



# Johnson County School District #1

## 1:1 Technology Handbook

updated 06/06/2023

***This 1:1 Handbook is intended to promote the acceptable and productive use of technology devices as a primary learning resource for students of Johnson County School District #1.***

"Johnson County School District #1 does not discriminate on the basis of race, color, national origin, sex, age, disability, or religion in its employment, programs or activities. Inquiries concerning Title VI, Title IX, Section 504, and ADA may be referred to Johnson County School District #1, Civil Rights Coordinator, 601 W. Lott, Buffalo, Wyoming 82834, (307) 684-9571, or the Office for Civil Rights, Region VIII, U.S. Department of Education, Federal Building, Suite 310, 1244 Speer Blvd., Denver, CO 80204-03582, (303) 844-5695 or TDD (303) 844.3417, OCR.Denver@ed.gov."

### **Introduction**

It is the policy of Johnson County School District #1 to: (a) prevent user access over its computer network, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c)

prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act. All technologies provided by the district are intended for education purposes. All users are expected to use good judgment and to follow the specifics of this document: be safe, appropriate, careful and kind; don't try to get around technological protection measures; use good common sense; and ask if you don't know.

Johnson County School District #1 will:

- Implement protection measures that Block or Filter Internet access to obscene, pornographic, or content that is harmful to minors (content filters).
- Provide reasonable notice and hold a public meeting to address this proposal
- Safety policies must include monitoring the online activities of minors
- Provide for educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

### **Content Filtering**

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information while using JCSD#1 technology systems. Johnson County School District One will filter and monitor online activities of minors through teacher supervision, classroom management solutions, content filtering or other technology solutions that proactively support student wellbeing as they use JCSD#1 accounts and/or devices for internet, electronic mail, chat rooms and other forms of direct electronic communications. It is the intent that these precautions will restrict access to materials harmful to students and protect the integrity of our systems.

### **Monitoring**

Johnson County School District One users have no expectation of privacy in electronic communications when using District Technology Resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the District's computer systems and/or Internet connection). Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

### **Unauthorized access**

Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Unauthorized access (e.g., "hacking", "harvesting", "digital piracy", "data mining", etc.), cyberbullying and other unlawful or inappropriate activities by students online, is prohibited and may result in loss of technology privileges as well as other disciplinary action.

## **Receiving Your Device**

### **Receiving Your Device and Identification**

- All students are assigned a device for their educational use. Students will be responsible for the care and use of the device and will be liable for any misuse. Students are not to lend their device to other students.
- An insurance plan will be offered to students in JK-12 grades, but is optional.
- ***Parents and students must sign and return the 1:1 Handbook and Device Agreement form and pay the insurance fee or sign the insurance waiver in order to receive the device.***

### **Device Identification**

All devices will be labeled in the manner specified by the District and can be identified by:

- Record of serial number and JCSD1 asset tag.
- Individual student's Google Account username.
- The district will maintain an inventory of all devices, with label identification, student assignment, and serial numbers.

**Under no circumstances are students to modify, remove, or destroy identification labels.**

## **Device Return**

- Devices will be collected at the end of each school year for maintenance, cleaning, and software installations.
- If a student leaves JCSD1 during the school year, the device must be returned at or before checkout. Devices not returned will be treated as theft of district property.

## **Fines**

- If at any point during the year there is damage or loss the student must contact the school office or library immediately.
- Any technical issue with the device must be reported immediately.
- Original power adapters are to be checked in with the device. Students are responsible for the replacement cost of adapters. ***NOTE: Third-party adapters that are turned in will not be accepted nor will adapters with the manufacturer labels removed or blacked out.***
- Accidental damage will be covered as follows
  - 1st incident will be covered for students utilizing the JCSD1 insurance program. For students not utilizing the insurance, repair/replacement costs will be the responsibility of the student.
  - 2nd + incident will be the responsibility of the student, regardless of participation in the insurance program.
- Intentional damage will be the sole responsibility of the student and not covered by the insurance.
- JCSD1 must perform all repairs.

## **Protecting/Storing Your Device**

### **Password Protection**

- Student devices will be password protected. This password will be assigned by the District. Account access and/or Passwords are not to be shared under any circumstances.

### **Storing Your Device**

- Proper care and storage of the device is the responsibility of the student.

### **Devices Left in Unsupervised/Unsecured Areas**

- Under no circumstances should a device be stored in unsupervised areas.

### **Carrying Devices**

- It is the student's responsibility to be sure that the device is sufficiently protected while carrying it from place to place.

## **Taking Care of Your Device**

### **General Precautions**

- No food or drink is allowed next to your device.
- Cords and cables are not to be wrapped tightly.
- Students should never carry their device while the screen is open.
- Students may personalize their device with school appropriate removable stickers. Etching and permanent alteration is prohibited.
- Devices are sensitive to extreme temperatures. Do not leave them in heat or cold.

### **Screen Care**

- Do not lean on the top of the device when it is closed.
- Do not place a device in a "loaded" backpack or bookbag or shove into a locker.
- Do not place anything on the keyboard before closing device (e.g. pens, pencils)
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not "bump" the device against lockers, walls, floors, etc. as it may break the screen.
- **Do not use harsh cleaners to clean the device. Screen wipes intended for electronics may be used to clean the screen.**

### **Devices Undergoing Repair**

- Loaner devices may be issued, based on availability.
- Students and parents will be charged for damage to devices that is a result of misuse or abusive handling. The charges will include parts and labor.

### The school district will be responsible for repairing:

- Computers that malfunction due to manufacturing or software defects.
- Devices that suffer damage from normal use.
- Any issue covered under manufacturer warranty.

## JCSD1 Device Protection Plan

### School District Protection

JCSD1 students will be assigned a device for their educational use. School District Protection is available for all 1:1 (Grades JK-12) situations to cover device repair or replacement in the event of theft (police report required) or accidental damage. The protection plan is offered to families for the cost of \$30/student recurring annually each year.

- It is highly recommended that each family purchase this plan for their students.
- The plan is **optional**, but if a family waives the School District Protection plan, the student/parent is fully responsible for any repairs or replacement of the device.
- If the family purchases the plan, the first incident of **accidental** damage to the device is covered under the school's protection plan.
- Please note: this plan covers repair and replacement of the device only. Power adapters are NOT covered by this plan. **Adapter loss or damage will be the responsibility of the student.** Third party adapters can not be returned to the school.
- Damage to a second, third, fourth, etc. device will be the responsibility of the student and/or the parent. The school will determine the appropriate course of action and/or restitution in situations such as this.
- Any intentional or deliberate damage to the device will not be covered by the district protection plan.

### The student/family without District Protection Plan will be responsible for

- Repair cost due to accidental damage.
- Full cost if replacement is necessary.
- Repair/replacement cost due to any intentional or deliberate damages.
- Full cost of repairs to devices that are damaged intentionally or due to negligence. Vandalism may be charged if a destroyed device isn't fully paid for by the responsible party.
- Full cost of lost, damaged power adapters. Third party adapters will not be accepted by the school.
- Parents who don't pay for their broken/repaired device in a timely manner will be subject to being turned into a collections agency.

What are the approximate costs of repair/replacement?	Charges	
	Chromebook Full Replacement	\$400
	Power Adapter Replacement	\$25
	HotSpot Replacement	\$125

## Student/Parent Device Agreement Form

- I/we understand that devices are intended primarily for educational use.
- I/we understand to never post personally-identifying information, about myself or others.
- I/we understand the responsibilities regarding the care and maintenance of the device.
- I/we understand the terms and conditions of the insurance coverage for the device.
- I/we understand that students, depending on building expectations, may take devices home in the evenings for school related use; however, students must have devices in school every day.
- I/we understand that students must return devices at the end of the school year in the condition received with the exception of normal wear.
- I/we understand that Johnson County School District #1 reserves the right to conduct unannounced inspections of student devices.
- I/we understand that problems or damage to the device must be reported immediately.
- I/we understand that the use of devices will be governed by all terms and conditions of Johnson County School District #1 policies and regulations, including but not limited to the Johnson County School District #1 "1 to 1 handbook" and IJA Technology Security policy.

### JCSD1 Device Protection Plan

JCSD1 DEVICE PROTECTION PLAN Grades JK-12	
Cost/Student \$30	

### Signature and Agreement

Our Choice for Device Protection Plan for the school year:			
We Accept	<input type="checkbox"/>	We Decline	<input type="checkbox"/>

I/We understand the stipulations set forth in the above. (initials)	<input type="text"/>
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Student's Name:	Date:
Student's School:	Student's Grade:
Print Parent's Name:	Parent's Signature:

