

Emmetsburg Community School District

Electronic Devices 2022-23

Policies, Procedures, and Information

The “many to one” philosophy recognizes that no single device meets all of our technology needs. In today’s society we use multiple devices based on the task at hand. For example, a person may use a cell phone for calling and texting, a tablet for emailing or entertainment, and a laptop or desktop computer for work at home or in the office. Each device has a unique purpose and we must allow our students access to multiple devices if we are truly preparing them for the 21st century. To that end, the Emmetsburg Community School District will provide its students with electronic devices with the intent of strengthening their educational experience.

The policies, procedures, and information within this document apply to all district-owned electronic devices used at Emmetsburg Community School, as well as any other device considered by the Administration to come under this policy. Teachers may set additional requirements for use in their individual classroom. In addition to the terms and conditions of this policy, families and students should refer to the Acceptable Use Policy found in the Secondary Student Handbook for more specific guidelines implemented by the School District.

1. EMMETSBURG ELECTRONIC DEVICE DISTRIBUTION AND COLLECTION

1.1) Electronic Device Distribution/Check-Out - Electronic devices will be distributed/checked out to each student in grades 1-12. Students in grades 5-12 are allowed to take their devices home using the issued backpacks. **Parents & students must sign and return the Electronic Device Policy before the electronic device can be issued to a student. Parents may sign this form online through JMC, students will sign the form in school before they receive their device.**

1.2) Electronic Device Collection/Check-In - All electronic devices, chargers and cases must be returned at the end of each school year to be updated, serviced, and stored safely for the summer. Students who withdraw, are suspended or expelled, or terminate enrollment at Emmetsburg for any other reason, must return their individual school device on the date of termination.

If a student fails to return the electronic device at the end of the school year or upon termination of enrollment at Emmetsburg, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the device, or if applicable, any insurance deductible. Failure to return the device will result in a theft report being filed with the Police/Sheriff’s Department.

Just like a textbook or a band uniform, electronic devices are the property of Emmetsburg Community School District, and students are responsible for returning them in reasonable condition. Any loss of or damage to a device is the responsibility of the student and will be handled in a manner consistent with the student’s Electronic Device Protection Plan. Students will be charged the actual cost of any needed repairs, not to exceed the replacement cost of the device.

2. TAKING CARE OF YOUR ELECTRONIC DEVICE - Students are responsible for the general care of the electronic device issued to them by the school. Electronic devices that are damaged, broken or fail to work properly should be taken to the District Technology Office.

2.1) General Precautions

- The electronic device is school property and all users will follow ECSD Electronic Device policy and the ECSD Acceptable Use policy for technology.
- Only use a clean, soft cloth to clean the screen and do not use cleansers or liquids of any type.
- No stickers or materials of any kind should be placed on the student devices.
- Cords and cables must be inserted carefully into the device to prevent damage.

- Electronic devices and cases must remain free of any writing, drawing, stickers, or labels that are not the property of the Emmetsburg School District.
- Electronic devices should always be locked or supervised directly by the student to whom it is assigned. For instance, electronic devices should never be left in an unlocked locker, unlocked car, or any unsupervised area.
- Students are responsible for keeping their electronic device's battery charged for each day of school.

2.2) Screen Care - The electronic device's screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the device when it is closed.
- Do not place anything near the device that could put pressure on the screen.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Take care not to bump the device against lockers, walls, floors, etc., as it will eventually break the screen.

3. USING YOUR ELECTRONIC DEVICE AT SCHOOL - Electronic devices provided by the school are intended for use at school each day. In addition to regular teacher expectations, the electronic devices can be used for school messages, announcements, calendars, and schedules. Students must be responsible to bring their device to all classes, unless specifically instructed not to do so by their teacher.

3.1) Electronic Device Undergoing Repair - Loaner electronic devices may be issued to students when their device is in need of repair due to a computer malfunction. A loaner will not be issued for any damage caused by inappropriate student use.

3.2) Charging Your Electronic Device's Battery - Electronic devices must be ready for school each day in a fully charged condition. A student not charging their device may go the day without access to their laptop until it has time to properly charge.

3.3) Screensavers/Background photos

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

3.4) Sound, Music, Games, or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- All software, applications, games, music, videos, etc. must be district approved/provided.

4. APPROPRIATE USE - The use of the Emmetsburg Community School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Emmetsburg Community 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 with ESCD. 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 the appropriate disciplinary action shall be applied. The Emmetsburg Community School District's Student Code of Conduct shall be applied to student infractions. **Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.**

4.1) Student Responsibilities

- Using computers/electronic devices in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that apply to the electronic device and other technology/computer use.
- Using all technology resources in an appropriate manner so as to not damage school equipment. This “damage” includes, but is not limited to: the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the students own negligence, errors or omissions. Use of any information obtained via the ECSD designated Internet System is at your own risk. ECSD specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Helping ECSD protect our computer system/devices by contacting any staff member about any security problems they may encounter.
- Monitoring all activity on their electronic device/account(s).
- Students should always secure their electronic device after they are done working to protect their work information and device.
- If a student should receive inappropriate digital content, he/she should immediately notify an adult.
- Students should protect their computers at home and are responsible to maintain a working device. The rules at school should be implemented at home. For example -- no food or drinks around the laptop, it should not be left in a car overnight, etc.
- Students will be required to pay for any parts that need replaced on their device due to negligence (i.e., keyboards, screens, etc.)
- Students will not place any stickers or other material anywhere on their device.

4.2) 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
- Use of outside data disks or external attachments without prior approval from the administration
- Changing of Device’s settings (exceptions: personal settings such as font size, brightness, etc.)
- Downloading software/applications/extensions
- Spamming - Sending mass or inappropriate emails
- Gaining access to other student’s accounts, files, and/or data
- Use of the school’s internet/e-mail accounts for financial or commercial gain or for any illegal activity
- Use of anonymous and/or false communications
- Students are not allowed to give out personal information over the Internet—with the exception of teacher-directed instances
- 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, demean, or bully recipients
- Bypassing the ECSD web filter through any means

4.3) Electronic Device Care - Just like any school property issued to a student for individual use, students will be held responsible for maintaining their individual electronic devices and keeping them in good working order. Students are responsible for any and all damage.

- Electronic devices that malfunction or are damaged must be reported immediately. Device repairs must be handled through ECSD. Students are responsible for the actual cost of damages - not to exceed the cost of replacement.
- Electronic device batteries must be charged and ready for each day of school.
- Electronic device must be stored in the appropriate location at all times when not in use.

4.4) Legal Propriety

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law does not allow immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of student handbook and classroom policies. Give credit to all sources used, whether quoted or summarized, including all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to student handbook policies. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

5. PROTECTING & STORING YOUR ELECTRONIC DEVICE

5.1) Storing Your Electronic Device - When students are not using their electronic devices, they should be stored in your computer bag provided by the District or plugged in at an appropriate location identified by the District.

5.2) Electronic Device Left in Unsupervised Areas - Under no circumstances should an electronic device be left in unsupervised areas. Unsupervised areas include the school grounds, such as but not limited to the student center/commons, locker rooms, libraries, unlocked classrooms, locker, pods, and hallways. Any device left in these areas is in danger of being stolen. If a device is found in an unsupervised area, it will be taken to the office and may be dealt with as a disciplinary matter.

6. DAMAGE AND REPAIRS TO ELECTRONIC DEVICES - Students are expected to use their electronic device in accordance with these Policies and Procedures, ECSD Acceptable Use policy, and any applicable laws. Students are responsible for maintaining a 100% working electronic device at all times and shall use reasonable care to ensure that the device is not damaged. ECSD reserves the right to charge the student and parent the full cost for repair or replacement when damage/loss occurs due to gross negligence as determined by administration and/or civil authorities.

6.1) Cost of Repairs - Students will be held responsible for ALL damage to their electronic device including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value. Lost items such as cases and cables will be charged the actual replacement cost.

**Emmetsburg Community School District
Student Pledge for Electronic Device Use**

(this form must be completed and signed prior to student receiving electronic device)

Student Pledge for Electronic Device Use

- I will take good care of my electronic device.
- I will never leave the electronic device unattended.
- I will never loan out my electronic device to other individuals.
- I will charge my electronic device's battery daily.
- I will keep food and beverages away from my electronic device to reduce the risk of damage.
- I will not disassemble any part of my electronic device or attempt any repairs.
- I will protect my electronic device by only carrying it while in the case provided.
- I will use my electronic device in ways that are educational, appropriate and meet school expectations.
- I will not place decorations (such as stickers, markers, etc.) on the electronic device or case and or will not deface the serial number.
- I understand that my electronic device is subject to inspection at any time without notice and remains the property of the Emmetsburg School District.
- I will follow the policies outlined in the electronic devices portion of this handbook and applicable Emmetsburg technology policies while at school, as well as outside the school day.
- I will not load extra software/apps on to my electronic device.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to return the District electronic device and power cords in good working condition.
- I will notify school officials in case of theft, vandalism, and other incidents impacting the electronic device.
- I understand that a police report will be filed by the school if necessary.

I agree to the stipulations set forth in the above documents including the Electronic Device Policy, Procedures, and Information.

Student Name (Please Print): _____ Grade _____

Student Signature: _____ Date: _____
(Students will sign before receiving the device.)

Parent Name (Please Print): _____

Parent Signature: _____ Date: _____
(Parent Signature may be via electronic format through JMC.)

Individual school electronic device and accessories will be checked in at the end of each school year. Students who withdraw, are suspended or expelled, or terminate enrollment at ECSD for any other reason must return their individual school electronic device on the date of termination.