

Technology Handbook
Kingsland Public Schools
2015-2016

TABLE OF CONTENTS

1. RECEIVING YOUR NETBOOK/IPAD
 - 1.1 Receiving Your Netbook/iPad
 - 1.2 Netbook/iPad Check-In
2. TAKING CARE OF YOUR NETBOOK/IPAD
 - 2.1 General Precautions
 - 2.2 Carrying Netbook/iPads
 - 2.3 Screen Care
3. USING YOUR NETBOOK/IPAD AT SCHOOL
 - 3.1 Netbook/iPads Left at Home
 - 3.2 Netbook/iPad Undergoing Repair
 - 3.3 Charging Your Netbook/iPad's Battery
 - 3.4 Netbook/iPad Settings
 - 3.5 Sound, Music, Games and Programs
 - 3.6 Home Internet Access
4. MANAGING YOUR FILES & SAVING YOUR WORK
 - 4.1 Saving Documents with the Netbook/iPad
 - 4.2 Network Storage
 - 4.3 Network Connectivity
5. SOFTWARE ON NETBOOK/IPADS
 - 5.1 Originally Installed Software
 - 5.2 Virus Protection
 - 5.3 Additional Software
 - 5.4 Inspection
 - 5.5 Procedure for re-loading software
 - 5.6 Software upgrades
6. ACCEPTABLE USE
 - 6.1 Parent/Guardian Responsibilities
 - 6.2 School Responsibilities
 - 6.3 Student Responsibilities
 - 6.4 Student Activities Strictly Prohibited
 - 6.5 Netbook/iPad Care
 - 6.6 Legal Propriety
 - 6.7 Student Discipline
 - 6.8 Cyberbullying
7. PROTECTING & STORING YOUR NETBOOK/IPAD COMPUTER
 - 7.1 Netbook/iPad Identification
 - 7.2 Password Protection
 - 7.3 Storing Your Netbook/iPad
 - 7.4 Netbook/iPads Left Unattended
8. REPAIRING OR REPLACING YOUR NETBOOK/IPAD COMPUTER
 - 8.1 Warranty
 - 8.2 School District Device Protection Plan
 - 8.3 School/Student Responsibilities
 - 8.4 Claims
9. NETBOOK/IPAD TECHNICAL SUPPORT

NETBOOK/IPAD PLEDGE FORM

Kingsland Schools Netbook/iPad Program

The focus of the Kingsland Schools 1:1 Initiative is to prepare students for their future, a world of digital technology and information. Excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and the learning tool of these twenty-first century students is the netbook/iPad computer. The individual use of netbook/iPads is a way to empower students to learn at their full potential and to prepare them for the real world of college and the workplace. Netbook/iPads encourage students to solve problems and think critically by stimulating analytical thinking. Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of a quality standards-based curriculum and highly effective instruction, but instead enhances the presentation of both and transforms the teacher from a director of learning to a facilitator of learning.

The policies, procedures and information within this document apply to all netbook/iPads used at Kingsland Schools, including any other device considered by the Administration to come under this policy.

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

1. RECEIVING YOUR NETBOOK/IPAD & NETBOOK/IPAD CHECK-IN

1.1 Receiving Your Netbook/iPad

Netbook/iPads handbooks will be distributed each fall during "Netbook/iPad Orientation." Parents & students must sign and return all required documents before the netbook/iPad can be issued to their child. The ability to sign up for and pay for insurance is only available during the first two weeks the student starts at Kingsland Public schools. Once the paperwork has been turned in, the device will be prepared by the Tech Department.

Netbook/iPads will be collected at the end of each school year for maintenance, cleaning, and software installations. Students will retain their original netbook/iPad each year while enrolled at KPS.

Carefully review section 8.2 for your responsibilities regarding your device.

1.2 Netbook/iPad Check-in

Netbook/iPads will be returned during final week of school. If a student transfers out of the Kingsland School District during the school year, the netbook/iPad will be returned at that time.

Students who graduate early, are suspended or expelled, or withdraw enrollment at KPS for any other reason must return their individual school netbook/iPad computer on the date of withdrawal.

If your netbook/iPad has been determined to be intentionally damaged, defaced or in a condition not attributable to normal wear and tear, you will be fined respectively for the damage at the end of the year during student netbook/iPad check-in or when checking out to transfer to another district.

If a student fails to return the computer at the end of the school year or upon withdrawal of enrollment at KPS, that student will be subject to criminal prosecution or civil liability and for the replacement cost of the computer. Failure to return the computer or reimburse the district for its replacement cost will result in a theft report being filed with the Community Deputy from Fillmore County Sheriff's Office.

2. TAKING CARE OF YOUR NETBOOK/IPAD

Students are responsible for the general care of the netbook/iPad they have been issued by the school. Netbook/iPads that are broken or fail to work properly must be taken to the designated area.

2.1 General Precautions

- No food or drink is allowed next to your netbook/iPad while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the netbook/iPad.
- Students should never carry their netbook while the screen is open and must always carry their iPad in the provided protective case.
- To conserve battery life, netbook/iPads should be placed in sleep mode (by closing the cover) or shut down.

- Netbook/iPads must remain free of any writing, drawing, stickers, or labels that are not the property of the Kingsland School District.
- Netbook/iPads are sensitive to temperature extremes. Don't leave them in an area where the sun will bake them (like your locked car). If the netbook/iPad gets cold, let it warm up to room temperature before operating.
- Netbook/iPads must never be left in an unlocked car or any unsupervised area.
- Students are responsible for keeping their netbook/iPad's battery charged for school each day.
- To not comply with the General Precautions may result in being required to check out and return the netbook/iPad each day from the designated area for a minimum of one week on the first offense, a minimum two weeks on the 2nd offense, and any additional offenses may result in the loss of netbook/iPad privileges as determined by the building principal.

2.2 Carrying Netbook/iPads

The protective cases provided with the iPad will have sufficient padding to protect it from normal treatment and provide a suitable means for carrying the computer within the school.

It is suggested that students keep netbooks in cases when transporting or when not in use.

2.3 Screen Care

The netbook/iPad 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 netbook when it is closed.
- Do not place anything near the netbook/iPad that could put pressure on the screen.
- Do not press on netbook screens, do not touch iPad screens with anything other than a gentle finger or a stylus.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not "bump" the netbook/iPad against lockers, walls, car doors, floors, etc as it will eventually break the screen

3. USING YOUR NETBOOK/IPAD AT SCHOOL

Netbook/iPads are intended for educational use at school each day. In addition to teacher expectations for netbook/iPad use, school messages, announcements, calendars and schedules may be accessed using the netbook/iPad computer. Students must be responsible to bring their netbook/iPad to all classes, unless specifically instructed not to do so by their teacher.

3.1 Netbook/iPads Left at Home

If a student leaves their netbook/iPad at home, one will not be provided for them. Failing to have materials ready for class will have consequences determined by each classroom teacher. Additional offenses may result in the loss of netbook/iPad privileges as determined by the building principal.

3.2 Netbook/iPad Undergoing Repair

The designated area will make loaner netbook/iPads available when a student netbook/iPad is dropped off for repair due to normal wear and tear or for warranty issues. If the repair is required due to a violation of General Precautions or malicious intent; the student will be required to check out and return the loaner netbook/iPad each day from the designated area.

3.2.1 Netbook Repair Procedure

Students are responsible for dropping their netbooks off in the High School office where they will fill out the appropriate paperwork. The technology department (TD) will pick the device up and determine the cause of the problem. Once the problem is fixed, the TD will determine costs and pass that information back to the Office who will contact the parents. The student can then pick up the device from the Office once the payment has been made.

3.3 Charging Your Netbook/iPad's Battery

Netbook/iPads must be brought to school each day in a fully charged condition. Students need to charge their netbook/iPads each evening. In the event that a student does not have a fully charged netbook/iPad or suffers a shortage of battery life during a day, it is the responsibility of that student to charge their netbook/iPad during lunch or another time of non-use.

3.4 Netbook/iPad Settings

- Students may not change any netbook/iPad control panel settings from the original defaults.
- Inappropriate media may not be used as a screensaver or be saved on the netbook/iPad.

- Images of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures or any other material that is not school-appropriate will result in disciplinary actions.
- Passwords on screensavers are not to be used.
- Passcodes are not to be used on iPad.
- Hard drive passwords are forbidden. If used, students may be responsible for the cost of replacement hardware.

3.5 Sound, Music, Games or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- NON-EDUCATIONAL Internet Games are not allowed on the netbook/iPads during school hours. NO games can be installed.
- Do not save any music, games, or programs to the netbook/iPad. All software must be district approved.
- Devices will not be backed up before reimaging. Students are responsible for their own data.

3.6 Home Internet Access

Students are allowed to set up home internet access on their netbook/iPads. Netbooks are capable of accessing DSL, cable and wireless internet, but they will not support dial-up access. iPads only use wireless internet. The district does not provide support for home access. Internet content filtering is only available in school. **Parents supervision is necessary at home.**

4. MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving Documents with the Netbook/iPad

Devices will not be backed up before reimaging. Students are responsible for their own data. You should save important documents on removable file storage such as a flash/USB drive or external hard drive. Using Google Drive will also solve this issue.

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

4.2 Network Connectivity

The Kingsland School District 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.

5. SOFTWARE ON NETBOOK/IPADS

5.1 Originally Installed Software

The software and apps originally installed by the Kingsland School District must remain on the netbook/iPad in usable condition and be easily accessible at all times.

From time to time the school may add software applications for use in a particular course. The licenses for this software require that the software be deleted from netbook/iPads at the completion of the course.

Periodic checks of netbook/iPads will be made to ensure that students have deleted software that is no longer required in class and that the school has not exceeded its licenses.

5.2 Virus Protection

The netbook has anti-virus protection and/or other programs that help protect the netbook software. If a virus is found upon scanning, contact the help desk immediately.

5.3 Additional Software

Students are not allowed to load extra software or apps on their netbook/iPads.

5.4 Inspection

Netbook/iPads are the property of the school. The Administration and/or staff can request a netbook/iPad inspection at any time. Random netbook/iPad inspections may be held periodically.

5.5 Procedure for changing or re-loading software

If illegal software is discovered, the software or files will be subject for deletion, and could warrant that the hard drive be re-imaged. If technical difficulties occur, the hard drive may have to be re-imaged to solve the problem. In such cases, the school does not accept responsibility for the loss of any software deleted due to a re-imaging procedure.

5.6 Software upgrades

Upgrade versions of licensed software are available from time to time. Students with netbooks are allowed to update software loaded on the device. iPads will be updated by the technology department. Students may also be required to check in their netbook/iPads for periodic updates.

6. ACCEPTABLE USE OF DEVICES

The Kingsland School District is pleased to be able to offer access to the district computers which provide the necessary programs required by classes and the district network which provides access to resources.

While these materials are provided to enhance educational goals and objectives, students may find ways to access other materials that may not be considered educational or find ways to use provided hardware and software beyond its educational intent. For this reason, it is extremely important that rules be followed. Misbehavior could result in temporary or permanent loss of access to technology privileges. Violations may result in disciplinary action up to and including suspension/ expulsion for students. When applicable, law enforcement agencies may be involved.

Many responsibilities result from the use of these technologies in the educational setting.

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.
- It is the parents' responsibility to supervise all use of the Internet while their child is using a school supplied device at home.
- CIPA Regulations (Child Information Protection Act): It is important to point out that the school district will not provide a web filter for off campus use. The student could be subject to controversial web content without proper monitoring. It should also be noted that if your child attempts to put any **harmful or illegal content on the netbook/iPads, both the student and parent/guardian will take full responsibility.**
- Any use of the netbook/iPad outside of the school day still falls within the guidelines of the Acceptable Use Policy adopted by the school district. All students will abide by this policy while they are using their netbook/iPads either at or away from school.

6.2 School Responsibilities

- Provide Internet and Email (Grades 3-12) access to its students while at school.
- Provide Internet Blocking of inappropriate materials while at school.
- The Kingsland School District reserves the right to review, monitor, and restrict information stored on or transmitted via Kingsland School District owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help ensure student compliance of the acceptable use policy.

6.3 Students Responsibilities

- Use computers in a responsible and ethical manner.
- Obey general school rules concerning behavior and communication that apply to computer use.
- Use all technology resources in an appropriate manner so as to not damage school equipment. "Damage" includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the student's own negligence, errors or omissions. Use of any information obtained via Kingsland School District's designated Internet System is at your own risk. Kingsland School District specifically denies any responsibility for the accuracy or quality of information obtained through its services. To help Kingsland Schools protect our computer system, students are advised to contact an administrator about any security problems they may encounter.
- Monitor all activity on their account(s).
- Students should always log off the computer after they are done working to protect their accounts and files. If a student does not log off, any email or Internet activity under their name will be considered their responsibility.
- If a student should receive email containing inappropriate or abusive language or if the subject matter is questionable, he/she is required to forward a copy to their principal. *Cyberbullying, and other inappropriate behavior will not be tolerated.

6.4 Student Activities Strictly Prohibited

- Illegal installation or transmission of copyrighted materials
- Any action that violates the district Acceptable Use Policy or any other existing Board policy or public law.
- Plagiarism and use of sites containing term papers, book reports and other forms of student work.
- Using devices while walking or moving
- Messaging, chatting and social networking services – Ex: Twitter, Skype, Facetime, Messenger, Google Hangouts, Facebook, etc. unless allowed by a teacher and used for school/educational purposes.
- Non-educational internet/computer games, music and video streaming
- Use of any software not already installed on the netbook/iPad without prior approval from the school/technology department.
- Changing of netbook/iPad settings
- Downloading and executing files - Examples: games, chat, etc.
- Spamming - Sending mass or inappropriate emails
- Gaining access to other student's accounts, files, and/or data
- Password sharing
- Use of the school's internet for financial or commercial gain or for any illegal activity
- Use of anonymous and/or false communications
- Giving out personal information except in an instructional context or in the performance of Kingsland School District business and with permission of the school district.
- 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 or demean recipients.

6.5 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 district and school policy. 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 school district.

6.6 Student Discipline

Devices owned by the Kingsland School District are first and foremost for educational purposes. This does not preclude the use of the netbook/iPad at home for other purposes, but priority is given to the student and their use for school. While in use at home or at school, a student who violates any part this handbook or the District's Acceptable Use Policy, shall be subject to the consequences outlined in that document.

6.7 Cyberbullying

Students using these netbook/iPads are reminded of the district's policies regarding bullying and harassment, including cyberbullying, as described in district policies #413 (Harassment and Violence), #514 (Bullying Prohibition) and #524 (Internet Acceptable Use and Safety).

7. PROTECTING & STORING YOUR NETBOOK/IPAD COMPUTER

7.1 Netbook/iPad Identification

Student netbook/iPads will be labeled in the manner specified by the school. This labeling will not be removed for any reason. If a netbook/iPad loses its labeling, the student will immediately turn in the netbook/iPad for relabeling. The district will maintain an inventory of all netbook/iPads with label identification, student assignment and serial numbers.

7.2 Password Protection

Student netbook will be password protected. This password will be assigned by the district. Students who change their password **must remember it, as the district does not keep a record of modified passwords.** Students will keep that password confidential. If a student fails to keep this confidentiality agreement and if any part of this policy has not been

followed, appropriate disciplinary steps will be followed.

7.3 Storing Your Netbook/iPad

When students are not using their netbook/iPads, it is the student's responsibility to keep it secure.

Nothing should be placed on top of the netbook/iPad when it is stored in the locker. When allowed, students are encouraged to take their netbook/iPads home every day after school, regardless of whether or not they are needed. Netbook/iPads should not be stored in a student's vehicle at school or at home.

7.4 Netbook/iPads Left Unattended

Under no circumstances should netbook/iPads be left unattended (except in designated areas). Any device left unattended is in danger of being stolen. If a netbook/iPad is found unattended, it will be taken to the designated area or the office.

8. REPAIRING OR REPLACING YOUR NETBOOK/IPAD COMPUTER

8.1 Warranty

This coverage is purchased by the Kingsland School District as part of the purchase price of the equipment. This coverage warrants the netbook/iPads from defects in materials and workmanship. This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide replacement parts necessary to repair the netbook/iPad or netbook/iPad replacement. The warranty does not warrant against damage caused by misuse, abuse, accidents or computer viruses. Please report all netbook/iPad problems to the designated area.

8.2 School District Device Protection Plan

The school district shall provide repairs at no cost to the student for normal wear and tear. The School District Device Protection Plan is available for students and parents to cover netbook/iPad repair or replacement in the event of theft (police report required), loss, or accidental damage. The protection plan cost is \$35.00 annually for each device. Students within the same family receive a \$15 reduction in the protection plan for a maximum of \$100.00 per family.

| Number of Students with Tech in Family | Cost per Family |
|--|-----------------|
| 1 | \$35.00 |
| 2 | \$55.00 |
| 3 | \$75.00 |
| 4 | \$95.00 |
| 5+ | \$100.00 |

Reduced payments: If the student qualifies for free or reduced-price meal benefits, the student will receive a \$15 reduction respectively. To qualify for this benefit, a copy of the confirmation letter you received from the school district must be presented to the district with the signed pledge form. This benefit is not retroactive during the school year. In addition, families for which the netbook/iPad protection plan might be a hardship could make an application to the Superintendent to have the payments reduced. This application must be done in advance to allow processing time.

| Number of Students with Tech in Family | Reduced Cost per Family |
|--|-------------------------|
| 1 | \$20.00 |
| 2 | \$25.00 |
| 3 | \$30.00 |
| 4 | \$35.00 |

| | |
|---|---------|
| 5 | \$40.00 |
| 6 | \$45.00 |
| 7 | \$50.00 |

The protection plan will also have a \$25.00 deductible for each claim filed for which the repair cost exceeds \$50. If the district determines that the netbook/iPad needs to be replaced, the family will be responsible for a \$50.00 deductible. Students will be able to file one claim. The school district reserves the right to cancel the protection plan for that student after this claim has been filed. **If you decide not to participate in this protection plan, you accept full responsibility for the repair or replacement cost of the device.**

8.3 School/Student Responsibilities

Students will be held responsible for maintaining their individual school devices and keeping them in good working order. See section 2.1, “General Precautions”, for information and expectations for taking care of the netbook/iPad. Devices that malfunction or are damaged must be reported to the designated area.

The school district will be responsible for repairing:

- Netbook/iPads that malfunction due to manufacturing or software defect.
- Netbook/iPads that suffer damage from normal use.
- Any issue covered under warranty

The student/family without insurance coverage will be responsible for:

- Repair cost due to accidental damage.
- Full cost if replacement is necessary.

***Students will be entirely responsible for the cost of repairs to netbooks/iPads that are damaged intentionally.**

Netbook/iPads that are stolen must be reported immediately to the Administrative Office and the police department. A police report will be required by the district to prove the claim of loss.

8.4 Claims

If a family has insurance coverage, all insurance claims must be reported to the Administration. If a netbook/iPad is stolen or damaged by fire, students or parents must file a police or fire report and bring a copy of the report to the administrator’s office before a netbook/iPad can be replaced. The District will work with the Fillmore County Deputy to alert the sheriff’s department to be aware of this District-owned equipment.

9. NETBOOK/IPAD TECHNICAL SUPPORT

The Technology Director coordinates the repair work for netbook/iPads. 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
- Coordination of warranty repairs
- Distribution of loaner netbook/iPads and batteries

NETBOOK/IPAD PLEDGE FORM

Student Pledge for Netbook/iPad Use:

1. I will follow all of the policies and regulations included in the One-to-One Netbook/iPad Handbook while at school as well as outside of the school day.
2. I will file a police report in case of theft, vandalism, and other acts covered by insurance.
3. I agree to return the netbook/iPad, iPad case, and power cords in good working condition.
4. I agree to report any damage in a timely manner.

Parent Pledge:

I recognize that it is my responsibility to restrict access to all controversial materials and I will not hold the school district or its employees or agents responsible for any materials acquired by my child. I will assume full responsibility for any harmful or illegal content on the netbook/iPads. I also will take full responsibility for any damage that occurs to the netbook/iPad while the device is in my child's possession. I hereby give permission to allow my child to use a netbook/iPad for the current school year.

I give parental permission for my student to use software accounts such as email, Schoology, and other educational tools that will be used in the classroom curriculum.

Web Page Publication:

The Kingsland School District may publish videos/pictures of the students in various school activities OR student work on the school's webpage. Doing this would make the videos, pictures, and/or student work accessible to anyone on the Internet. No names will be used, just general descriptions such as; Girls BB, Varsity FB, etc. Please indicate whether or not you wish for your child to be included in this.

Please initial your choice:

Yes, include my child in these publications. No, DO NOT include my child in these publications.

By signing this form I agree to the stipulations set forth in the above documents including the Netbook/iPad Policy, Procedures, and Information; the Acceptable Use Policy; the Student Pledge for Netbook/iPad Use and Web Page Publications.

Student Name (Please Print): _____ Grade _____ Lunch# _____

Student Signature: _____ Date: _____

Student Name (Please Print): _____ Grade _____ Lunch# _____

Student Signature: _____ Date: _____

Student Name (Please Print): _____ Grade _____ Lunch# _____

Student Signature: _____ Date: _____

Please put an X by one of the options below:

Payment for insurance protection is attached or paid for through my student's FeePay account.

I am NOT purchasing insurance protection and accept full responsibility for repairs and/or replacement.

Parent Name (Please Print): _____

Parent Signature: _____ Date: _____

Individual school netbook/iPad computers and accessories must be returned to the KPS Media Center at the end of each school year. Students who graduate early, are suspended or expelled, or withdraw enrollment at KPS for any other reason, must return their individual school netbook/iPad computer on the date of termination.