

Tablet Procedure and Information

2021-2022



Newell High School
Newell, South Dakota

Newell High School Tablet Program

The focus of the Learning With Tablets Program at Newell High School is to prepare students for their future, a world of digital technology and information. As we enter the twenty-first century, 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 tablet computer. The individual use of tablets 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. Tablets 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 the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Learning with tablets integrates technology into the curriculum anytime, anyplace.

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The procedures and information within this document apply to all tablets used at the Newell School, including any other device considered by the Principal to come under this policy.

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

1. TABLET SPECIFICATIONS

The tablet selected for use at Newell High School is the Fujitsu T725. These are starting their third year of use.

2. RECEIVING YOUR TABLET

High School tablets will be distributed each fall during “*Tablet Orientation.*” **Parents & students must sign and return the Tablet Computer Agreement AND the Acceptable Use form before the tablet can be issued to their child.** The Tablet Computer Protection plan outlines two options for families to protect the tablet investment for the school district. Please review the Tablet Computer Protection plan included in this handbook.

Tablets will be collected at the end of each school year for maintenance, cleaning and software installations.

3. TAKING CARE OF YOUR TABLET

Students are responsible for the general care of the tablet they have been issued by the school. Tablets that are broken or fail to work properly must be taken to the technology office, Room17.

3.1 General Precautions

- No food or drink is allowed next to your tablet while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the tablet.
- Students should never carry their tablets while the screen is open, unless directed to do so by a teacher.
- **Tablets should never be lifted by the screen.** Hinges are not designed to hold the weight.
- Tablets should be shut down/hibernating to conserve battery life. (remember battery is still being used when hibernating and on standby.
- When shutting the computer down, wait until all lights are out before closing the lid.
- Tablets must remain free of any writing, drawing, stickers, or labels that are not the property of the Newell School District.
- Tablets must never be left in a car or any unsupervised area.
- Students are responsible for keeping their tablet’s battery charged for school each day.
- Tablets should always be at room temperature before booting. If they are cold, condensation will form in the hard drive and destroy it.

3.2 Carrying Tablets

- All students will be issued a protective sleeve. The sleeve is not designed to also hold the AC adapter.
- If students have their own sleeve they will be permitted to use that as well.
- Tablets must be carried in the sleeve.

3.3 Screen Care

The tablet 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 tablet when it is closed.
- Do not place anything near the tablet that could put pressure on the screen.
- Do not place anything in the sleeve that will press against the cover.
- Do not poke the screen.
- 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 spray any liquid directly on the screen. Water, eye glass or glass cleaner may be sprayed on a cloth to clean the screen or Clorox Wipes followed by a dry soft cloth are good.

4. USING YOUR TABLET AT SCHOOL

Tablets are intended for use at school each day. In addition to teacher expectations for tablet use, school messages, announcements, calendars and schedules will be accessed using the tablet computer. Students must be responsible to bring their tablet to all classes, unless specifically advised not to do so by their teacher.

4.1 Tablets Left at Home

If students leave their tablet at home, the teacher may have a laptop in the room the student can use. The student will not be issued a loaner. Repeat violations will result in losing take-home privileges of the tablet.

4.2 Tablet Undergoing Repair

Loaner tablets may be issued to students when they leave their tablets for repair at the technology office.

4.3 Charging Your Tablet's Battery

Tablets must be brought to school each day in a fully charged condition.

Tablets should NOT be charged while in the bag. Heat is generated when the battery charges.

In cases where use of the tablet has caused batteries to become discharged, students will be able to connect their computers to a power outlet in class. Each time the charger is plugged into the computer, it counts down on the number of times the battery can be charged. Therefore, it is best to plug the computer in when you have ample time to fully charge the battery. A good time is at the beginning of 4th hour and then let it continue charging through lunch time.

4.4 Screensavers

- Inappropriate media may not be used as a screensaver.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.
- Passwords on screensavers are not to be used.
- Hard drive passwords are forbidden. If used, students may be responsible for the cost of replacement hardware.

4.5 Desktop

Desktops are NOT to be changed from the default background assigned from the server. Any changes will result in disciplinary measures.

4.6 Sound

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

4.7 Printing

Students may use printers in classrooms during class or breaks with teachers' permission.

5. MANAGING YOUR FILES & SAVING YOUR WORK

5.1 Saving to the Home Directory

Students will be logging onto our network in order to back up their work. Students will have their own user account and folder on the network with ample space to back up any school-related work.

The Z drive home directory on “digger/student’s name” is the same as the “Documents Library. The *digger folder/documents library* will save a copy to the school server while it is on the school network. When a student adds a document to this folder while working at home or away from school, that document will be copied automatically to the school server when the student logs onto the network at school.

Additional folders in the *Documents Library* should be created by the students in order to keep their folder organized. Only files stored in the *Digger/Documents Library* will be automatically backed up and saved. Student work saved to a different location on the computer will not be saved to the server.

Computers synchronize to the laptop and the server when shutting down and various other times throughout the day. Remember to allow time for the computer to completely shut down, all lights are off and the screen is black. A manual synchronize can be done by clicking on the arrow in lower right task bar and choosing the yellow circle with green arrows. Click on “Sync All.”

VIP: Students need to SHUT DOWN the tablet (not hibernating) BEFORE they leave school. Files MUST be synchronized at school or you may have problems with files completed at home and brought back to school the next day. Also, by starting the computer fresh in the morning, files will automatically synchronize that you worked on at home.

Students are responsible for keeping their Digger/Documents folder cleaned of any materials no longer needed for class. **Please remember to empty the recycle bin every time files are deleted because it counts against the folder quota size.**

Students should leave the default folders that show up when logging in. Do not move them. If you do, they will automatically be re-created at the main level on the next login.

5.2 Saving data to Removable storage devices

Students may also backup their work on a USB Drive or SD Card. It is the student’s responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. *Computer malfunctions are not an acceptable excuse for not submitting work.*

5.3 CD/DVD writer

The Fujitsu Tablet does not contain an internal CD/DVD drive. Ten portable USB DVD/CD writable drives have been purchased and may be checked out from the tech office. Please treat these units carefully so others may also enjoy them. All cords must be included in the bag when checking the player back in. Directions are on the bag for use. Please return the unit on time so others may use it. You are encouraged to save items to a flash drive, as they are more convenient and readily available all the time.

6. SOFTWARE ON TABLETS

6.1 Originally Installed Software

The software originally installed by the Newell School must remain on the tablet in usable condition and be easily accessible at all times.

6.2 Virus Protection

The tablet has anti-virus protection software. This software will scan the hard drive and floppy drive for known viruses on boot up. The virus software will be upgraded from the Internet. The school's servers and state e-mail server are also installed with virus protection software and hardware.

6.3 Additional Software

It is the responsibility of individual students to be aware of additional software programs and files loaded onto their tablet. Students are responsible for maintaining the integrity of software required for facilitating academic activities. Violent games and computer images containing obscene or pornographic material are banned. Any additional software deemed inappropriate by the administration or technology team will result in disciplinary action.

6.4 Inspection

Students will be selected at random to provide their tablet for inspection.

6.5 Procedure for re-loading software

If technical difficulties occur or illegal software is discovered, the hard drive will then be re-formatted and re-imaged. The school does not accept responsibility for the loss of any data deleted due to re-imaging.

6.6 Software upgrades

Upgrade versions of licensed software are available from time to time. Students will be informed when software is available.

7. PROTECTING & STORING YOUR TABLET COMPUTER

7.1 Tablet Identification

Student tablets will be labeled in the manner specified by the school. Tablets can be identified by serial number and individual user account name.

7.2 Password Protection

Students are expected to password protect their tablets by setting a complex start-up password and keeping that password confidential.

7.3 Storing Your Tablet

Students are encouraged to take their tablets home every day after school, regardless of whether or not they are needed. **Tablets should not be stored in a student's vehicle** at school or at home.

7.4 Tablets Left in Unsupervised Areas

Under no circumstances should tablets be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, locker rooms, library, unlocked classrooms, bathrooms and hallways. Any computer left in these areas is in danger of being stolen.

Unsupervised tablets will be confiscated by staff and taken to the Office. Disciplinary action may be taken for leaving your tablet in an unsupervised location.

8. REPAIRING OR REPLACING YOUR TABLET COMPUTER

8.1 Fujitsu Warranty

This coverage is purchased by the Newell School District as part of the purchase price of the equipment. Fujitsu warrants the tablets 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 tablet or tablet replacement. The Fujitsu warranty does not warrant against damage caused by misuse, abuse, accidents or computer viruses. Please report all tablet problems to the technology office.

8.2 Accidental Damage Protection

The Newell School District has purchased through Fujitsu coverage to protect the tablets against accidental damage such as: liquid spills, accidental drops, power surges, and natural disasters. This coverage does not provide for damage caused by fire, theft, loss, misuse, intentional or frequent damage or cosmetic damage. Fujitsu will assess the tablet damage and repair or replace the machine at no cost if the damage is determined to be accidental, infrequent, and within the protection guidelines. The tablet is covered with a four-year Fujitsu Warranty and Accidental Protection Plan. Fujitsu technicians will service repairs and replacements for defective parts and acts of accidental damage. Please report all tablet problems to the technology office.

However, the physical battery is not covered under accidental damage by Fujitsu. If the physical battery is damaged, the replacement cost will be paid by the student. The stylus is also not covered by extended warranty and the student will pay replacement cost.

Some schools have added fines for excessive repairs and damages. Currently Newell will proceed on a case by case basis. Students will need to explain the damage to the principal, who then decides whether to assess a fine or not. Individuals with excessive repairs will be required to pay damage costs.

8.3 Tablet Protection

Each tablet is **required** to obtain insurance protection.

Option 1: Tablet Protection is available for students and parents to cover tablet replacement in the event of theft, loss, or accidental damage by fire. The protection cost is \$25.00 annually for each tablet with a maximum cost of \$50.00 per family and includes a \$200.00 additional charge for each claim.

Option 2: Students or parents may wish to carry their own personal insurance to protect the tablet in cases of theft, loss, or accidental damage by fire. Please consult with your insurance agent for details about your personal coverage of the tablet computer. Proof is required within 10 business days of receiving tablet.

8.4 Claims

All insurance claims must be reported to the office. Students or parents must file a police or fire report and bring a copy of the report to the principal's office before a tablet can be repaired or replaced with School District Protection.

Fraudulent reporting of theft, loss, or accidental damage by fire will be turned over to the police and insurance company for prosecution. A student making a false report will also be subject to disciplinary action.

The District will work with the Butte County Sheriff's Department to alert pawnshops and police departments in the area to be aware of this District-owned equipment.

9. TABLET TECHNICAL SUPPORT

The Technology Director coordinates the repair work for tablets. Please report all repairs or problems. It is your responsibility to take care of your tablet and keep it tablet in excellent condition.

Services provided include the following:

- Hardware maintenance and repairs
- Password changes
- 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 tablets and batteries

10. TABLET FAQ'S

1. What if I already have another model or brand of tablet computer?

You will be required to use the school district issued tablet. This is necessary to ensure that you have a computer that gives you network capability and the ability to run the software that you will need in your courses. The Newell School District is also limited to provide maintenance service or assistance for only the school-purchased computers. ***For these reasons, other computers will not be used on the Newell School District network at school.***

2. What about insurance against theft or breakage through carelessness?

Your tablet computer is very portable and very valuable, making it an attractive target for thieves. Therefore, tablet protection is required. The school protection plan covers the tablet for a \$25.00 payment. You will be responsible for paying an additional charge of \$200.00 for each theft or loss claim or you may apply it to your homeowner's insurance plan.

The best insurance is to take care of your tablet. Do not leave your tablet in the building, classroom, or car unattended. Always know where your tablet is! Above all, take your computer home each night.

3. Does Newell School provide maintenance on my Fujitsu tablet computer?

Yes. The Technology Director will coordinate maintenance for students. Students enrolled will be covered by a maintenance agreement for items described in the Fujitsu warranty agreement and Accidental Protection Plan. Please consult the warranty agreement so that you understand what is and what is not covered. **If anything is broken or not working, the tablet MUST BE taken to the tech office. It is VERY IMPORTANT that these tablets be in the best possible condition.**

4. What will I do without a computer in my classes if my tablet unit is being repaired or while I am replacing it if it is lost or stolen?

Newell School stocks a limited number of tablet computers that can be loaned out on a first come, first-served basis. You will be able to apply for a loaner unit with the technology staff. *If you are in possession of a loaner, treat it as if it were your own computer. You will be responsible for any damage to the unit or for its loss.*

5. Will I be given a new battery if mine goes bad?

The tablet battery will be replaced by the manufacturer for defects. The physical battery is NOT covered under accidental protection or warranty. Replacement charge will be paid by the user registered to that computer. You will be responsible for charging your battery and proper battery maintenance.

6. **What has the school done to help prevent students from going to inappropriate sites?**
We have a filter which is designed to help monitor all Internet sites that students attempt to access at school. This filter blocks inappropriate sites and also logs a history of every site that each user opens. All students who attempt to find inappropriate sites will be directed to the Principal's Office. **The filter also covers use when the laptop is not at school. Parents/guardians are responsible for monitoring home usage.**
7. **Are Student Tablets subject to school "snooping"; what if they bring their tablet in for repairs and "objectionable data" is detected?**
Inappropriate material on tablets should be reported to the classroom teacher, principal, or technology staff immediately upon identification. Students who have "objectionable data" on their tablet but have failed or chosen not to report it, will be referred to the Principal's Office.
8. **If the accessories to my tablet are lost or stolen, how much will it cost to replace them?** In the event that tablet accessories are stolen, you should report the lost items to the technology office. Students will be charged actual costs plus shipping/handling.
9. **May I use You Tube, Facebook, online videos and music, and online games or similar sites at school?**

YouTube, online videos and online games take a lot of bandwidth and slow down the network. Our school network is for educational use. Students will be notified of any other sites or services that are not to be used as they occur during the school year. Students will be subject to disciplinary measures if these are used.

TABLET COMPUTER AGREEMENT

The Newell School District recognizes that with the implementation of the tablet initiative there is a need to protect the investment by both the District and the Student/Parent. The following outlines the various areas of protection: warranty, accidental damage protection and insurance.

Fujitsu WARRANTY: This coverage is purchased by the Newell School District as part of the purchase price of the equipment. Fujitsu warrants the tablets 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 tablet or tablet replacement. The warranty does not warrant against damage caused by misuse, abuse, accidents or computer viruses.

ACCIDENTAL DAMAGE PROTECTION: The Newell School District has purchased through Fujitsu coverage to protect the tablets against accidental damage such as: liquid spills, accidental drops, power surges, and natural disasters. This coverage does not provide for damage caused by fire, theft, loss, misuse, intentional or frequent damage or cosmetic damage. HP will assess the tablet damage and repair or replace the machine at no cost if the damage is determined to be accidental, infrequent, and within the protection guidelines.

INSURANCE FOR THEFT, LOSS OR FIRE: Tablets that are stolen, lost or damaged by fire are not covered by the Fujitsu Warranty or the Accidental Damage Protection outlined above. Following are the two options that are available for these types of losses, and the Student/Parent must commit to one by checking the appropriate box.

Personal Insurance

- You will cover the tablet under your own insurance policy and in the case of a theft, loss or damage by fire, you agree to pay the District the amount received from your insurance company plus any additional amount needed to cover the tablet replacement not to exceed \$1,220.00 + Shipping. You will provide proof within 10 business days of receiving the tablet.

School District Protection

- You choose to pay the school district an annual protection payment for coverage of theft, loss or damage by fire in the amount of \$25.00 or \$50.00 for family coverage when there are two or more children in Grades 9-12 using tablet computers. The \$25.00 payment is non-refundable. This protection coverage has a \$200.00 additional charge per occurrence. This annual coverage begins upon receipt of the payment and ends at the conclusion of each school year.

<input type="checkbox"/>	<input type="checkbox"/>
Check	Cash
Amount Paid	Rec'd By

ADDITIONAL INFORMATION: In cases of theft, vandalism and other criminal acts, a police report, or in the case of fire, a fire report **MUST be filed by the student or parent** for the protection coverage to take place. A copy of the police/fire report must be provided to the principal's office. The \$200.00 additional charge is the responsibility of the student/parent and must be paid before the tablet can be repaired or replaced.

INTENTIONAL DAMAGE: Students/Parents are responsible for full payment of intentional damages to tablets. Warranty, Accidental Damage Protection, or School District Tablet Protection **DOES NOT** cover intentional damage of the tablets. I have read the Tablet Procedures and Information provided to me by the Newell School District..

I hereby release the District, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the District system. Including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services. I will instruct my child regarding any restrictions against accessing material that are in addition to the restrictions set forth in the District Acceptable Use Policy. I will emphasize to my child the importance of following the rules for personal safety. I understand that my child will be using state email and the Internet and certify that the information contained in this form is correct. The student promises to take very good care of this tablet and to bring it in for repair when needed.

Student Name: _____ (Please Print)

Student Signature: _____ Date: _____ Grade: _____

Parent/Guardian Signature: _____ Date: _____