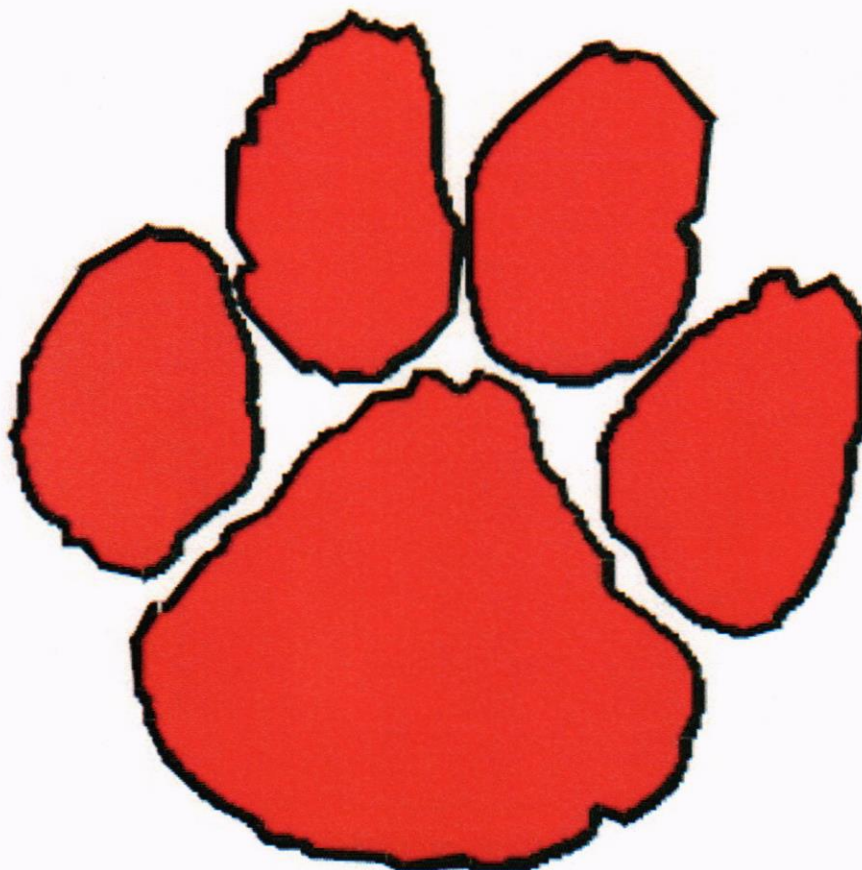


Fort Scott USD 234
Computer Device Initiative
Policy & Procedures
2022-23



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Computer Device Policy & Procedures
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OFF-CAMPUS RIGHTS

TAKE HOME 24/7 ACCESS:

During the school year, students may use the computer device off campus on a 24-hour/7-day basis if they pay an annual technology fee of \$10. This annual technology fee must be paid along with the school enrollment fee before a computer device is checked out to the student. The administration reserves the right to adjust the technology fee for students transferring in/out of the district during the school year.

To be eligible for 24/7 off campus access, the student must complete all of the following:

- Have a parent and the student present to pick up the computer device
- Have a parent pay the \$10 technology fee
- Have both a parent and student sign the Computer Device User Agreement
- Be in good standing with the Computer Device Point System

SCHOOL-DAY-ONLY ACCESS:

For the students whose parents choose NOT to pay the annual technology fee, a computer device will be checked out on the first day of school and used throughout the school year. However, the computer device must be checked in daily before leaving school. The computer device will be stored and charged overnight. The student will pick up the computer device the next morning from the designated storage area for use during the school day.

RECEIVING YOUR COMPUTER DEVICE & CHECK-IN PROCEDURE

Receiving your computer device:

- Computer devices will be distributed during enrollment week in August. Before a computer device is issued to a student, both parent and student must sign a Computer Device User Agreement.

Checking in your computer device at the end of the year:

- Computer devices will be returned during the final week of school so they can be checked for serviceability.
- If a student leaves Fort Scott Schools for any reason during the year after being issued a computer device, the computer device will be returned at the time of checkout.
- If a student fails to return the computer device at the end of the school year or upon termination of enrollment in Fort Scott Schools, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the computer device. Failure to return the computer device will result in a theft report being filed with the Fort Scott Police Department.
- The student is expected to return the computer device and accessories to the building administrator in satisfactory condition. The student will be responsible for any damage to the computer device and will be charged a fee for any needed repairs, not to exceed the replacement cost of the computer device.

TAKING CARE OF YOUR COMPUTER DEVICE

General precautions:

- The computer device is school property that may be inspected by school officials at any time. All users will follow this policy and the Fort Scott Acceptable Use Agreement.
- Only use a clean, soft cloth to clean the screen; no cleansers of any type.
- Cords and cables must be inserted carefully into the computer device to prevent damage.
- Computer devices must remain free of any non-school issued writing, drawing, stickers, or labels.
- Students are responsible for charging their computer device overnight to ensure its usage throughout the next day.

Screen care:

- The computer device screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure or weight on the screen.
- Do not put unnecessary pressure on the top of the computer device.

- Do not place anything near the computer device that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth. Do not use cleansers unless they are school issued.
- Do not bump the computer device against walls, lockers, car doors, floors, etc. as it may crack or break the screen.

USING YOUR COMPUTER DEVICE AT SCHOOL

Computer devices are intended for use every day at school. In addition to teacher expectations for computer device use, school messages, announcements, calendars, and schedules may be accessed using the computer device. Students should bring their computer device to all classes, unless specifically instructed not to do so by their teacher.

Computer devices left at home:

- *If students leave their computer device at home, they should notify the office upon arrival at school. Students will be asked to contact parents to bring the computer device to school. If that is not possible, they will be issued a "loaner" computer device but may be issued a Computer Device Point.*

Computer device undergoing repair:

- Loaner computer devices may be issued to students whose device is being repaired.

Charging your computer device's battery:

- Computer devices should be charged overnight to full capacity before they are brought to school each day. Students may be issued a point if their battery fails to make it through the day.

Screensavers/Background photos:

- Students will have the ability to customize their device's screen background. Appropriate media will be used. Students are allowed to use screen-locking passcodes; however, care should be exercised if using passcodes. If a student enters incorrect passcodes three times, he/she should stop and ask the Technology Department for assistance. The computer device might be disabled if ten incorrect passcode attempts are entered, and the computer device will have to be restored to factory settings with loss of personal data.

Printing:

- Limited printing services will be available with the computer device. Students are required to gain teacher approval before printing from their computer device.
- Students will be given information and instruction on printing with the computer device at school.

Home Internet access/printing:

- Students are allowed to set up additional wireless networks on their computer devices. This will be necessary to use web-based services outside of the school setting.
- Printing at home will require a wireless printer with WiFi Direct functionality.

MANAGING YOUR FILES & SAVING YOUR WORK

Saving to the computer device:

- Students should save work to the computer device. It is recommended students regularly back up data. It is suggested the student save school-related data to the Cloud. Limited storage space will be available on the device. Data will NOT be backed up in the event a device has to be reimaged or restored to factory settings. 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. The school does not or will not accept responsibility for the loss of any apps or documents deleted due to the necessity of a reformat and/or reimage.
- For laptops, it is recommended to use the Cloud to backup data, but it might also be necessary to use an external USB hard drive or flash drive to backup data if the amount of data needing backed up exceeds the amount of Cloud storage. Google Drive can also be used to backup data. Drive encryption on the laptops must not be enabled. If laptops are brought in for service, we will do our best to backup data before reinstalling the device, but no guarantees can be made.

SOFTWARE ON COMPUTER DEVICES

Originally installed software:

- The apps and operating system originally installed by USD 234 must remain on the computer device in usable condition and be easily accessible at all times. From time to time the school may add additional apps and OS upgrades. Periodic checks of computer devices will be made to ensure that students have not removed required apps or installed inappropriate material. Violations would be handled through the Computer Device Point System and/or through the disciplinary guidelines in the student handbook.

Additional software:

- Student computer devices will be pre-loaded with apps like Microsoft Office. Additionally, if apps are requested by teachers or the district that cost, they will be assigned to your account and available via the self-service app or may at times install automatically.

Inspection:

- As the devices are owned by USD 234, the contents of the computer device may be inspected by school officials at any time. Students should not expect any right or expectation of privacy since the school owns these computer services, and the expectations for appropriate usage has been explained in this policy.

Software upgrades:

- Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in their computer devices, even if it is their own device, for periodic updates.

Technology support:

- Technology support for computer devices will be available during the normal business day at Fort Scott Schools. Typically, the Technology Department is open from 7:30 a.m.-4:30 p.m. each school day. After-hours support will not be available.

ACCEPTABLE USE

The use of the Fort Scott School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Fort Scott School District is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the Fort Scott School District. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and appropriate disciplinary action shall be applied. The Fort Scott School District's Student Code of Conduct shall be applied to student infractions. Violations may result in disciplinary action up to and including suspension and/or expulsion for students. When applicable, law enforcement agencies may be involved.

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.
- Students may have access to their device 24/7 if the technology fee is paid. As parents, you will need to establish ground rules for computer device use outside of the school day. While using the computer device at school, our Internet filter should provide a safe surfing environment. However, away from school when not connected to the school's Internet service, you need to understand that this computer device will not be filtered.

School responsibilities are to:

- Provide Internet access to its students via the student WiFi network.
- Provide Internet filtering while the device is on the school's network and at home.
- Provide staff guidance to aid students in doing research and help assure student compliance of the Acceptable Use Policy.
- Recommend students use the Cloud for data storage of school-related content.
- Monitor pictures, video, and audio recordings of any student or staff member and ensure they are being utilized in an appropriate manner.

Students are responsible for:

- Using computer devices in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that applies to computer device use.
- Only accessing the school WiFi network while on school property – Absolutely no cellular hotspots or VPNs.
- Using all technology resources in an appropriate manner so as to not damage school equipment.
- Helping Fort Scott School District protect our computer network/device by contacting an administrator about any security problems they may encounter.
- Monitoring all activity on their account(s).
- Securing their computer device after they have finished working to protect their work and information.
- Notifying a school employee in the event they receive correspondence containing inappropriate or abusive language or if the subject matter is questionable.
- Returning their computer device to the Technology Department at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Fort Scott for any other reason must return their individual school computer device on the date of termination.

Student activities strictly prohibited:

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing board policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually-explicit materials.
- Inappropriately utilizing photos, video, and/or audio recordings of any person.
- Changing computer device settings and profiles in an effort to circumvent the filtering and management system.
- Downloading inappropriate apps.
- Spamming-Sending inappropriate emails.
- Sharing or gaining access to other student's files, data, or homework.
- Sharing Google or Windows account credentials with other students.
- Sharing usernames and passwords with other students.
- Vandalism to your computer device or another student's computer device.
- Recording a teacher or staff member without his/her permission.

Computer device care:

- Students will be held responsible for maintaining their individual computer devices and keeping them in good working order.
- Computer device batteries must be fully charged and ready for school every day.
- Computer devices that are stolen must be reported immediately to the principal's office and Technology Department.

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. Apps obtained by individual students should not be shared with other students.
- Plagiarism is a violation of the Fort Scott Schools' Code of Conduct. 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. Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action by the district.

Student discipline:

If a student violates any part of the above policy, board policy, or school handbook policy, he/she may be subject to the following disciplinary steps:

- Loss of privilege to take the computer device off campus.
- Loss of privilege of using the computer device during the school day.
- Disciplinary/legal action as deemed appropriate.

PROTECTING & STORING YOUR COMPUTER DEVICE**Computer device identification:**

- Both the student computer device and its school-provided cover will be labeled by the Technology Department.

Storing your computer device:

- When students are not using their computer devices, they should be stored in their backpack.
- Nothing should be placed on top of the computer device. Students are encouraged to take their computer devices home every day after school, regardless of whether or not they are needed. Computer devices should not be stored in a student's vehicle at school or at home. If a student needs a secure place to store his/her computer device overnight, he/she may check it in for storage at the building library.

Computer devices left in unsupervised areas:

- Under no circumstances should computer devices be left in unsupervised areas. Unsupervised areas include the school grounds and campus, commons area, the lunchroom, locker rooms, library, unlocked classrooms, dressing rooms, and hallways. Any computer device left in these areas is in danger of being stolen. If a computer device is found in an unsupervised area, it will be taken to the office. The Computer Device Point System will be used if computer devices are left unsupervised.

REPAIRING OR REPLACING YOUR COMPUTER DEVICES/COST OF REPAIRS

The Fort Scott School District recognizes that with the implementation of the computer device initiative, there is a need to protect the investment by both the district and the student/parent. Therefore, we have set the following guidelines in place:

Accidental damage:

- Students will be responsible for caring for their computer device and school-issued accessories. They will be expected to return them at the end of the year in good working condition.
- Students will be responsible for 30% of the cost of repairs or replacement of a computer device that has been damaged accidentally.
- Students will be responsible for the replacement cost of school-issued accessories (keyboards, charging cables, cases) that have been damaged accidentally.

Personal home or homeowners coverage:

- Students or parents may wish to carry their own personal insurance to protect the computer device in cases of theft, loss, or accidental damage. Please consult with your insurance agent for details about your personal coverage of the computer device.

Intentional damage:

- Students will be responsible for the entire cost of repairs to or replacement of the computer device, keyboard, charging cable, etc. that are stolen, lost, or intentionally damaged as determined by school administration.

Lost computer device and/or accessories:

- If a student loses his/her computer device, he/she should immediately contact the principal. Additionally, the student will be required to immediately file a police report with the Fort Scott Police Department. Students/parents will be responsible for the entire replacement cost to replace a lost computer device.
- Lost accessory items such as chargers and cables will be charged the actual replacement cost.

Warranty repairs:

- The computer device comes with a one-year factory warranty to replace/repair defective devices. However, damaged devices due to accident or intentional abuse are not covered under the factory warranty. In the event of accidental or intentional damage, the student and parent will be responsible as outlined elsewhere in the policy under accidental or intentional damage.

Vandalism and Theft

- In cases of theft, vandalism, and other criminal acts, a police report **MUST** be filed by the student or parent with the Fort Scott Police Department.

TECHNOLOGY FEES

Technology Fee for Grades 6-12 if taking device home - \$25.00

Device Not Returned or Unable to be Repaired

Dell 3190 Laptop	\$330.00
iPad	\$300.00

Dell Repairs – will be based upon current replacement cost

Screen	\$120.00
Charger	\$ 60.00
Charging port	\$ 20.00
Keyboard	\$ 25.00
Audio jack	\$ 18.00
Bottom base cover	\$ 54.00
Front bezel	\$ 65.00

iPad Repairs – will be based upon current replacement cost

Screen	\$189.00
Case replacement	\$ 45.00
Charger – including cord	\$ 35.00
Charger – no cord	\$ 20.00
Charging cable	\$ 15.00

COMPUTER DEVICE DISCIPLINE SYSTEM:

Computer device discipline rationale/purpose:

- The purpose of our discipline system is not to take away computer devices from students. However, we need students to be responsible with their devices and feel this discipline system will serve as reinforcement for students to properly care for and use their computer devices in an appropriate manner. Students can lose the privilege to use a computer device if they fail to show responsibility for their computer device care and usage. The building principal or designee will be responsible for monitoring student care and usage of the computer device.

Students will receive a consequence ranging from a warning to ISS for the following minor offenses:

- Running down the halls in possession of a computer device (even if the computer device is in a backpack, bag, purse, etc.)
- Setting the computer device on the floor at school
- Carrying the computer device around with the screen showing (keep cover over the screen)
- Using earbuds without teacher permission (high school students may use ear buds during lunch period)
- Leaving the computer device unattended
- Using the computer device when standing (unless directed to do so by the teacher)
- Accidentally knocking or sliding a computer device off the desk (if intentional, school discipline also applies)
- Bringing the computer device to school without adequate charge (applies only to users with 24/7 access)
- Not bringing the computer device to school (a loaner will be provided by the Technology Department if one is available)
- Not putting away the computer device when directed by a staff member

Students will receive consequences ranging from detention – OSS for the following major offenses:

- Breaking a computer device
- Losing a computer device
- Taking/hiding another student's computer device
- Using another student's computer device (without being directed to by a teacher)
- Participating in any inappropriate or illegal activity with the computer device (school discipline may apply)
- Sharing Google or Windows credentials, usernames, passwords
- Sharing files, data, and homework (without being directed to by a teacher)
- Inappropriate use of the camera.

Administrative authority:

The above lists are a guideline and are not all inclusive. Administration reserves the right to deviate from this policy when necessary depending on the severity and details of the individual situation. The principal can assign 1-3 points for any use that is deemed inappropriate and not covered above. The point system will be tracked by the building principal or designee and is cumulative over the course of the school year.

Losing computer device privileges:

- If at any point the student reaches 3 Computer Device Points, the student will lose the privilege of a computer device for two school days.
- If at any point the student reaches 6 Computer Device Points, the student will lose the privilege of a computer device for six school days.
- If at any point the student reaches 9 Computer Device Points, the student will lose all computer device privileges until his/her point total falls below 9.
- If a student breaks, loses, or has their computer device stolen, the student must pay the appropriate fees listed on page 6 of this policy before he/she regains 24/7 access privileges, if applicable.

Rewarding for proper care and usage:

We feel it is important to give every student the opportunity to earn back points to possibly regain computer device privileges previously taken away due to improper care or use of the computer device.

- Each building will determine how and when to administer a point forgiveness policy. The administration of each building will inform and train students on all aspects of the point policy.

SCHOOL RIGHTS:

- USD 234's network, facilities, and/or mobile devices are to be used in a responsible, efficient, and ethical manner in accordance with the philosophy of USD 234. Students must acknowledge their understanding of this policy as well as the guidelines. Failure to adhere to these standards may result in disciplinary action and/or revocation of the offender's mobile device and/or network privileges.
- The administration and/or their designee(s) have the right to inspect any mobile device, application, or peripheral device associated with any or all USD 234 technology. This includes, but is not limited to, email, documents, pictures, music, or other components associated with all USD 234 technology.
- Fort Scott Schools reserve the right to define inappropriate use of technology.

Computer Device User Agreement

Print Student Name _____ School: WS EW FSMS FSHS Grade: _____

One computer device, one charger, and case have been issued to the student for the 2020-21 school year. These items are in good working order. It is the student's responsibility to take care of the equipment and ensure that it is retained in a safe, secured environment at all times. Replacement charger and cases will be provided at replacement cost.

Students who pay a \$10 annual technology fee will be allowed to take the computer device home with them each day provided they responsibly care and use the computer device. Computer device discipline guidelines are described in detail on page 7 of the Fort Scott Computer Device Policy. The administration reserves the right to adjust the technology fee for students transferring in/out of the district during the school year. The tech fee must be paid before the computer device can leave the building. If the computer device is damaged due to an accident, the student must pay 30% of the repair or replacement cost. If the computer device is lost, stolen, or intentionally damaged, the student must pay the entire replacement cost. If the student breaks, loses, or has his/her computer device stolen, the student must pay the appropriate fees listed in this policy before he/she regains 24/7 access privileges, if applicable. If school-issued accessories (keyboards, cases, chargers) are damaged or lost, the student is responsible to pay the full replacement cost. If parents do NOT want the computer device going home with their child, then the \$10 tech fee is not assessed.

This equipment is, and at all times remains, the property of USD 234 Fort Scott School District and is herewith only being loaned to the student for educational purposes only during the academic school year. The student may not deface or destroy this property in any way. Inappropriate use of the machine may result in the student losing his/her right to use the computer device. The equipment will be returned when requested by Fort Scott School officials, or sooner, if the student withdraws from the Fort Scott School District prior to the end of the school year. Since the device belongs to USD 234, the student has no expectation or right of privacy while using or possessing this device. Upon request by school officials, the student must present the computer device for inspection of all content and applications by school officials.

Students may be subject to loss of privilege, disciplinary action, or legal action in the event of intentional damage and/or violation of policies and guidelines as outlined in the Fort Scott Computer Device Policy and Procedures Handbook as well as the Fort Scott School Acceptable Use Agreement.

Legal title to the technology device is with the Fort Scott Schools USD 234. A student's right of possession and use is limited to and conditional upon full and complete compliance with the following board policies: Acceptable Use Policy for Technology, Computer Device Policy and Procedures Handbook, copyright laws, and other guidelines as outlined in the student handbook.

Engraved or adhesive identification labels have been placed on the computer device and case. These labels are not to be scratched out or modified. If the label becomes damaged, contact the Technology Department. Additional non-school-issued stickers, labels, tags, or markings of any kind are not to be added to the machine.

The student acknowledges and agrees that the student's use of the district property is a privilege and that by the student's agreement to the terms hereof, the student acknowledges the student's responsibility to protect and safeguard the district property and to return the same in good condition repair upon request by Fort Scott USD 234.

In the event a computer device is stolen or lost, the student or parent/guardian is required to immediately notify the principal. Upon return to school, the student and/or parent/guardian will immediately contact the Fort Scott Police Department to fill out a police report.

Read through the user agreement stipulations. User agreement forms signed by both the student and parent/guardian must be submitted before a computer device can be issued.

Student Responsibilities:

Your computer device is an important learning tool and while at school should be used for only educational purposes. When using the computer device at home, at school, and elsewhere, I will follow the policies of Fort Scott USD 234, especially those outlined in the Computer Device Policy and Procedures Handbook and Acceptable Use Agreement, while also abiding by all local, state, and federal laws.

- I will take good care of my computer device by not dropping it, getting it wet, leaving it outdoors, using it nearby food or drink.

- ✓ I will never leave the computer device unattended.
- ✓ I will never loan out my computer device to other individuals, not even my friends. While at school, it will stay in my possession at all times.
- ✓ I will protect my computer device by keeping it in a protective case.
- ✓ I will charge my computer device battery every night and bring it to school fully charged every day.
- ✓ I will keep food and beverages away from my computer device since they may cause damage to the device.
- ✓ I will not disassemble any part of my computer device or attempt any repairs.
- ✓ I will notify the Technology Department immediately if my device is damaged.
- ✓ I will use my computer device in ways that are appropriate, meet Fort Scott Schools' expectations, and are educational in nature.
- ✓ I will not place decorations (such as stickers, markers, etc.) on the computer device and will not deface the serial number label.
- ✓ I understand that my computer device is subject to inspection at any time, without notice, and remains the property of the Fort Scott School District.
- ✓ I will follow the policies outlined in the Computer Device Handbook and the Acceptable Use Agreement while at school, as well as outside the school day.
- ✓ I will file a police report in case of theft, vandalism, and other acts covered by insurance.
- ✓ I will be responsible for all damage or loss caused by neglect or abuse.
- ✓ I agree to return the district computer device, power cords, and case in good working condition.
- ✓ I will not utilize photos, video, and/or audio recordings of myself or any other person in an inappropriate manner.
- ✓ I will reserve the recommended amount of storage at all times for addition of educational tools and updating requirements.
- ✓ I will not share my passwords/account information/data files with other students.

I agree to the stipulations set forth in the above documents including the Fort Scott Computer Device Policies and Procedures; the Acceptable Use Agreement Policy; and this signed Computer Device User Agreement.

Student Name (Please Print): _____

GRADE _____

Student Signature: _____

Date: ____/____/____

Parent Responsibilities:

Your son/daughter is being issued a computer device to improve and personalize his/her education this year. As the parent/guardian, you agree to the stipulations set forth in the Computer Device User Agreement signed above by your son/daughter along with the regulations contained in the Fort Scott Computer Device Policies and Procedures Handbook and the Fort Scott Acceptable Use Agreement. Additionally, you agree to follow the guidelines listed below to ensure the safe, efficient, and ethical operation of this computer device.

- ✓ I will supervise my child's use of the computer device while at home and assume responsibility for the child's use of the device off campus.
- ✓ I will discuss our family's values and expectations regarding the use of the Internet and the computer device.
- ✓ I will monitor my child's use of the Internet during use of the computer device off campus.
- ✓ I will not attempt to repair the computer device, nor will I attempt to clean it with anything other than a soft, dry cloth.
- ✓ I will report to the school any problems with the computer device.
- ✓ I will make sure my child recharges the computer device battery nightly.
- ✓ I will make sure my child brings the computer device to school every day fully charged.
- ✓ I understand that if my child comes to school without the computer device, I may be called to bring it to school.
- ✓ I agree to make sure that the computer device is returned to school when requested and upon my child's departure from Fort Scott Schools.
- ✓ I understand an annual technology fee of \$10 must be paid before my child can take home the computer device.
- ✓ I understand that I will be responsible for 30% of the repair cost for accidental damage to the computer device.
- ✓ I understand that I will be responsible for the entire repair cost for intentional damage to the computer device, the replacement value of the computer device if stolen or lost, and for the replacement cost of school-issued accessories (keyboard, cases, chargers).

Please check this box if you have an active Internet connection in your home.

Please check this box if you have Wireless access to the Internet in your home.

Parent/Guardian Name (Please Print): _____

Grade _____

Parent/Guardian Signature: _____

Date: ____/____/____