

Frontier Elementary School Technology Device Policy Handbook



The policies, procedures and information contained within this document apply to all Technology Devices used at Frontier Elementary School 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 Device use in their classroom.

Frontier Elementary School

Digital Learning Initiative Handbook

Parent / Student Information and Procedures

Overarching Goal: Frontier School Corporation students will authentically engage in the curriculum being taught through a seamless integration of technology in the classroom. All students will utilize 21st century technology skills to further excel their literacy, math and thinking and reasoning skills.

Technology can help us achieve this overarching goal by ensuring our students are college and career ready, can submit digitally, navigate the learning management system required at post-secondary levels, learn good digital citizenship skills, show proper internet and technological etiquette, are taught the National Technology standards, further their higher order thinking skills and prepare them for post-graduation success.

Use of Technology Device Agreement

Students in grades 5-12 may be issued a Technology Device (Chromebook, iPad, etc.,) for use in school and at home. This document provides students and their parents/guardians with information about care and responsible use of the device including using it to complete assignments and in being a good digital citizen. **Parents and Students must sign and return the Technology Device Responsible Use Form document before the Technology Device will be issued to the student.**

Students and their parents/guardians are reminded that use of FSC Technology is a privilege and not a right and that everything done on any FSC-owned computer or device, network or electronic communication device may be monitored by school authorities. Inappropriate use of FSC Technology can result in limited or banned computer use, disciplinary consequences, removal from courses, loss of credit, receiving a failing grade, and/or legal action.

Service Plan: FSC provides an optional service plan that can be purchased prior to deployment of the Technology Device for the student. The annual fee is \$30 per device and must be paid for at registration or upon deployment. Details of this policy are on page 9.

Ownership of the Technology Device

FSC retains sole right of possession of the Device. The Technology Device is loaned to students for educational purposes only for the academic year. Moreover, FSC administrative staff and faculty retain the right to collect and/or inspect Devices from time to time, including via electronic remote

access and to alter, add, or delete installed software or hardware. Use of the Device may be revoked or restricted due to poor grades, attendance issues or behavior.

Responsible Use of the Technology Device

Each student will be assigned the same Device and case for three years. Take good care of it! Students are solely responsible for the Devices issued to them and must adhere to the following:

1. Taking Care of Your Technology Device

Students are responsible for the general care of the Technology Device. Devices that are broken or fail to work properly must be taken to the tech office as soon as possible. Never take your Technology Device to an outside computer service for any type of repairs or maintenance. Students should never leave their Device unattended.

a. General Precautions

- No food or drink should be near the Technology Device
- Be careful when using cords, cables and removable storage devices; consider leaving your charging cord at home as a fully charged Device should hold a charge for 8-10 hours per day
- Be careful using the Device when it is plugged in as it could be a tripping hazard
- Devices must remain free of any writing, drawing, stickers, paint, tape or labels that are not the property of the Frontier School Corporation. **Spot checks for compliance will be done by administration or FSC Technicians at any time.**
- Heavy objects should never be placed on top of Devices.
- Care should be taken to not put your Device in your book bag without its protective case
- Do not expose your Device to extreme temperatures or direct sunlight for extended periods of time. Extreme heat or cold may cause damage.
- Devices should be shut down when not in use to conserve battery life.
- Always bring your Device to room temperature prior to turning it on.
- Students may add appropriate music, photos and videos to their Devices. Personalized media are subject to inspection and must follow the Frontier School Corporation acceptable use policy.

b. Cases

- Each student will be issued a protective case for his/her Device that should be used whenever the Device is being transported or not in use.
- Although the cases are reinforced to help protect the Device, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and protect his/her device.

- Be sure the case is zipped/locked or closed to protect the device

c. Carrying Technology Devices

- Always transport Devices with care and in FSC-issued protective cases
- Never lift Chromebooks by the screen
- Never carry Chromebooks with the screen open-be sure to close it first

d. Screen Care

The Technology Device screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.

- Do not put pressure on the top of the Chromebook when it is closed
- Do not lean on top of the Device
- Do not poke the screen-it is fragile
- Do not store a Chromebook with the screen open
- Do not place anything in the protective case that will press against the cover
- Make sure there is nothing on the keyboard before closing the lid (pens, pencils, ear buds, etc.)
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth

e. Asset Tags

- All Devices will be labeled with a FSC asset tag
- Asset tags may not be modified or tampered with in any way
- Students may be charged up to the full replacement cost of a Device for tampering with a District asset tag or turning in a Device without a FSC asset tag.

2. Using Your Technology Device At School

Students are expected to bring a fully charged Device to school every day. In addition to teacher expectations for Device use, school messages, announcements, calendars, academic handbooks and schedules will be accessed using the Device. Students must be responsible for bringing their Device to all classes, unless specifically advised not to do so by their teacher.

a. If a student does not bring his/her Device to school

- A student may stop in the tech office and sign a loaner agreement to borrow a Device or other laptop device as available
- The office will document the number of times a loaner is issued to each student for not having his/her own Device at school.
- A student who obtains a loaner will be responsible for returning the borrowed device by 3:15pm the day it was borrowed.
- If the loaner is not returned on time, the office will create a discipline report.

b. Technology Device being repaired

- Loaner Devices may be issued to students when they leave their school-issued device for repair
- A student borrowing a Device must sign a loaner agreement and will be responsible for any damage to or loss of the loaned device much like they would of their personally issued device
- Devices on loan to students having their devices repaired may not be taken home without approval of the principal.

c. Charging Technology Devices

- Devices must be brought to school each day with a full charge. Disciplinary action may result from bringing an uncharged device to school.
- Students should charge their Device at home every evening.

d. Backgrounds and Themes

- Students are granted permission within reason to change background settings. Inappropriate media, pictures or other displays may not be used as Device backgrounds or themes. The presence of such will result in disciplinary action.

e. Sound

- Sound must be muted at all times unless permission is obtained from a teacher
- Headphones may be used at the discretion of the teachers
- Students should have their own personal set of headphones for hygienic reasons.

f. Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Printing may occur in the labs or library at the discretion of the teachers.

- Students may set up their home printers with the Google Cloud Print solution to print from their Device at home. Information about Google Print can be obtained here: <http://www.google.com/cloudprint/learn/>

g. Managing and Saving Your Digital Work with a Technology Device

- The majority of student work will be stored in Internet/cloud based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- Some files may be stored on the Device hard drive
- FSC will not be responsible for the loss of any student work
- Students are encouraged to maintain backups of their important work on a portable storage device or by having multiple copies stored in different Internet storage solutions.

Responsibility for Electronic Data

The students are solely responsible for any apps or extensions on their Technology Device that are not installed by a member of the FSC technology staff. Students are responsible for backing up their data to protect from loss. Users of FSC Technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Device, school network, or any school-issued applications and are given no guarantees that data will be maintained or destroyed.

3. Using Your Technology Device Outside of School

Students are encouraged to use their Device at home and other locations outside of school and are required to take their Device home each night throughout the school year for charging. A Wifi Internet connection will be required for the majority of Device use; however, some applications can be used while not connected to the Internet. Students are bound by the guidelines in this document whenever they use their Technology Device.

4. Returning Your Technology Device

a. End of Year - At the end of the school year, students will turn in their Device, chargers and cases. Failure to turn in a Device will result in the student being charged the full replacement cost and may result in filing of criminal charges. **TECHNOLOGY DEVICES WILL BE COLLECTED IN MAY.**

b. Transferring/Withdrawing Students - Students who transfer out of or withdraw from FSC must turn in their Device, chargers, and cases on their last day of attendance. Failure to turn in the Device

will result in the student being charged the full replacement cost. Unpaid fines and fees of students leaving FSC may result in filing of criminal charges or Small Claims Court action.

5. Content Filter

FSC utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Devices, regardless of physical location (in or out of school), will have all internet activity monitored by FSC. If a website is blocked in school it may be blocked out of school. Students and parents are ultimately responsible for the Internet traffic visited by the school-issued device.

6. Software

Device software is delivered via the Chrome Web Store. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Device must remain on the Device in usable condition and easily accessible at all times.

From time to time the school may add software applications for use in a particular course. This process is automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school as well.

Any effort to remove, alter, or circumvent any software, setting or restriction on Frontier computers or networks is tampering with school equipment and will result in disciplinary action.

a. Google Apps for Education

- Devices seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings and Forms.

b. Chrome Web Apps and Extensions

- Students are allowed to install appropriate Chrome web apps and extensions from the Chrome Web Store
- Students are responsible for the web apps and extensions they install on their Devices. Inappropriate material will result in disciplinary action.
- Some web apps will be available to use when the Device is not connected to the Internet
- Unapproved software and OS installation is not allowed. These, in addition to any inappropriate material copied to the Device, will result in disciplinary action.

7. Technology Device Identification

a. Records

- FSC will maintain a log of all Devices that includes the Device serial number, asset tag code and name of the student assigned to the device.

b. Users

- Each student may be assigned the same Device and case for three years. Take good care of it!

8. Repairing/Replacing Your Technology Device

- Any Device or Cover in need of repair must be brought to the office and the a Computer Repair Request form will be completed
- An administrator will meet with the student to determine if the damage was the result of faulty equipment or student negligence and will notify the parent
- If a student's Device is inoperable, the school has a limited number of spare devices for use while the student's Device is being repaired or replaced. This agreement remains in effect for loaner computers as well. The student may not opt to keep an inoperable Device to avoid doing classwork due to loss or damage.
- Prior to any repair work, the parent will receive a copy of an incident report, detailing circumstances and estimate of cost to repair.
- If damage is determined to be the result of inappropriate use, the student/parent/guardian must pay the repair cost before the device will be repaired and returned to the student.

The student may use a desktop/stationary computer work station to complete any school work or assignments during the school day while awaiting repairs. He/she will not have a device to take home until the fee for repair is paid and the work is complete.

9. No Expectation of Privacy

Students have no expectation of confidentiality or privacy with respect to any usage of a Device, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. FSC may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Device at any time for any reason related to the operation of FSC. By using a Device, students agree to such access, monitoring, and recording of their use.

Students may be selected at random to provide their Technology Device for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into school.

10. Rental Fees

FSC will charge all students in grades 5-12 a standard fee for use of the Technology Device and case. A select list of materials-intensive courses will incur an additional fee.

11. Training

Students will be trained in how to use the Technology Device by their teachers. Training documents and videos will be available online for students to refer to when needed.

12. Storing Technology Device at Extra-Curricular Events and Left in Unsupervised/Unsecured Areas

- Students are responsible for securely storing their Device during extra-curricular events.
- Under no circumstances should a Device be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria/commons area, unlocked classrooms, library, locker rooms, dressing rooms, hallways, bathrooms. Extra-curricular bus, in a car, or any other entity that is not securely locked or in which there is not supervision.
- Unsupervised Devices will be confiscated by staff and taken to the Principal's Office. Disciplinary action will be taken for leaving a Device in an unsupervised location.

Policy updates may occur from time to time and parents will be notified of such changes with a signature acknowledgement expected.

Accidental Damage Protection:

As part of the 1:1 Technology Device initiative, the Frontier School Corporation is making the purchase of accidental damage service plan option prior to the deployment of the Device to your child. FSC will be the sole provider of this service plan. Under this service plan the Devices are protected against accidental damage that can be repaired. The FSC will require a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over 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 service plan **does not** cover for loss of the Technology Device and/or its accessories, cosmetic damage, or damages caused by intentional misuse and abuse. FSC will assess the Device damage and repair or replace the device if the damage is determined to be accidental and within the protection guidelines. **Parents/Students will be charged for full replacement cost of a device that has been lost, stolen, or damaged beyond repair.**

Frontier School Corporation

Technology Device Service Plan

Frontier School Corporation offers an optional Service Plan that can be purchased prior to the deployment of the Device to your child. The Service Plan cost is \$30.00 annually for each Device. If a student withdraws from Frontier Elementary 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. If a student withdraws from school and does not return, the plan cost will not be refunded.

- Students / Parents will incur an additional charge **after one claim has been submitted**. The amount of the additional charge will depend on the cost of the repair.

Lost or Intentionally Damaged Device and Accessories:

A Technology Device or any of its accessories that are lost (whereabouts unknown) or intentionally damaged is the responsibility of the student and parent involved in the loss of property. The user will not be given another device or accessory to use until the replacement cost of the lost/damaged device or accessory is paid to the school.

Estimated Cost (subject to change)

The following are estimated costs of Chromebook parts and equipment:

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| • Total Replacement | Market cost (\$260) |
| • Screen | \$ 90 |
| • Keyboard/touchpad | \$ 65 |
| • Power Cord | \$ 20 |
| • Damaged or Lost Cover/Case | \$ 30 |
| • Battery | \$ 98 |

Normal Wear: FSC will repair or replace damaged equipment resulting from normal use. FSC will make its best attempt to purchase replacement parts at the lowest possible price. Loss by theft of the device is also the student's responsibility and will result in the student/parent being charged the full replacement cost to purchase a new device.