

Parker High School

Student 1-to-1 Computing Agreement ~ 2018/2019



Parker School District 60-4

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1. OVERVIEW

Parker School was one of 21 school districts that were selected for the State of South Dakota Classroom Connections Year 2 project in 2007 which put a tablet computer in the hands of every 9-12 grade student. It is essential to teach the students technology skills for their future and the administration and school board at Parker School District feel that the 1 to 1 program is essential in their learning. The device has changed over the years since 2007 but the mission is still the same which is to help students develop skills that are critical in our 21st century world. 21st century skills include:

- ◆ Critical and creative thinking
- ◆ Problem solving skills
- ◆ Information and computer skills
- ◆ Interpersonal and self-direction skills
- ◆ Technology literacy

The computing device will allow students to direct their own learning and have a greater reliance on active learning strategies. Students will be able to transfer knowledge across disciplines. The increased access to technology will enhance instruction and provide more achievement opportunities for our students.

A device will be issued to each high school student in August and it will stay with them for the remainder of the school year, or until they withdraw from school. Students will be responsible for bringing their device to school with them, taking them home at the end of the day, and charging them before the next day. *It is important to note that these units are the responsibility of the students 24 hours a day, and are not to be left unsupervised at school or elsewhere at any time.*

If students do not wish to take them home, they have the option of leaving them at school. However, homework will be expected to be done.

The policies, procedures and information within this document apply to all devices used at Parker High School. Teachers may set additional requirements for computer use in their classroom.

2. DEVICE SPECIFICATIONS

Dell Latitude 3340/3350 Laptop - this device will be issued to students in grades 10-12 for the upcoming school year.

Dell Chromebook – this device will be issued to students in grade 9.

3. RECEIVING YOUR DEVICE

The devices for all students will be issued in August. Attendance to this meeting is required prior to receiving the device. **Parents must sign and return the Insurance Agreement before the device will be issued to the student.**

Devices will be collected during Christmas break and at the end of each school year for maintenance, cleaning and software installations. Students will be reissued their original device each year while enrolled at Parker High School.

4. 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 Tech Help Room located in Room 101.

4.1 General Precautions

- ◆ No food or drink is allowed next to your device while it is in use.
- ◆ Cords, cables, and removable storage devices must be inserted carefully in the device carrying case.
- ◆ The device should be put in **Stand By** mode before moving them to conserve battery life.
- ◆ The device must remain free of any writing, drawing, stickers, or labels that are not the property of the Parker School District.
- ◆ Existing stickers must not be removed from the device.
- ◆ The device must never be left in a car or any unsupervised area.
- ◆ Students are responsible for keeping their device battery charged for school each day.
- ◆ When not in use, the device should always be in a padded bag/bookbag.

4.3 Screen Care

The 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 the top of the device.
- ◆ Do not place anything near the device that could put pressure on the screen.
- ◆ Do not use any chemical cleaner on any part of the device.
 - Clean the screen with a soft, dry cloth or anti-static cloth.
 - Blue jean material works well on the iPad screen
- ◆ Do not wear jewelry on the wrist or hand while using the device, as these items may scratch the screen.

5. USING YOUR DEVICE AT SCHOOL

The devices are intended for use at school each day. In addition to teacher expectations for the device use, school messages, announcements, calendars and schedules will be accessed using the device. Students must be responsible and bring their device to all classes unless specifically advised not to do so by the teacher of that class. At the beginning of class, students should have their device ready to use; the class will not be expected to wait for the student to be ready.

5.1 Device Left at Home

If students leave their device at home, they must immediately phone a parent to bring it to school. Repeat violations of this policy will result in disciplinary action.

5.2 Devices Undergoing Repair

Depending on the reason for repair, a loaner device may be issued to a student. There is a limited supply of loaner devices.

5.3 Charging the Device Battery

Devices must be brought to school each day in a fully charged condition. Students need to charge their devices each evening. Repeat violations of this policy will result in disciplinary action.

5.4 Background Photos

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

5.5 Sound, Music, Games, and Apps

Sound must be muted at all times in school unless permission is obtained from the teacher for instructional purposes.

Music is allowed on the device and can be used at the discretion of the teacher. Students are allowed to sync music and photos on the device from home if desired.

Internet games are not allowed on the devices. If found this will result in disciplinary action.

All apps (software) must be district provided. Students are not allowed to download and install any apps on the device.

5.6 Printing

Printing will be allowed but very limited. Students should get permission from their teacher before they print.

6. MANAGING YOUR FILES & SAVING YOUR WORK

6.1 Saving Files

The district will provide the students locations to save their work aside from saving it to their device.

It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. **Computer malfunctions are not an acceptable excuse for failing to submit work.**

7. SOFTWARE ON DEVICES

7.1 Originally Installed Software

The software originally installed on the device must remain on the device in usable condition and be easily accessible at all times. There will be no additional software installed by students.

7.2 Inspection

Student devices will be inspected throughout the year to check for compliance of all policies and procedures. Students may be selected at random to provide their device for inspection.

7.3 Procedure for re-loading software

If technical difficulties occur or illegal software is discovered, the device will then be re-imaged. The school does not accept responsibility for the loss of any software or files deleted due to a re-image.

7.4 Software Updates

Updates of licensed software are available from time to time. Any updates will be done by the Tech Help Staff.

8. ACCEPTABLE USE

8.1 General Guidelines

1. Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of the Parker School District.
2. Students are responsible for their ethical and educational use of the technology resources of the Parker School District.
3. Access to the Parker School District technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow the Acceptable Use Policy.
4. 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: copyrighted material, threatening or obscene material, and computer viruses.
5. 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 coordinator, will be considered an act of vandalism and subject to disciplinary action.
6. Engaging in sexual harassment or using objectionable language in public or private messages, e.g., racist, terrorist, abusive, sexually explicit, threatening, stalking, demeaning or slanderous language will be subject to disciplinary action.

8.2 Privacy and Safety

- ◆ Do not go into chat rooms or send chain letters without permission.
- ◆ 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, password or passwords of other people.
- ◆ Remember that storage of files and email is not guaranteed to be private or confidential.
- ◆ If you inadvertently access a web site that contains obscene, pornographic or otherwise offensive material, notify a teacher, the technology coordinator or school administrator immediately so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

8.3 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 Parker School Student Handbook. 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 disciplinary action. Violation of applicable state or federal law, including the South Dakota Penal Code, Computer Crimes, will result in criminal prosecution or disciplinary action by the District.
- ◆ Copying software from a school owned device to another device is illegal.

8.4 E-mail

- ◆ Always use appropriate language.
- ◆ Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- ◆ Do not send mass e-mails, chain letters or spam.
- ◆ Students should maintain high integrity with regard to email content.
- ◆ No private chatting during class without permission.
- ◆ Student K12 e-mail is subject to inspection by the school and/or the State K12 data center.

8.5 Consequences

The student in 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-to-1 Handbook or Technology Acceptable Use Policy will result in disciplinary action as outlined in the Parker School Student Handbook.

Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use. The District cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of e-mail and network communications are governed by the South Dakota Open Records Act; proper authorities will be given access to their content.

9. PROTECTING & STORING YOUR DEVICE

9.1 Device Identification

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

- ◆ Record of serial number
- ◆ Parker School ID tag

9.2 Storing Your Device

When students are not using their issued device, they should be stored in their locked lockers. Nothing should be placed on top of the device when stored in the locker. Students are encouraged to take their issued device home every day after school, regardless of whether or not they are needed. Devices may be taken with the student on away activities if there is a secure area at that facility. Devices should not be stored in a student's vehicle at school or at home.

9.3 Devices Left Unattended

Under no circumstances should a device be left unsupervised. Any device left unattended should be taken to the Principal's office. Students who leave a device unattended may be subject to disciplinary action.

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The following table outlines consequences of Unsupervised or Misuse Offenses.

Offense *	Consequence
1	Verbal warning
2	Detention and letter to parent
3	5 days suspended device use at home and meeting with parent
4	Device use at home suspended for the remainder of the semester and meeting with parent

*Subject to Student Handbook Discipline Rubric as well.

10. REPAIRING OR REPLACING THE DEVICE

10.1 School District Protection

In case of Theft, Loss or Fire Damage:

- School District Protection is available for students and parents to cover the device replacement in the event of theft, loss, or accidental damage by fire. The protection cost is \$50.00 annually for each device with a maximum cost of \$100.00 per family and includes a \$100.00 additional charge for each claim.
- Students or parents may wish to carry their own personal insurance to protect the device in cases of theft, loss, or accidental damage by fire. Please consult with your insurance agent for details about your personal coverage of the device.
- The enclosed Insurance Form must be completed by each family before the student is issued a device.

Other Damage – Accidental or Intentional

The following is a list of these charges that will be assessed if there is damage done to a laptop. These charges will apply regardless of the insurance option chosen:

Laptop Repair Fees	
Broken keys on the keyboard	\$15
Broken mouse buttons	\$15
Broken or cracked screen	\$50
Excessive scratches, dings, dents	\$15
Lost or damaged power cord	\$40
Cracked case or battery	\$50

Any other damage will be assessed and assigned a fee according to the damage. These fees will be expected to be paid within two weeks of the damage.

There has been a considerable amount of time and money invested into this project and the administration at Parker School feels these fees are necessary to protect the hardware purchased for this project.

10.2 Claims (Theft, Loss, or Fire Damage)

All insurance claims made with the school district protection must be reported to the High School Principal. Students or parents must file a police or fire report and bring a copy of the report to the principal's office before a device can be repaired or replaced with School District Protection.

Fraudulent reporting of theft, loss, or accidental damage by fire will be turned over to the police and insurance company for prosecution. A student making a false report will also be subject to disciplinary action.

The District will work with the Turner County Sheriff Department to alert pawnshops and police departments in the area to be aware of this District-owned equipment.

11. DEVICE TECHNICAL SUPPORT

The Tech Help room is located in Room 101 and coordinates the repair work for devices. Services provided include the following:

- ◆ Hardware maintenance and repairs
- ◆ Password identification
- ◆ User account support
- ◆ Operating system or software configuration support
- ◆ Application information
- ◆ Re-imaging hard drives
- ◆ Updates and software installations
- ◆ Distribution of loaner devices

Device Protection Form and Computing Agreement

Each student in grades 9-12 at Parker High School will be issued a device. The Parker School District recognizes that with the implementation of the device, there is a need to protect the investment by both the District and the Student/Parent. The following outlines the various options for insurance in case of theft, loss, or fire damage.

Please complete this form and return it to the school.

INSURANCE FOR THEFT, LOSS OR FIRE: Following are the three options that are available for these types of losses, and the Student/Parent must commit to one by checking the appropriate box.

No Insurance

I (Parent/Guardian) agree to pay for the replacement of the device at a cost not to exceed \$500.00 should the device be stolen, lost or damaged by fire.

Personal Insurance

I (Parent/Guardian) will cover the device under my own insurance policy and in the case of theft, loss or damage by fire, I agree to pay the District the amount received from my insurance company plus any additional amount needed to cover the device replacement not to exceed \$500.00.

School District Protection

I (Parent/Guardian) choose to pay the school district an annual protection payment for coverage of theft, loss or damage by fire in the amount of \$50.00 or \$100.00 for family coverage when there are two or more children in high school using school issued devices. The \$50.00 payment is non-refundable. This protection coverage has a \$100.00 additional charge per occurrence. This annual coverage begins upon receipt of the payment and ends at the conclusion of each school year.

ADDITIONAL INFORMATION: In cases of theft, vandalism and other criminal acts, a police report, or in the case of fire, a fire report **MUST be filed by the student or parent** for the protection coverage to take place. A copy of the police/fire report must be provided to the principal's office.

The \$100.00 additional charge is the responsibility of the student/parent and must be paid before the device can be repaired or replaced.

INTENTIONAL DAMAGE: Students/Parents are responsible for full payment of intentional damages to devices. Device Insurance Protection **DOES NOT** cover damage of the device.

Student Name: _____ (Please Print)

Student Signature: _____

Date: _____

Parent Signature: _____

Date: _____

We (Parent/Guardian & Student) have also read the Parker High School Student 1-to-1 Computing Agreement which can be found:

- online at <https://goo.gl/oHdDBw>
- in the business office at Parker School

Student Signature: _____

Date: _____

Parent Signature: _____

Date: _____