

Independent School District 600
Fisher Public Schools
1:1 Device Implementation Handbook

Updated: August 2016

Our Goal

The mission of Fisher Public Schools is to *educate* all students to their greatest potential, *prepare* them for the future, and *inspire* a passion for lifelong learning. To accomplish this vision, each student will have technology provided and available for their educational use. By making this technology available, we are preparing students to effectively and responsibly use technology which will prepare them for the world in which they will live and work.

Devices

Grades K-6: Devices will be assigned to students for school use.

Grades 7th - 12th: Laptops will be assigned to students for home/school usage.

1. School Responsibilities:

- 1.1. Provide device, internet, and email access to its student.
- 1.2. Provide internet blocking of inappropriate materials as able. (Parents/Guardians should also set internet controls at home).
- 1.3. Provide device and network data storage. These will be treated similar to school lockers. Fisher Public Schools reserves the right to review, monitor, and restrict information stored on or transmitted via school district-owned equipment and to investigate inappropriate use of resources.
- 1.4. Fisher Public Schools makes no guarantee that their 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

2. Student Responsibilities

- 2.1. Use the devices appropriately for educational purposes.
- 2.1. Devices need to be brought to school every day and adequately charged to work throughout the day.
- 2.2. Forgetting a device or having a dead battery will not be accepted as a reason for failing to complete work or turn in assignments. Repeated failure to bring the device to school or failing to charge the battery may result in the loss of home privileges for the student.
- 2.3. Students are responsible to download to the device any necessary documents, assignments, apps, programs, and/or materials from their teachers. If a family does not have wireless access at home, students must make accommodations with the teacher before school, during the school day, or after school.
- 2.4. Student may load photos and videos on their district-owned device, as long as all content complies with the technology and internet acceptable use policy, school handbook, state statute, and school board policies. The use of music on the device during instructional time will be at the discretion of the classroom teacher and for educational use.
- 2.5. Students may set their own screensaver photos. The presence of inappropriate music, photos, or videos may result in the loss of the device and/or other disciplinary actions. "What is appropriate and inappropriate" will be left to the discretion of the school district to decide. Inappropriate materials may include, but are not limited to the presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, or gang-related symbols.
- 2.6. If non-conforming apps or software are discovered on District-owned devices, the devices will be restored to the school set of software, and disciplinary actions may be enacted. District staff is not responsible for saving, restoring, or backing up documents, music, videos, or photos that students may be storing on the devices.
- 2.7. Students will store documents, worksheets, notes and other files on their device. They are responsible for saving to their personal server file or use Google Drive/the cloud based storage account.
- 2.8. Students attempting to hack or jailbreak the device will be subject to disciplinary action in accordance to the acceptable use policy, state statute, or school board policy handbook.
- 2.9. Students using laptops will have a login and password for the device and network access. Students are responsible for keeping all their logins and passwords private, secure, confidential, and not to be given out. Students logging in to accounts of others or allowing others to use their login information may be subject to discipline actions.

3. Parent Expectations

- 3.1. Parents/guardians will attend a Parent Device Orientation session, sign all technology user agreement and acceptable use forms, and pay the technology fee before student is able to use a district provided device.
- 3.2. The District asks for parent/guardian's support in communicating with their children about the standards of appropriate content and helping to monitor the use of the devices at home.
- 3.3. If necessary, parents/guardians are expected to assist their child when filling out any forms needed to report theft or damage. If the device is stolen, student and parent/guardian is responsible for filing a police report and notifying the technology department.
- 3.4. The student/parent/guardian is responsible for damage or loss of devices. Restitution will be determined by the district.
- 3.5. Parents/guardians or student will not disassemble any part of the device in attempts to repair or for any other reason.
- 3.6. Parents/guardians are encouraged to become familiar with the device and help ensure the use of the technology to track their child's progress. The device allows parents/guardians and students access to the Fisher School District information system to track homework, grades, monitor progress toward coursework completion, and lunch accounts.
- 3.7. Parents/guardians should help to ensure that only the student and parents/guardians use the school-assigned device.

4. Terms of the Device Loan

- 4.1. Devices will be distributed at the discretion of the District Administration upon confirmation that the appropriate forms have been signed and the Technology Deposit has been received.
- 4.2. Legal ownership of the devices remains with the District. The use of the device is a privilege extended to students and is conditioned upon compliance with the requirements of this handbook, the District's Technology and Internet Acceptable Use and Safety Policy, State Statute, and all other District policies.

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- 4.3. Student devices and accessories will be checked in at the end of each school year at a date and time determined by the Administration. Students who graduate early, transfer, withdraw or are suspended or expelled will return the device and accessories at the time of withdrawal. Students returning to school the following year will be issued the same device that was previously assigned to them.
- 4.4. The District reserves the right to repossess the device and accessories at any time if the student does not fully comply with the terms of this handbook, school policy, Acceptable Use Policy, and State Statute. The District may also choose to limit and/or withdraw home use privileges for failure to comply.
- 4.5. Failure to return the property in a timely fashion may result in the involvement of but not limited to restitution, law enforcement, and civil action.
- 4.6. Software and apps will be managed by the District, due to the need to comply with licensing agreements. No removal or disabling of software or apps.
- 4.7. The devices will be subject to routine monitoring by district staff. Users have no expectation of privacy when using Fisher Public School's equipment or technology systems.
- 4.8. If technical difficulties arise with a device, or non-conforming content is discovered, the device will be restored by tech staff. If the tech staff need to restore a device, the District is not responsible for the loss of any content put on the device by the student.
- 4.9. Each device has identifying labels and serial numbers, which must not be removed or altered in any fashion. Students may not permanently mark the device or case in any fashion or use decorations such as stickers, markers, etc.
- 4.10. The use of the devices during instructional times is governed by classroom teachers. Failure to follow the instructions of the teacher may result in disciplinary action.

5. General Care Instructions

- 5.1. Device screens should only be cleaned with a soft, clean cloth. Chemical cleaners or liquids, including water, should not be used on the devices. This includes Clorox or any other brand of cleaning wipes.
- 5.2. Charging cables/cords should be inserted and removed carefully to prevent damage. This should be done on both ends of the cable by grasping the plugs rather than the cord. The charging cord should be plugged into the wall outlet before connecting the devices. When disconnecting, remove the cable from the device before pulling the cord from the wall outlet. Devices must be kept in the protective cases at all times.
- 5.3. Students should never put weight on the devices, stack items on top of them or wedge them tightly into a backpack or case. The device cases should not be used as a folder to carry other items, including any sharp or pointed items such as pens or pencils.
- 5.4. Liquids, food and other debris can damage devices. Devices should be kept away from food and liquids at all times.
- 5.5. Devices should not be exposed to temperature extremes. Students should not leave the devices in any location where the temperature falls below freezing or exceeds 95 degrees Fahrenheit. If the device is cold, it should be allowed to warm up to room temperature before use. A device exposed to direct sunlight or high temperatures may overheat during use and must be allowed to cool down before subsequent use.
- 5.6. Battery life is shortened by using Wi-Fi, Bluetooth, a high screen brightness, and video. Students should learn to manage these settings and apps to improve battery performance.

6. Protection Plan

- 6.1. An annual Technology fee will be assessed to all students grades K – 12

• Computer & Software Fee (K-12).....	\$40.00/student	\$120.00/family
• Reduced	\$35.00/student	\$105.00/family
• Free	\$30.00/student	\$90.00/family

- 6.2. Those families requesting a scholarship or other considerations should make that request with the building principal where the oldest child attends. All requests will be held in the strictest confidence.
- 6.3. The Fisher School District will cover most of the damages and malfunctions to the student device through the device's warranty and/or protection plan. However, student/parents/guardians will be charged: 10% of the repair cost after the 2nd instance of device damage and 100% of the repair cost after 3 or more instance of device damage that is determined by the Technology Department and/or Administration to be the cause of intentional damage or being negligent with the use and care of the device. If the device cannot be repaired or is not returned, the student/parents/guardians will be charged the total cost of replacement for the device.

7. Security and Theft Protection

- 7.1. The device may only be used by the student to whom it was assigned or by the parents/guardians of the student. The student may not loan it to another student/individual.
- 7.2. The student is responsible for the security of the device at all times. The device should never be left unsecured. When not with the student, the device should be secured or stored in a locked location out of view. During after-school activities and/or away events, students are still responsible for securing the device.
- 7.3. Students should keep personal information about themselves and others off the device. Password security for network systems should be maintained, as should the privacy of locker combinations. It is the responsibility of the student to keep his or her information secure.

8. Damage, Theft, Repair

- 8.1. Damage or hardware issues must be reported immediately to technology department using the technology repair form. For cases of hardware failure or accidental damage, alternate means/assignments will be provided.
- 8.2. Students/parents/guardians are responsible for damage to the device as determined by the district. Failure to pay restitution for damage may result in legal consequences.
- 8.3. Theft must be reported immediately to the building principal. Students/parents and guardians will be required to fill out a theft report through the local police department.

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- 8.4. The District will coordinate with law enforcement to track missing or lost devices.
- 8.5. Restitution will be determined per incident including parts and labor.

9. Personally Owned Devices

- 9.1. A student may not bring his or her own device and may only use district owned devices. Use of the district owned device is required.

10. Acceptable Technology Use

- 10.1. The Fisher Public School offers internet access for student use. The district's on line system has been established for classroom activities and career development. The district has the right to place restrictions on the material accessed and has installed software that is designed to prevent students from accessing inappropriate or unacceptable websites.
- 10.2. The following rules exist to ensure that student use of the computer network is in compliance with the school district's Policy for Acceptable Use of Technology
- 10.3. All students are expected to follow the copyright laws that provide legal protection to the author or creator of information.
- 10.4. All students are expected to 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/guardian.
- 10.5. Plagiarism is a violation of Fisher Public Schools' Code of Conduct. Give credit to all sources used, whether they are quoted or summarized. This includes all forms of media on the Internet, such as graphic, movies, music, and text.
- 10.6. Use or possession of hacking software is strictly prohibited and violators will be subject to Acceptable Use Policy and Code of Student Conduct. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.
- 10.7. Accessing the files and/or documents of others is prohibited.
- 10.8. Attempting to log on to a computer or e-mail system by "cracking a password" is prohibited. Assisting others in violating this rule by sharing information or passwords is also unacceptable.
- 10.9. Improper use of the computer network is prohibited. This includes playing games during the school day, accessing inappropriate information, selling or buying any products, political lobbying, using threatening or obscene language, and any types of illegal activities. If there is a question about the appropriateness of a computer activity, a teacher's permission should be obtained.
- 10.10. Exchanging any personal contact information is prohibited.
- 10.11. Violations of this policy will, in most cases, result in school disciplinary action including but not limited to loss of network privileges, as well as other possible consequences, including referral to law enforcement agencies.
- 10.12. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school official.

11. Discipline Action Options

- 11.1. Inappropriate classroom behavior and technology privileges that is ongoing and/or disrupts the learning of other students, and is not corrected by teacher intervention, and does not abide by the handbook, Acceptable Use Agreement, 1:1 implementation handbook, state statute, and school board policy may require other disciplinary action.
- 11.2. Below is a list of possible disciplinary actions that may occur when student behavior interferes with the educational process. These actions include, but are not limited to the following and are in no particular order:
 - Meeting with district staff
 - Parent/Guardian conference
 - Loss of school privileges
 - Schedule adjustment or modified school programs
 - Restitution
 - Referral to police or other appropriate authorities
 - Removal from class
 - In-school suspension or out of school suspension
 - Expulsion
 - Loss of device privileges
 - Other disciplinary actions as deemed appropriate by school administration
 - Confiscation of items not appropriate for school
 - Referral to law enforcement or outside agencies
 - Loss of Network Privileges

Acknowledgement & Additional Information Sources: This guide was modified with permission from Minnetonka Public Schools & W-E-M Public Schools.

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Student/Parent & Guardian Pledge for Device Use School Term 2019-2020

Parent/Guardian:

- I agree to monitor my child's Internet usage outside of school.
- I agree to review the acceptable use policy and technology handbook with my child.

Student/Parent/Guardian:

- I will not leave my device unattended.
- I will not loan out my device to other individuals.
- I will know where my device is at all times.
- I will bring the device to school each day, adequately charged.
- I will keep food and beverages away from my device since they may cause damage to the device.
- I will not disassemble any part of my device to attempt any repairs.
- I will protect my device by only carrying it while in the case provided by the district.
- I will use my device in ways that are appropriate and meet all of Fisher Public School District expectations.
- I will not place decorations (such as stickers, markers, etc.) on the device or case. I will not deface the serial number sticker on any device.
- I understand that my device is subject to inspection at any time without notice and remains the property of the Fisher Public School District.
- I will follow the policies and procedures outlined in the handbook, Acceptable Use Agreement, 1:1 implementation handbook, State Statute, school board policy and the district acceptable use policies.
- I will file a police report in case of theft and report it to the building principal.
- I will be responsible for all restitution for damage or loss of device.
- I agree to return the District device, case, and power cord in the condition received to my school the school district, no later than the last day of the scheduled checkout day assigned for that given year.
- I agree to the stipulations set forth in the above documents including the user guide, procedures, and information in the Acceptable Use Policy, State Statute, handbook, and school policy, and the Student Pledge of the Device Use listed on this page.

Parent/Guardian Signature _____ Date _____

Student Signature _____ Date _____

Family Agreement to the terms of this document will be completed prior to receiving their device.**

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INTERNET USE AGREEMENT - STUDENT

STUDENT

I have read and do understand the school district policies relating to safety and acceptable use of the school district computer system and the Internet and agree to abide by them. I further understand that should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

User's Full Name (please print): _____

User Signature: _____

Date: _____

PARENT OR GUARDIAN

As the parent or guardian of this student, I have read the school district policies relating to safety and acceptable use of the school district computer system and the Internet. I understand that this access is designed for educational purposes. The school district has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the school district to restrict access to all controversial materials and I will not hold the school district or its employees or agents responsible for materials acquired on the Internet. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

Parent or Guardian's Name (please print): _____

Parent or Guardian's Signature: _____

SUPERVISING TEACHER

I have read the school district policies relating to safety and acceptable use of the school district computer system and the Internet and agree to promote these policies with the student. Because the student may use the Internet on the school district computer system for individual work or in the context of another class, I cannot be held responsible for the student's use of the Internet on network. As the supervising teacher I do agree to instruct the student on acceptable use of the Internet and network and proper network etiquette.

Teacher's Name (please print): _____

Teacher's Signature: _____