

Iowa Valley Community School

1:1 Device Policy, Procedures and Information 2016-17

The Iowa Valley Community School District, in partnership with community, will provide an exemplary educational experience that encourages creativity and good citizenship for all students.

Please read this document carefully. The policy, procedures, and information within this document apply to **all district-owned** 1:1 Devices used in the Iowa Valley Community School District, including any Device considered by the Administration to come under this policy. Individuals or teams of teachers may set additional requirements for use in their classroom.

Technology will be integrated throughout the educational program in a seamless and timely fashion. The 1:1 Device empowers students and teachers to use purposeful technology-based tools anytime a task calls for them.

This agreement is made effective upon receipt of the 1:1 Device, between the Iowa Valley Community School District (the “District”), the student receiving the 1:1 Device (“Student”), and his/her parent(s) or legal guardian (“Parent”). The student and parent(s), in consideration of being provided with an 1:1 Device, software, and related materials (the “1:1 DEVICE”) for use while a student at Iowa Valley Community School District, hereby agree as follows:

1. 1:1 DEVICE CHECK-IN AND CHECK-OUT

1.1) 1:1 Device Check-Out

- 1:1 Devices will be checked out each year to incoming students. Parents and students must sign and return; 1) the 1:1 Device Damage Agreement, 2) Student Pledge and 3) Student/Parent Acknowledgement documents as well as acknowledging the permission approval as part of the **Eregistration** process on PowerSchool **before** the 1:1 Device can be issued to a student.

1.2) 1:1 Device Check-in

- All 1:1 Devices, cases, chargers, and school-provided accessories must be returned at the end of each school year to be updated, serviced, and stored safely for the summer. Students, who graduate early, withdraw, are suspended or expelled, or terminate enrollment for any other reason, **will be expected to return** their 1:1 Device on the **date of termination/separation**.
- If a student fails to return the 1:1 Device at the end of the school year or upon termination of enrollment, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the 1:1 Device, or, if applicable, any insurance deductible.
- Failure to return the 1:1 Device will result in a theft report being filed with the Sheriff's Department. Just like a textbook or a band uniform, the 1:1 Device is the property of the Iowa Valley Community School District,, and students are responsible for returning them in reasonable condition.
- Any loss of or damage to a 1:1 Device is the responsibility of the student and will be handled in a consistent manner. Students will be charged the actual cost of any needed repairs, not to exceed the replacement cost of the 1:1 Device.

2. TAKING CARE OF YOUR 1:1 DEVICE

Students are responsible for the general care of the 1:1 Device they have been issued by the Iowa Valley Community School District,. Any 1:1 Device that is broken or fails to work properly should be taken to the student's primary teacher or high school office immediately.

2.1 General Precautions

- The 1:1 Device is school property and all users will follow this policy and the acceptable use policy for technology.
- Only use a clean, soft cloth to clean the screen, no cleansers, harsh chemicals or liquids of any type.
- Charging cords and blocks should be carefully removed when not charging the 1:1 Device to prevent damage.
- **1:1 Device and cases must remain free of any** writing, drawing, stickers, or labels that are not the property of the School District.
- 1:1 Device should always be supervised directly by the student to whom it is assigned. For instance, 1:1 Device should never be left in an unlocked locker, locker-room, automobile, or any unsupervised area.
 - Students are responsible for having their 1:1 Device properly charged for school each day.

2.2 Carrying 1:1 Device

- The protective cases provided with 1:1 Device have sufficient padding to protect the 1:1 Device from normal treatment and provide a suitable means for carrying the Device within the school. The carrying

cases provide an additional protection that **must be used** whenever the student is transporting the 1:1 Device between classes or from school to home, respectively.

- 1:1 Device should always be kept in the protective case provided by the district or the protective carrying case when not in use.
- No other items should be stored or carried within the 1:1 Device case to avoid pressure and weight on the screen.

2.3 Screen Care

- The 1:1 Device screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.
- Do not put pressure on the top of the 1:1 Device as the screen could be cracked or chipped.
- Do not place anything near the 1:1 Device that could put pressure on the screen.
- When carrying the 1:1 Device do not place anything in the bag/case that will place excessive pressure against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Take care not to bump the 1:1 Device against lockers, walls, etc., as it may crack or break the screen.

3. USING YOUR 1:1 DEVICE AT SCHOOL

1:1 Devices are intended for use at school each day. In addition to teacher expectations for 1:1 Device use, school messages, announcements, calendars, and schedules may be accessed using the 1:1 Device. Students are responsible for bringing their 1:1 Device to all classes, unless specifically instructed not to do so by their teacher.

3.1 1:1 Device Left at Home If students leave their 1:1 Device at home, they are still responsible for getting their course work completed as if they had their 1:1 Device present. Students, who repeatedly (as determined by administration or any staff member) leave their 1:1 Device at home, will be required to leave their 1:1 Device at school and check it out/in from their 1st period teacher at the beginning and end of each day.

3.2 Charging your 1:1 Device: 1:1 Device should be brought to school each day fully charged. Students may need to charge their 1:1 Device each evening. Students who repeatedly (as determined by any staff member) fail to bring their 1:1 Device to school charged will be required to leave their 1:1 Device at school and check it out/in from their 1st hour teacher at the beginning and end of each day.

3.3 1:1 DEVICE Undergoing Repair Loaner 1:1 Device may be issued to students when they leave their 1:1 Device for repair. *There may be a delay in getting a loaner 1:1 Device should the school not have one available.

3.4 Screensavers/Background photos

- Inappropriate media may not be used as a wallpaper or lock screen.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures (or anything else determined inappropriate by a staff member) will result in disciplinary actions.
- Passcodes are not to be used at any time on school issued 1:1 Device.

3.5 Games, Sound, Music or Unintended Programs

- Internet games **not meant** for educational purposes are **not to be used** on the 1:1 Device.
- Sound must be muted or headphones used unless permission is obtained from the teacher for instructional purposes.
- All apps will and must be district provided.

3.6 Printing

- Students will be able to print (allowable and authorized) documents with their instructor's approval, through their primary teachers with the 1:1 Device.
- Students will be asked by administration as well as teachers to limit their printing as printing costs have risen and many documents are viewable through our applications therefore limited the need for a printed copy.

3.7 Home Internet Access 1:1 Device will only connect to the Internet through a wireless connection.

- The 1:1 Device should never be connected to a personal computer.
- Students are not allowed to set up wireless networks on their 1:1 Device.
- Students **are not required** to have wireless access at home as many of the apps will be available offline.

3.8 Photos/Video Taken with 1:1 Device

- **Students may not take photos or video of other students, staff, or anyone else without their permission.**
- The possession, forwarding, or uploading of unauthorized photos or video to any website, network storage area, or person is strictly forbidden.
- In addition, photos and video taken with the 1:1 Device may not be used to slander, bully or denigrate any student or staff member.

3.9 Multi-Media applications use

- The use of Skype, Zoom, Google Hangouts or any multi-media conversation applications will be used strictly for educational purposes only and under the direct supervision of staff while at school, parents and/or guardians should also be knowledgeable of their students access and use of these applications and strictly forbid any misuse while at home.
- These applications require a sizeable amount of bandwidth, and therefore, can inhibit the schools network. Inappropriate use of these applications will result in disciplinary actions.

4. MANAGING FILES AND NETWORK CONNECTIVITY

4.1 Document/File Storage

- Each 1:1 Device comes with some storage capability, but all students will be encouraged to save important files or information on their Google Drive.
- It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. 1:1 Device malfunctions are not an acceptable excuse for not submitting work.

4.2 Network Connectivity

- The School District makes no guarantee that it's network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.

5. SOFTWARE ON 1:1 Device

5.1 Originally Installed Applications (Apps)

- The applications originally installed must remain on the 1:1 Device in usable condition and be easily accessible at all times.
- The school will continue to add applications to school district issued 1:1 Device. The licenses for this software may require that the application be deleted from 1:1 Device at the completion of the course.
- **Periodic checks** of 1:1 Device will be made to ensure that students have not removed required apps.

5.2 Additional Applications/Software

- Students are not allowed to load extra software/Apps on their 1:1 Device.
- The School District will synchronize the 1:1 Device so that they contain the necessary apps for schoolwork.
- Students will not synchronize 1:1 Device or add apps to their assigned 1:1 Device, including synching to home, personal iTunes or MP3 accounts.

5.3 Inspection

- Students may be selected at random to provide their 1:1 Device for inspection.
- 1:1 Device are the property of the School District, and any staff member may confiscate any 1:1 Device at any time for any purpose or inspection.

5.4 Re-loading Software

- The 1:1 Device will be restored from backup when technical difficulties occur, illegal software is found, or non-installed IVCS D apps are discovered.
- 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 or removal

- Upgrade versions of licensed software/apps are available from time to time.
- Students may be required to check in their 1:1 Device for periodic updates and synching.
- Students may also be asked to turn in their 1:1 Device so that certain applications are deleted or removed.

6. ACCEPTABLE USE

The use of the School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Iowa Valley 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 Iowa Valley 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 Iowa Valley School District's handbook rules and consequences 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; this has been identified as “digital citizenship.”
- Should you want your student to opt out of taking the 1:1 Device home, you will need to indicate this on the form and understand that your student is still responsible for meeting the course requirements.

6.2 School Responsibilities are to:

- Provide Internet access and provide an individual school monitored Google account to its students.
- Provide Internet blocking of inappropriate materials on the school district's networks.
- Immediately report any inappropriate or unusual digital content to the building principal.
- The School District reserves the right to review, monitor, and restrict information stored on or transmitted via Iowa Valley School District owned equipment and to investigate inappropriate use of resources.
- Provide guidance to aid students in use of the 1:1 Device and help assure student compliance of the acceptable use policy.

6.3 Students are Responsible For:

- Using the 1:1 Device in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that apply to 1:1 Device usage.
- Using 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, miss-deliveries or service interruptions caused by the student's own negligence, errors or omissions.
 - Use of any information obtained via Iowa Valley School District's designated Internet System is at your own risk.
 - The Iowa Valley School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Helping the Iowa Valley School District protect our 1:1 Device by contacting any staff member about any security problems they may encounter.
- Monitoring all activity on their 1:1 Device.
- If a student should receive inappropriate digital content, he/she should immediately notify an adult.
- Returning their 1:1 Device at the end of each school year. Students, who graduate early, withdraw, are suspended or expelled, or terminate their enrollment for any other reason, must return their 1:1 Device computer on the **date of termination/separation**.

6.4 Student Activities Strictly Prohibited:

- Illegal installation or transmission of copyrighted materials
- Charging 1:1 Device at school without permission of building principal or other responsible adult, 1:1 Device that are found to be charging during school hours will be confiscated and sent to the principal's office.
- Any action that violates existing Board policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Changing of 1:1 Device settings (exceptions include personal settings such as font size, brightness, etc.)
- Downloading apps
- 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.
- Students are not allowed to give out personal information over the Internet—with the exception of teacher-directed instances.
- 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, demean, or bully recipients.
- Bypassing the web filter through a web proxy

6.5 1:1 Device Care:

- Just like any school property issued to a student for individual use, students will be held responsible for maintaining their 1:1 Device and keeping them in good working order. Students are responsible for any and all damage.
- Any 1:1 Device that malfunctions or a 1:1 Device that has been damaged **must be reported immediately**. All 1:1 Device repairs will be handled through the Iowa Valley School District. Students are responsible for the actual cost of damages—not to exceed the cost of replacement.
- 1:1 Device should be charged and ready for school each day.
- 1:1 Device cases or protective covers furnished by the Iowa Valley School District must be returned with only normal wear and no alterations to avoid paying a case replacement fee.
- New 1:1 Device cases are approximately \$60 or if lost, damaged or not returned.
- Students will be asked to return the 1:1 Device at the end of the year and must return the original items to the school, no replacement products shall be used to replace original parts or products. (i.e. buying a cheaper charger cord to replace the original 1:1 Device cord)
- All charging cords and blocks must be returned at the end of each year in similar condition to when it was checked out otherwise parents/students will be charged for a new cord and/or charging block. If

broken or returned in poor condition the student and/or parent will be charged for current replacement cost of the damaged item.

- Any 1:1 Device that are presumed to be lost or stolen must be reported immediately to a building administrator.

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 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. 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 this policy, the following consequences will be enforced:

1st Offense: Students will check in/check out their 1:1 Device from the office daily for 14 calendar days, and student may lose privilege of using 1:1 Device in classroom(s) where 1:1 Device is not needed and will still be responsible for all required academic work.

2nd Offense: Students will leave their 1:1 Device in the office for a 14 calendar day suspension, while still being responsible for all required academic work.

3rd Offense: Students **will lose the privilege** of using their 1:1 Device for the rest of the quarter or semester whichever is longer and further disciplinary action will be determined by the administration.

7. PROTECTING & STORING YOUR 1:1 DEVICE

7.1 1:1 Device Identification

The 1:1 Device will be labeled in the manner specified by the Iowa Valley School District and record of serial number and original Iowa Valley School District Label shall be installed.

- It will be recommended that students save a document entitled “User Info” that includes the name of the student to whom the 1:1 Device is assigned and the name of his/her teacher/advisor

7.2 Storing your 1:1 Device

- Students not using their 1:1 Device should still maintain their 1:1 Device in their immediate area.
- Students are encouraged to take their 1:1 Device home every day after school, regardless of whether or not they are needed.
- 1:1 Device should not be stored in a vehicle at any time due to obvious reasons of heat and cold, and the 1:1 Device should not be taken to locker rooms or restrooms for obvious reasons.

7.2 1:1 Device Left in Unsupervised Areas

- Under no circumstances should 1:1 Device be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunch room, computer lab, locker rooms, library, unlocked classrooms, restrooms, and hallways. Any 1:1 Device left in these areas is in danger of being stolen. If the

1:1 Device is found in an unsupervised area, it will be taken to the office and dealt with as a disciplinary matter. Refer to section 6.7 of this document.

8. COST OF REPAIRS

Students will be held responsible for ALL intentional damage to their 1:1 Device including, but not limited to: broken screens, cracked plastic pieces, inoperability, frayed, cut or worn chargers, charging blocks that are not working and have not been reported to the office when problems occur, etc. Should the cost to repair exceed the cost of purchasing a new 1:1 Device, the student will pay for full replacement value. Lost items such as cases and cables will be charged the actual replacement cost. *Below repair/damage costs begin with the start of the 2016-17 school year.

Cracked or broken screen, camera or severe Damage to 1:1 Device:

1st time: \$50.00 which will cover the cost of fixing and/or returning to service center for trouble shooting and/or replacing a broken item on the 1:1 Device: Chromebook or iPad.

2nd time: \$150 or replacement cost of 1:1 Device (Chromebook) which may include returning 1:1 Device to service center for trouble shooting and/or replacing broken item.

3rd time: Replacement cost of new 1:1 Device. *Estimated at \$210.00 for new Chromebook and \$499.00 for new iPad Air. **Or actual repair costs, if less than replacement cost of a new 1:1 Device.

1:1 DEVICE DAMAGE AGREEMENT

The District recognizes that with the implementation of the 1:1 Device initiative, there is a need to protect the investment of the district and the interest of the students and parents

INTENTIONAL DAMAGE: Students/Parents are responsible for full payment of intentional damages to 1:1 Device.

_____ (initial) I agree to pay for the replacement of the 1:1 Device and the case at a cost not to exceed the actual cost of these items, should the 1:1 Device be stolen, lost or intentionally damaged in any way. **(Parent needs to initial in appropriate blank)**

ADDITIONAL INFORMATION: in cases of theft, vandalism and other criminal acts, the student or parent **MUST** file a police/fire report. A copy of the police/fire report must be provided to the principal's office.

Parent Name (Please Print): _____

Parent Signature: _____ Date: _____

Student and Parent Loan Agreement for 1:1 Device Use

Student Pledge for 1:1 Device Use

Your 1:1 Device is an important learning tool and is for educational purposes only. In order to take your 1:1 Device home each day, you must be willing to accept the following responsibilities:

- I will bring my 1:1 Device to school every day charged.
- I will take good care of my 1:1 Device.
- I will never leave the 1:1 Device unattended.
- I understand that my 1:1 Device is **subject to inspection at any time without prior notice** and it is known that 1:1 Device are the property of the Iowa Valley School District.
- I will not take my 1:1 Device into the restrooms or locker rooms.
- I will never loan out my 1:1 Device to other individuals.
- I will not be found to have my 1:1 Device being charged at school at any time, unless by office staff.
- I will not have my 1:1 Device at the lunch table with me at any time, all students will be expected to leave their 1:1 Device in their 5th hr. class or place them on storage tables near lunch room.
- I will keep food and beverages away from my 1:1 Device since they may damage the 1:1 Device.
- I will not disassemble any part of my 1:1 Device or attempt any repairs.
- I will protect my 1:1 Device by only the case and cover provided.
- I will use my 1:1 Device in ways that are educational, appropriate and meet IVCSD expectations.
- I will not place decorations (such as stickers, markers, etc.) on the 1:1 Device or deface the serial number.
- I will follow the policies outlined in the 1:1 Device portion of this handbook and applicable technology policies while at school, as well as outside the school day.
- I will not load extra software/apps on to my 1:1 Device.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to return the Iowa Valley School District 1:1 Device, case, and power cords and charging block in good working condition, nearly similar to how it was received.
- I will return the 1:1 Device at the end of the year and must return the original items to the school, no replacement products shall be used to replace original parts or products. (i.e. buying a cheaper charger cord to replace the original 1:1 Device cord)
- I will notify school officials in case of theft, vandalism, and other acts covered by insurance.
- I understand that a police report will be filed by the school if necessary.

Your child has been issued a 1:1 Device to personalize his/her education this year. It is essential that the above guidelines be followed to ensure the safe, efficient and ethical operation of the 1:1 Device.

We agree to the stipulations set forth in the above documents including the 1:1 Device Policy, Procedures and Information, the Acceptable Use Policy and the Student Pledge for 1:1 Device Use.

Student Name (Please Print): _____

Student Signature: _____

Date: _____

Parent Name (Please Print): _____

Parent Signature: _____

Date: _____

STUDENT/PARENT ACKNOWLEDGEMENT

Students: I have read and will abide by the Iowa Valley School District’s 1:1 Device Policies and Procedures. I further understand that any violation of these policies and procedures is unacceptable and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and school disciplinary action and/or appropriate legal actions may be taken.

Parents: I have read and agree to assist my student in understanding and abiding by the Iowa Valley School District’s 1:1 Device Policies and Procedures. I understand that access to the District’s technology equipment and its entire system of electronic communication is designed for educational purposes. I also understand that some materials on the Internet may be controversial and objectionable and that, while every attempt will be made to block inappropriate sites, it is impossible for the District to guarantee all inappropriate sites with controversial and objectionable materials will be blocked. I understand that the improper or inappropriate use of technology equipment and the District’s system by my student may result in revocation of his/her technology privileges and the imposition of school discipline. I understand that my student’s illegal actions may necessitate referral to the appropriate law enforcement agency.

(Parent/Guardian) Please initial the statement below which is applicable.

_____ **I DO** grant my student permission to use the District’s 1:1 Device outside of school.

_____ **I DO NOT** grant my student permission to use the District’s 1:1 Device outside of school.

My student will check out his/her 1:1 Device each day from a school staff member and return the 1:1 Device at the end of each school day.

Student Name (Please Print): _____

Student Signature: _____ Date: _____

Parent Name (Please Print): _____

Parent Signature: _____ Date: _____