

Scott County Central School District
District 1:1 Device Guidelines, Procedures, and Information
2021-2022

The focus of the 1:1 device program at Scott County Central School District is to provide tools and resources for the 21st Century Learner. Excellence in education requires that technology is seamlessly integrated throughout the educational curricula. Increasing access to technology is essential to build upon college and career readiness skills. The individual use of a 1:1 device is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

Learning results from the continuous dynamic interaction among students, educators, parents, and the extended community. 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. Effective teaching and learning with a 1:1 device integrates technology into the curriculum anytime, anyplace.

The use of District technology and electronic resources is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges.

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

GENERAL INFORMATION FOR ALL DISTRICT TECHNOLOGY

Personal Responsibility

Access to electronic research requires students and employees to maintain consistently high levels of personal responsibility. The existing rules found in the district's behavioral expectations policy as well as employee handbooks clearly apply to students and employees conducting electronic research or communication.

One fundamental need for acceptable student and employee use of District electronic resources is respect for, and protection of, password/account code security, as well as restricted database files, and information banks. Personal passwords/account codes may be created to protect students and employees utilizing electronic resources to conduct research or complete work.

These passwords/account codes shall not be shared with others; nor shall students or employees use another party's password except in the authorized maintenance and monitoring of the network. The maintenance of strict control of passwords/account codes protects employees and students from wrongful accusation of misuse of electronic resources or violation of District policy, state or federal law. Students or employees who misuse electronic resources or who violate laws will be disciplined at a level appropriate to the seriousness of the misuse.

Acceptable Use

The use of the District technology and electronic resources is a privilege, which may be revoked at any time. Staff and students are only allowed to conduct electronic network-based activities which are classroom or workplace related. Behaviors which shall result in revocation of access shall include, but will not be limited to: damage to or theft of system hardware or software; alteration of system hardware or software; placement of unlawful information, computer viruses or harmful programs on, or through the computer system; entry into restricted information on systems or network files in violation of password/account code restrictions; violation of other users' rights to privacy; unauthorized disclosure, use or dissemination of personal information regarding minors; using another person's name/password/account to send or receive messages on the network; sending or receiving personal messages on the network; and use of the network for personal gain, commercial purposes, or to engage in political activity.

Students and employees may not claim personal copyright privileges over files, data or materials developed in the scope of their employment, nor may students or employees use copyrighted materials without the permission of the copyright holder. The Internet allows access to a wide variety of media. Even though it is possible to download most of these materials, students and staff shall not create or maintain archival copies of these materials unless the source indicates that the materials are in the public domain.

Access to electronic mail (E-mail) is a privilege and designed to assist students and employees in the acquisition of knowledge and in efficiently communicating with others. The District E-mail system is designed solely for educational and work-related purposes. ***E-mail files are subject to review by District and school personnel.*** Chain letters, "chat rooms" or Multiple User Dimensions (MUDs) are not allowed, with the exception of those bulletin boards or "chat" groups that are created by teachers for specific instructional purposes or employees for specific work-related communication.

Students or employees who engage in "hacking" are subject to loss of privileges and District discipline, as well as the enforcement of any District policy, state and/or federal laws that may have been violated. Hacking may be described as the unauthorized review, duplication, dissemination, removal, damage, or alteration of files, passwords, computer systems, or programs, or other property of the District, a business, or any other governmental agency obtained through unauthorized means.

To the maximum extent permitted by law, students and employees are not permitted to obtain, download, view or otherwise gain access to "inappropriate matter" which includes materials that may be deemed inappropriate to minors, unlawful, abusive, obscene, pornographic, descriptive of destructive devices, or otherwise objectionable under current District policy or legal definitions. Similarly, the use of any District computer to access sites which allow the user to conceal their objective of accessing inappropriate material is not permitted.

The District and school administration reserve the right to remove files, limit or deny access, and refer staff or students violating the Board policy to appropriate authorities or for other disciplinary action.

1:1 Device Check-out/Check-in Procedures

Eligibility

- Any student who is currently enrolled in Pre-Kindergarten through 12th grade, with no discipline issued to them because of technology misuses, ***may*** be eligible to check out a 1:1 device for school use. If eligibility is revoked, the building level principal will make the decision as to when the eligibility of the student will be reinstated to regain access to use district technology or 1:1 device.

1:1 Device Check-out – Beginning of School

- **Parents & students must sign and return the 1:1 device Damage Waiver, and the Computer Appropriate Use Policy documents before the 1:1 device can be issued to their child.**

1:1 Device Check-in – End of School

- If a student fails to return the 1:1 device, 1:1 device charger, and any other peripheral devices/tools, that student will be subject to criminal prosecution or civil liability and district records may be withheld. The student will also be responsible for the replacement cost of the 1:1 device and/or the 1:1 device charger, and any other peripheral devices/tools provided. Failure to return the 1:1 device, 1:1 device charger, and any other peripheral devices/tools provided will result in a theft report being filed with the Scott County Sheriff Department.
- Furthermore, the student will be responsible for any damage to the 1:1 device, consistent with the District's 1:1 device Damage Waiver and must return the computer and accessories to the Scott County Central School District in good working condition. The student will be responsible for any fees for the needed repairs, not to exceed the replacement cost of the 1:1 device.

Expectations

- If at any point during the school year there is damage, loss, or theft of a 1:1 device the student must contact administration immediately.
- Any technical issue with the device must be brought to the attention of administration or technology support staff immediately. This includes but is not limited to: Chrome OS (operating system), battery issues, loss of Internet connectivity, failure of apps to launch, etc.
- Any hardware/software repairs that are clearly not due to misuse or damage will be covered without cost; however, any accidental or intentional damage to the device may incur a cost.
- After two incidents of damage or loss, the student may lose some or all privileges of being permitted to check-out devices. This may also result in disciplinary action.
- All reports will be investigated and addressed on a case-by-case basis.

REPAIRING OR REPLACING YOUR 1:1 DEVICE

School District Damage Waiver

- The Scott County Central School District has a damage waiver package for all 1:1 device.
- This protection package covers any type of device malfunction over and above the \$125.00 deductible paid by the user.
- It also covers limited damage for the 1:1 device.
- The fee for a lost 1:1 device will be the replacement cost of the device.

Scott County Central School District

Student Pledge for 1:1 Device Use

1. I will take care of my 1:1 device.
2. I will never leave the 1:1 device unattended.
3. I will never loan out my 1:1 device to other individuals.
4. I will know where my 1:1 device is at all times.
5. I will charge my 1:1 device's battery daily.
6. I will keep food and beverages away from my 1:1 device since they may cause damage to the device.
7. I will not disassemble any part of my 1:1 device or attempt any repairs.
8. I will use my 1:1 device in ways that are appropriate, meet the Scott County Central School District expectations and are educational.
9. I will not place decorations (such as stickers, markers, etc.) on the 1:1 device.
10. I will not deface the serial number 1:1 device sticker on any 1:1 device.
11. I understand that my 1:1 device is subject to inspection at any time without notice and remains the property of Scott County Central School District.
12. I will follow the policies outlined in the *1:1 device Handbook* and the *Use of Technology Resources Policy* while at school, as well as outside the school day.
13. I will be responsible for all damage or loss caused by neglect or abuse.
14. I agree to return the District 1:1 device and power cords in good working condition.
15. I will be a proactive digital citizen when using my 1:1 device.
16. I understand that my use of the 1:1 device is subject to all applicable District policies and regulations, including but not limited to the Scott County Central School District Use of Technology Policy, as well any applicable provisions of the Student Handbook and any individual building policies and procedures.

Student/Parent Pledge for 1:1 Device Use

17. I/we understand that the 1:1 device is intended solely for educational use and that students are not permitted to download any applications not authorized by their teachers or approved by the Scott County Central administration.
18. I/we understand my/our responsibilities with respect to the care and maintenance of the 1:1 device.
19. I/we understand the terms and conditions of the damage waiver for the 1:1 device that was purchased by the Scott County Central School District.
20. I/we understand that I must report any problems or damage to the 1:1 device to my homeroom teacher.
21. I/we understand that the Scott County Central School District reserves the right to conduct unannounced inspections of student 1:1 device.
22. I/we understand that the use of 1:1 device will be governed by all terms and conditions of the Scott County Central School District policies and regulations, including but not limited to the Scott County Central School District Use of Technology Policy.

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Device Damage Waiver

Registering Your 1:1 Device

The Scott County Central School District is providing risk management insurance for our 1:1 initiative. This \$25.00 insurance fee per device is optional for those who want to protect themselves from expenses if/when a student's district issued electronic device is damaged. The \$25.00 insurance fee is in exchange for a waiver so that the cost of the damaged device is charged to the student at a reduced rate. The following scale will illustrate the expense rate for damages to the 1:1 device. After receiving your device, please read the terms and conditions below and sign.

<u>Device Components</u>	<u>Insured Cost</u>	<u>Uninsured Cost</u>
Keyboard	\$25	Full cost (usually \$50)
Screen	\$25	Full cost (usually \$50)
Charger	\$13	Full cost (usually \$25)
Device Replacement	\$125	Full cost (usually \$250)
Cosmetic Damages OR Other Damages assessed by Tech Dept.	½ cost	Full cost

Terms and Conditions

I hereby acknowledge that I have been issued an electronic device by the Scott County Central School District for the sole purpose of enhancing my educational experience, and I am wholly and entirely responsible for loss or damage to this District-owned device. I will only use this device in accordance with all applicable policies and procedures of the District.

In order to minimize the possible financial impact on myself from accidental loss or damage to the device, I fully accept the District's offer to partially waive my financial responsibility for a future loss, subject to the terms and conditions and reduced rates as outlined above with payment of device damage insurance fee.

I am responsible for *a per occurrence charge* on all damages sustained to the Scott County Central School District's 1:1 Device. *These charges are to be paid immediately upon notification from the office.* I understand the District reserves the right to revoke any and all of my privileges under this program should there be evidence of careless or destructive behavior on my part.

I /We agree to the stipulations set forth in the above documents including the 1:1 Device Guidelines, Procedures, and Information; 1:1 Device Damage Waiver and the Student/Parent Pledge for 1:1 Device Use.

I/We waive the right of the optional Device Insurance. I understand that by doing so I am responsible for the full cost of repairs or replacement. (You must check this box unless you are paying at the time of submitting this form.)

I/We opt to purchase the optional Device Insurance. I understand that by doing so I am still responsible for the insured cost of repairs or replacement. (DO NOT check this box unless you are submitting payment with this form.)

Student Name (Print Clearly)

Student Grade

Student Signature

Date

Parent Signature

Date

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Computer Appropriate Use Policy

2021-2022 School Term

NO student is allowed to use a non-school sponsored email to send or receive email messages using a 1:1 device or district computer.

NO student is allowed to access **NON-EDUCATIONAL Internet Sites** on any computer or 1:1 device in the school district. Such sites include sports sites not clearly related to a class assignment or project (including basketball), outdoor websites involving weapons, music or video websites not associated to a class assignment (including MTV, Disney, iHeart Radio, Pandora, YouTube, etc.), adult websites of any kind, gaming websites, or websites related to television programming that is not clearly associated to a class assignment. These non-educational websites are strictly off limits, unless specifically authorized by a teacher.

NO student is allowed to access chat rooms of any kind on any 1:1 device or computer in the school district (this includes instant messages from sites such as Facebook, Snapchat, and Twitter). Any website that requires a login, requests a name or address, or allows direct or indirect conversation with another person online is strictly forbidden on any district device unless clearly specified and monitored by a teacher.

NO cyber bullying, (mocking or humiliating other individuals through the internet) instant messaging, unauthorized blogs, or unauthorized emails are allowed.

NO student is allowed to tamper with computer files or directories, software, and/or hardware without proper consent from the technology coordinator.

NO student will be allowed to use a 1:1 device or district computer without consent of the district technology coordinator. Students must have a signed Computer Appropriate Use Policy on file before they will be allowed to use any district technology. Misuse of the computer for the purpose of cheating or unauthorized use of school technological equipment will result in suspension from computer use in the school district.

NO student is allowed to use a device/computer other than their assigned 1:1 device unless monitored by a teacher. Any student found using computer equipment without proper authorization will be suspended from computer use in the school district.

NO student is allowed to access any type of social networking sites (Facebook, Twitter, Snapchat, etc.) Consequences for non-approved access to these sites are listed in the student handbook.

ALL students **MUST** have a district **APPROPRIATE USE POLICY** (this sheet) on file with the technology coordinator and it **MUST** be signed by a parent/guardian as well as the student.

ALL students who clearly disregard the district's **APPROPRIATE USE POLICY** will be in violation of these district policies. Inappropriate use of district equipment will not be tolerated. Resulting actions may include temporary or permanent suspension from all district technology devices/equipment, in school suspension, parent conference regarding violations of district policies, immediate attention from the building principal, technology coordinator and superintendent and a possible meeting with the school board.

(over)

PLEASE SIGN, DATE AND RETURN TO THE OFFICE AS SOON AS POSSIBLE

We (my child and I) have read the **SCOTT COUNTY CENTRAL STUDENT APPROPRIATE USE POLICY and FULLY UNDERSTAND** the consequences which will follow if the rules are broken while using school technology.

Student Name (printed)

Student Grade

Student Signature (required for grades 7-12)

Parent or Guardian Signature

Date

Please check the appropriate box below to allow your child's name and/or picture to be placed on the school website and/or school Facebook page.

- YES**, you have my permission to use my child's name and/or picture on the school website and/or school Facebook page. (Please note that only the student's first name and last initial will be used and names will not be with the pictures, unless it is an individual recognition.)
- NO**, please **DO NOT** use my child's name and/or picture on the school website and/or school Facebook page.