted carefully.
- Turn on the Chromebook using the power button. Allow it to come on and the login screen to load.
- This will allow the Chromebook to connect to the network before 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 Chromebook.
- Students should shut down each day using the Power Options icon.
- Chromebook need to be plugged in each night so that the battery is fully charged each day.
- Chromebook should not be placed in a backpack or trapper with food, liquids, and/or heavy or sharp objects.

Care and Cleaning
- Care should be taken when eating and drinking near the Chrombook. A spill can damage the computer.
- When working near a desk or flat surface, use it to support the Chromebook.
- To clean the Chromebook, unplug all cables and turn off the computer. Wipe the computer with a soft, lint-free dry cloth to clean stains and smudges.
- When carrying the Chromebook, use both hands to avoid dropping the Chromebook. Hold and lift the device by the base, not the screen.
- 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 Chromebook screen. Do not use regular pens or pencils.
- Avoid placing heavy items on the computer.
- The device may be taken home for use if approved by the teacher and administration.

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). <u>All devices, regardless of physical location and Internet connection, will have Internet activity filtered.</u> Despite the filter, the district cannot guarantee that all controversial or inappropriate materials will be blocked at school. Teachers will monitor usage at school, to the best of their ability. 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 office.
- Do not loan the computer to someone else. Students are responsible for their own device.

Repair

- Chromebooks may be issued to students when the device is left for repair, if loaners are available.
- **Important**: Repairs should not be done by students. If the device needs repair, please let a teacher or the office know.

Damage

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

- First major accidental damage: student pays 0%, the District pays 100% of the costs.
- First major willful damage: student pays 100% of the costs up to the maximum of device replacement cost, the District pays 0% of the damage.
- Second and subsequent major damages or willful damage: 100% of the device replacement cost. 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.

- 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. Should the charging cable 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 473 Labels
- All devices will have a USD 473 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 473 Acceptable Use Policy or any other provisions included in this Handbook will have a consequence to be determined by the administration. Students engaging in unauthorized picture taking, accessing inappropriate sites and chat rooms, removing the Chromebook from school property without permission, audio recording or videotaping, or use school equipment in any unauthorized manner is 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 is 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 will leave their device plugged in every night in the assigned cart.

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

IIBF Acceptable Use Guidelines (See IIBG, IIBGA, IIBGC)
Purpose
USD 473 provides computer network and Internet access for its students and employees. This service allows employees and students to share information, learn new concepts, research diverse subjects, and create and maintain school-based websites. The district has adopted the following Acceptable Use Guidelines to govern the conduct of those who elect to access the computer network or district Internet.
Acceptable Use Guidelines
- All use of the Internet will be in support of educational activities.
- Users will report misuse and breaches of network security.
- Users shall not access, delete, copy, modify, nor forge other users' accounts, e-mails, files, or data.
- Users shall not use other users' passwords nor disclose their password to others.
- Users shall not pursue unauthorized access, disruptive activities, nor other actions commonly referred to as "hacking," internally or externally to the district.
- Users shall not disclose confidential information about themselves or others
- User shall not utilize unlicensed software,
- Users shall not access or permit access to pornography, obscene depictions, or other materials harmful to others.
- Students shall not disable or attempt to disable or circumvent Internet filtering software.

Prohibitions
Although the district reserves the right to determine what is appropriate use, the following actions are specifically prohibited:

- Transferring copyrighted materials to or from any district network without the express consent of the owner of the copyright.
- Any creation, dissemination, or viewing of defamatory, factually inaccurate, abusive, obscene, profane, sexually oriented, threatening, harassing, or other material prohibited by law or district policy.
- Dissemination of personnel or student information via the network when such information is protected by law, including the Family and Educational Rights Act or Student Data Privacy Act.
- Utilization of the network to disseminate non-work-related material
- Utilization of the network as a means for advertising or solicitation.

Monitoring

The school district reserves the right to monitor, without prior notice, any and all usage of technology, the computer network and district Internet access, including, but not by way of limitation, e-mail transmissions and receptions, files or data. Any information gathered during monitoring may be copied, reviewed, and stored. All such information files shall be and remain the property of the school district, and no user shall have any expectation of privacy regarding his/her use of technology, the computer network or the district Internet.

Internet Safety

In compliance with the Children's Internet Protection Act (CIPA) and the Kansas Children's Internet Protection Act, the school district will implement filtering and or blocking software to restrict access to Internet sites containing child pornography, obscene depictions, or other materials harmful to minors. The school district, however, cannot and does not guarantee the effectiveness of filtering software. Any student who connects to such a site must immediately disconnect from the site and notify a teacher. An employee who accidentally connects to such a site must immediately disconnect from the site and notify a supervisor. If a user sees another user is accessing inappropriate sites, he or she should notify a teacher or supervisor immediately. The school district administration reserves the right to prohibit access to any network or Internet it deems inappropriate or harmful. The school district shall instruct students regarding appropriate online behavior including cyberbullying.

Penalties for Improper Use

Access to the network and Internet is a privilege, not a right, and inappropriate use will result in the restriction or cancellation of the access. The school district has the right to make the determination of what constitutes inappropriate of an educational tool, inappropriate use may lead to any disciplinary and/or legal action, up to and including suspension and/or expulsion of district students and suspension and/or termination of employees. Law enforcement shall be notified of inappropriate use, which may constitute a violation of Federal or state law, and such use may result in criminal prosecution.
Approved: October 14,1996
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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:

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.

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.

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.

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 473 Device Agreement

(Grades 6-8)

Date: _____

Dear Parent(s)/Guardian(s),

- Students in USD 473 will be using computers/Chromebooks 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 use the device during school. Usage has the following requirements.
  - The student must have this form on file to use the device.
  - The student must promise to handle the device as carefully. Any intentional or negligent damage may result in paying for the repairs or a new device.
  - The student will charge the device every night.
  - The student must return the device to the appropriate cart every night.
  - The device is the property of USD 473 along with apps or programs on the device.
  - Students will report problems to the teacher or administrator. Please do not attempt to repair the device.
  - Student will abide by the student conduct of Digital Citizenship when using the device.

I, _____ agree to the terms and conditions listed above.
    (print student's name)

Yes, my child has permission to use the device while at school. I will make sure he or she follows these commitments.

_____   _____
Student Signature   Parent Signature