

School District of Ashland

1:1 Student Technology Handbook



The policies, procedures, and information within this document apply to all technology used at the School District of Ashland by students, staff, or guests including any other device considered by the administration to fall under this policy.

Teachers may set additional requirements for technology use in their classroom.

***Note:** ALL students will be required to use district owned devices due to software requirements and management services.

The Technology Insurance Agreement and Technology Acceptable Use forms need to be signed and turned in each year prior to being issued a device. The \$25 insurance fee needs to be paid (unless it is waived) prior to being issued a device.

Receiving Your Chromebook:

Student Technology will be distributed during the first week of school. ***Parents/Guardians & Students must complete and sign the Technology Acceptable Use Form and insurance form before the technology can be issued to their child.*** These documents will need to be submitted at student registration.

Insurance:

The School District of Ashland requires that technology insurance be purchased or waived prior to deployment of the technology to your child. The annual fee will be \$25 per device and must be paid for prior to the student receiving the technology. Details of this policy are on page 9.

Return:

Student technology and accessories (charger) will be collected at the end of each school year for maintenance over summer vacation. Students will retain their original technology each year while enrolled at SDA.

When asked to do so, students must surrender/return the technology and accessories to SDA. Any student who transfers out of SDA will be required to return their technology and accessories. If technology and accessories are not returned, the parent/guardian will be billed a non-refundable late fee of \$50 and will be responsible for the full replacement cost of the device, case, and charger.. If payment is not received the account will be turned over to a collection agency and/or law enforcement agency.

Taking Care of Your Technology:

Students are responsible for the general care of the technology which they have been issued by the school. Technology devices that are broken or fail to work properly must be taken to the technology drop center located in the library. If a loaner device is needed, one will be issued to the student until their device can be repaired or replaced.

General Precautions:

- No food or drink is allowed next to your technology while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the technology.
- Students should never carry their technology while the screen is open unless directed to do so by a teacher.
- Technology should be shut down when not in use to conserve battery life.
- Technology should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Do not expose your technology to extreme temperatures or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the technology.
- **DO NOT LEAVE TECHNOLOGY IN A VEHICLE.**

Carrying Technology:

The protective shell of the technology will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. Carrying the device in a padded backpack or padded book bag is acceptable provided the backpack or bookbag is handled with care. For example, you shouldn't toss the bag or drop the bag if your device is inside. Protective padded cases are available in the high school library at cost.

Screen Care:

Technology screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on top of the device.
- Do not place anything near the device that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover or screen.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the device. You can also purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen. These are very convenient and relatively inexpensive.
- Do not spray directly on the screen. Apply cleaner to cleaning cloth and proceed to clean screen.

Using Your Technology Device

At School:

Student technology is intended for use at school each and every day. In addition to teacher expectations for device use, school messages, announcements, calendars, academic handbooks, student handbooks and schedules will be accessed using the technology. High school students must be responsible for bringing their device to all classes, unless specifically advised not to do so by their teacher.

At Home:

All students taking classes at the high school are required to take their Chromebook home each night throughout the school year for charging. **Chromebooks must be brought to school each day in a fully charged condition.** If students leave their Chromebook at home, they must immediately phone parents/guardians to bring the Chromebook to school (*under certain circumstances, loaner Chromebooks may be temporarily issued for the day*). Repeat violations of this policy will result in referral to administration and possible disciplinary action. Day users will bring their chromebooks to the library at the end of the day where it will be charged in a locked cabinet.

It is recommended that students not carry the AC Adapter power cord (charger) to school. If fully charged at home, the battery should last throughout the day.

Students in grades K-8 will not take devices home.

Sound:

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Earbuds can be used per teacher directions.

Printing:

At School: Printing functionality will be available on a limited basis at school and subject to classroom requirements. Teachers are encouraged to accept assignments electronically through Google Drive.

At Home: The Chromebook will not support a physical printer connection. Instead, users may print to their home printers using the Google Cloud Print service. A wireless home network is required for this. <http://www.google.com/cloudprint/learn/>

Managing Your Files and Saving Your Work:

Students will create and save documents in Google Drive. **Google Drive** is a cloud storage service that allows students to store their documents, photos, videos, and more online in one place. From **Drive**, students can also access **Google Docs**, where they can create, share, and collaborate on documents, spreadsheets, presentations, and more from anywhere while online. You can learn more about Google Drive at this address: <http://goo.gl/7uM7SX>

Personalizing the Technology:

Student technology must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of the School District of Ashland. Spot checks for compliance will be done by administration or SDA Technicians at any time.

Students may add appropriate music, photos, and videos to their device. Personalized media are subject to inspection and must follow the School District of Ashland's acceptable use policy.

Software:

Originally Installed Software:

All software on devices is deployed via district software management system. Students are not allowed to install software on their devices.

Virus Protection:

Virus protection is unnecessary on the district student devices due to the unique nature of its design.

Inspection:

Students' devices will be inspected at mid-year and the end of the year. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school.

Procedure for Restoring the Chrome OS:

If technical difficulties occur, technical support staff will use the "5-minute" rule. If the problem cannot be fixed in 5 minutes, the device will be restored to factory defaults. In a One-to-One environment it is impossible for support staff to maintain a working environment for all if too much time is spent fixing every glitch that may arise. Restoring the device will restore it to the state in which the user originally received it. All student created files stored on an external SD card, USB flash drive, or Google Drive will be intact after the operating system is restored. All files saved on the device that have been synced to Google Drive will be intact. However, all other data (music, photos, documents) *stored on internal memory that has NOT been synced* will not be restored unless the student requests that an attempt be made to salvage it.

Protecting & Storing Your Device:

Device Identification:

Technology will be labeled in the manner specified by the school.

Technology can be identified in the following ways:

- Record of serial number and SDA asset tag
- Individual's Google Account username

Under no circumstances are students to modify, remove, or destroy identification labels.

Storing your Chromebook for high school students

- When students at the high school are not monitoring their Chromebook, they should be stored in their lockers ***with the lock securely fastened***. Nothing should be placed on top of the Chromebook, when stored in the locker. Students need to take their Chromebook home with them every night or place them in their respective secure charging station provided by the school if available. The Chromebook is not to be stored in their lockers or anywhere else at school besides the school provided charging station outside of school hours. The Chromebook should be charged fully each night at the student's home or in the school provided charging station. Chromebooks should ***never*** be stored in a vehicle.
- **At Extra-Curricular Events:**
Students are responsible for securely storing their Chromebook during extra-curricular events.

- **In Unsupervised / Unsecured Areas:**

Under no circumstances should a Chromebook be stored in unsupervised areas.

Unsupervised areas include the school grounds and campus, the cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, bathrooms, extra-curricular bus, vehicle, or any other entity that is not securely locked or in which there is not supervision.

- Unsupervised Chromebooks will be confiscated by staff and taken to the Principal's office. Disciplinary action will be taken for leaving a Chromebook in an unsupervised location.

Storing your Chromebook for middle school students

- When students are in the building in the middle school, Chromebooks will be stored in carts with chargers in the students homeroom. Chromebooks must be powered off and plugged in at the end of each day.
- Unsupervised Chromebooks will be confiscated by staff and taken to the library. Disciplinary action will be taken for leaving a Chromebook in an unsupervised location. Unsupervised areas include the school grounds and campus, the cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, flex spaces, bathrooms, or any other entity that is not securely locked or in which there is not supervision.

Repairing or Replacing Your Technology:

Technology Undergoing Repair:

- Loaner technology may be issued to students when they leave their device for repair at the designated drop zone.
- If repair is needed due to malicious damage, the school may refuse to provide a loaner.
- Repaired devices will end up with the original factory image as first received. It is important that students keep their school data synced to cloud drives so documents and class projects will not be lost. Personal information that cannot be replaced should be kept at home on an external storage device.
- Parents/guardians will be charged for device damage that is a result of **misuse** or **abusive** handling. Parents/guardians will be billed for device parts and labor.

Technology Warranty:

Technology warrants the device from defects in materials and workmanship for a period of one year. This warranty is only valid for the first 12 months from the date SDA takes delivery of the device. This limited warranty covers normal use, mechanical breakdown, or faulty construction and will provide replacement parts necessary to repair or if necessary, replace the device. The device warranty **DOES NOT** warrant against damage caused by misuse, abuse, or accidents. Please report all device problems to the library media center .

If a device becomes defective (at no fault of the student) after the device warranty expires, SDA will replace the device at no charge with a refurbished device of the same age or newer.

Accidental Damage or Loss Protection:

The District is requiring the purchase or waiver of accidental damage insurance prior to the deployment of devices to students. The School District of Ashland will be the sole provider of this insurance. Under this insurance policy, the devices are protected against accidental damage or loss due to an act of nature. The School District of Ashland will require that a police report be submitted in cases of theft. Fraudulent reporting of theft will be referred to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the school discipline code.

This insurance policy **does not** cover for loss of the device and/or its accessories, cosmetic damage, or damages caused by misuse and abuse. The School District of Ashland will assess the device damage and repair or replace it if the damage is determined to be accidental and within the protection guidelines. **Parents/Guardians/Students will be charged for full replacement cost of a device that has been damaged due to misuse or abuse.**

School District of Ashland Technology Device Insurance

The School District of Ashland requires that insurance be purchased or waived prior to the deployment of technology to your child. The insurance cost is \$25.00 annually for each device with a family maximum of \$50.00. Each claim covered by insurance will be assessed an incremental deductible within the current school year. The first claim deductible will be \$15.00 with the deductible increasing by \$15.00 for the second claim made and \$20.00 for the third claim made within the current school year, not to exceed \$50.00. After the third claim, a student becomes a day user. Increments start over each year. If a student withdraws from the District and then re-enrolls later in the current school year, the coverage purchased at the student's initial registration will be reinstated along with the number of claims made prior to withdrawal.

Annual Premium Due	Deductible Claim #1	Deductible Claim #2	Deductible Claim #3
\$25 per device	\$15	\$30	\$50

Charging cords and cases are not covered under insurance.

Lost or Intentionally Damaged Device and Accessories:

A device or any of its accessories that are lost (whereabouts unknown) or damaged are the responsibility of the student and parent/guardian involved in the loss of property. The student will be issued a loaner and become a Day User for the remainder of the time the device is missing. If technology and accessories are not found, the parent/guardian will be responsible for the full replacement cost of the device, case, and charger. If the chromebook is found while the model is still in active circulation, the student will be reimbursed the charges. If payment is not received, the account will be turned over to a collection agency and/or enforcement agency.

Day User

Student will leave the issued technology at school in a locked cabinet. The student is responsible to pick up the device before school and return it at the end of the day. If the student fails to return the device for the first offense, the student will be reminded. The second offense, the student will be issued a loaner for one week to be picked up in the morning and returned at the end of the day. The original device will remain in the locked cabinet for the duration of the loan. If the original device is not returned, the student will be billed for the replacement cost of the device, the case, and charger. After one week, the student day user privileges will be reinstated with the original chromebook with day user privileges. The third offense, the student will only be able to use a chromebook in the library.

Technology Technical Support:

The device support portal located in the Library will be the first point of contact for repair and pick up of devices. Services provided by the Library include:

- User account support
- Coordination of warranty repair
- Distribution of loaner devices
- Operating System or software configuration support
- System software updates

Technology Acceptable Use:

General Guidelines:

- Students will have access to forms of media and communication which is in support of education and research and in support of educational goals and objectives at SDA. Access to media and communication beyond these specific uses will not be supported or allowed.
- Students are responsible for their ethical and educational use of the technology resources of SDA.
- Access to SDA technology resources is a privilege and not a right. Each employee, student, and/or parent/guardian will be required to follow the rules of the District's Acceptable Use Policy. Violations of these rules will result in the loss of privileges as well as other disciplinary action as defined by the District's Acceptable Use Policy, Plan of Discipline, or other policies.
- Recognizing that it is impossible to define every instance of acceptable and unacceptable use, it will be at the discretion of the system administration staff and/or school administration to use judgement as to what is acceptable in any undefined instances that may arise.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, school administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with school discipline policy.
- All users of the district's technology resources and/or school network must sign the District's Acceptable Use Policy and abide by the rules defined in the District's Acceptable Use Policy. This is in addition to the rules and policies that this document (School District of Ashland Chromebook Policy) contains.

Privacy and Safety:

- Do not go into any chat rooms other than those set up by your teacher or mandated in other distance education courses.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, passwords, or passwords of other people.
- Remember that network storage is not guaranteed to be private or confidential. District Administration reserves the right to inspect your files at any time and will take the necessary steps if files are in violation of the district's Acceptable Use Policy.
- If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, notify a teacher or the principal immediately so that such sites can be blocked from further access. This is not merely a request. It is a responsibility.

Legal Propriety:

- All students and staff must comply with trademark and copyright laws and all license

agreements. Ignorance of the law is not immunity. If you are unsure, ask the network administrator if you are in compliance with the law.

- Plagiarism is a violation of SDA discipline code. 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.

Email:

- Students in need of email for academic reasons will only be allowed email access through an address assigned by the district. This email access will be through a Google Gmail system managed by SDA. The interface is heavily monitored by network administrators and is subject to filtering of inappropriate content.
- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters, or spam.
- No private chatting during class without permission is allowed.
- Email is subject to inspection at any time by school administration.

Consequences:

- The student or staff member whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of the 1:1 Technology Handbook or the District's Acceptable Use Policy will result in disciplinary action as outlined by the discipline code and/or other school policies for the user unless there is proof that another is responsible.
- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by the network administrator or other school administrators to ensure appropriate use. SDA cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.

PAGES 12 and 13

Required FORMS

These forms need to be signed and submitted prior to a student receiving his/her technology. The \$25 insurance fee also needs to be paid in advance (unless a form waiving the fee is turned in).

SCHOOL DISTRICT OF ASHLAND
TECHNOLOGY INSURANCE AGREEMENT

And

SCHOOL DISTRICT OF ASHLAND
STUDENT/PARENT TECHNOLOGY ACCEPTABLE USE AGREEMENT

SCHOOL DISTRICT OF ASHLAND TECHNOLOGY INSURANCE AGREEMENT

In this agreement, "Technology means iPad or Chromebook or equivalent and all its components, software, battery, and charger.

TERMS:

- You agree to pay \$25 annual device insurance premium per year.
- You will comply at all times with SDA Technology Handbook and its guidelines as well as the SDA Technology Acceptable Use Policy. Any failure to comply may terminate your rights of possession effective immediately and the school may repossess the property. Devices are assigned to a single individual and are not to be shared.

TITLE:

- Legal title to the technology is to the School District of Ashland and it shall remain in the school district. The student's right of possession and use is limited to and conditioned upon full and complete compliance with this Agreement and the 1:1 Technology Handbook.

LOSS OR DAMAGE:

- If the property is accidentally damaged or incurs loss due to an act of nature, SDA technology staff will assess the technology damage and repair or replace the device under the accidental loss or damage policy. If the property is stolen, a police report must be filed by the student or student's parents/guardian involved in the loss of property. Loss or theft of the property must be reported to the school by the next school day after the occurrence. Fraudulent reporting of theft will be referred to the police for prosecution.

REPOSSESSION:

- Students not complying with all terms of this Agreement and the 1:1 Technology Handbook, including the timely return of the property, will be declared to be in default and authorities may be sent to your place of residence, or other location of the technology to take possession.

TERM OF AGREEMENT:

- Your right to use and possession of the property terminates no later than the last day of classes during the school year unless earlier terminated by the School or upon student withdrawal from the School District of Ashland.

APPROPRIATION:

- Your failure to timely return the property and the continued use of it for non-school purposes without the school's consent will be considered unlawful appropriation of school property.

Parent/Guardian Agreement: SELECT ONE

I agree to pay the \$25 technology insurance fee per device up to a maximum of \$50 per family. (The insurance fee can be paid in Skyward via debit/credit card or at the school with cash or check. The fee needs to be paid prior to being issued a device.)

I waive the \$25 technology insurance fee per device up to a maximum of \$50 per family with the understanding that I will be liable for the full replacement cost.

Common Damage(without insurance cost):

- Replacement of screen (\$50)
- Replacement of each key (\$15)
- Replacement of whole keyboard (\$100)
- Charging cord (\$25)
- Ipad replacement (\$300)
- Replacement of chromebook (\$250)

Parent/Guardian Signature: _____ Date: _____

SCHOOL DISTRICT OF ASHLAND

STUDENT/PARENT TECHNOLOGY ACCEPTABLE USE AGREEMENT

- I will take good care of my Technology and know that I will be issued the same Technology each year.
- I will never leave my Technology unattended in an unsecured or unsupervised location.
- I will never loan out my Technology to other individuals.
- I will keep my Technology in its District assigned protective case if provided.
- I will know where my Technology is at all times.
- I will charge my Technology's battery to full capacity each night (high school only).
- I will keep food and beverages away from my Technology since they may cause damage to the device.
- I will not disassemble any part of my Technology or attempt any repairs.
- I will protect my Technology by always carrying it in a secure manner to avoid damage.
- I will use my Technology in ways that are appropriate for education.
- **I will not place decorations (stickers, markers, writing, etc.) on the Technology.**
- I understand that the Technology I am issued is subject to inspection at any time without notice and remains the property of the School District of Ashland.
- I will follow the policies outlined in the 1:1 Technology Handbook and the District Acceptable Use Policy at school as well as outside the school day.
- I will file a police report in case of theft or damage caused by theft or fire.
- I will be responsible for all damage or loss caused by misuse or abuse.
- I agree to pay the full replacement cost of my Technology, power cord/charger, in the event that any of these items are lost or intentionally damaged.
- I agree to return the Technology, power cord/charger in good working condition at the end of each school year.
- I will follow the guidelines outlined in the district Student and Parent Handbook.

Student Last Name _____ First Name _____

Parent/Guardian Last Name _____ First Name _____

Student Agreement

Rules and regulations are necessary in order to offer technology opportunities to the students. In order to use technology resources, I agree to abide by SDA Acceptable Use Policy Guidelines as stated in this document.

Student Signature: _____ **Date:** _____

Parent/Guardian Agreement

In consideration of the privileges and opportunities afforded by the use of the SDA technology and computer resources, I hereby release the SDA and its agents from any and all claims of any nature arising from my child's use or inability to use the SDA technology and computer resources.

Parent/Guardian Signature: _____ **Date:** _____

Day User

Student will leave the issued technology at school in a locked cabinet. The student will be responsible to pick up the device before school and returned at the end of the day.

I would like my student to be a Day User