

North Border School District #100

1:1 Initiative Guidelines

Goal: To enhance the teaching & learning environment by using digital technology to develop 21st Century Skills.

Rationale:

To increase student achievement and prepare students for their future by integrating instructional technology in the academic content; providing 24/7 connectivity and greater access to communication and resources; creating online learning opportunities and supporting the classroom environment through project-based learning, multiple assessments, and collaborative learning. Teachers will use instructional technologies for teaching critical-thinking, creativity and problem-solving skills.

1. **Ownership:** The devices and all accessories are issued to students for educational use and are property of the North Border School District #100. The North Border School District #100 shall be deemed to retain title to equipment at all times. The use of technology resources **is a privilege, not a right**. The device may not be loaned to anyone else. The student's password and usernames are not to be shared with anyone.

1.1 Checkout: All students grades 3-12 are assigned a chromebook. **Students and parents must agree to and sign the AUP and pay the \$30 insurance fee before a device can be issued to their child.** Students will check the device out at the beginning of the year and assume responsibility for the device.

1.2 Check-in: Devices and all accessories will be returned the final week of school. If a student transfers, withdraws, is expelled or terminates enrollment at North Border Schools during the school year, the student must return their device and accessories on termination of enrollment. If a student fails to return the device at the end of the year or upon termination of enrollment, that student will be subject to criminal prosecution or civil liability.

1.3 No Guaranteed Content Privacy-Inspection: Students shall have no reasonable expectation of privacy when using district computers and/or networks and shall use this technology solely for educational purposes. Students may be selected at random to provide their device for inspection and tech personnel or administrators may at any time review files, apps and communications. The device may be inspected by teachers, technicians, or School Administrators. All devices are monitored and filtered through the school and the State.

2. **Student Responsibilities:** The device and accessories are school property and students are responsible for their general care. Failure to comply with guidelines will result in loss of device privileges and is subject to disciplinary action.

2.1 General:

- Cords and cables must be inserted carefully into the device to prevent damage.
- The device and case must remain free of any decal, writing, drawing, stickers, or labels that are not property of the North Border School District #100.
- Do not store your device in a vehicle as extreme temperatures can damage them. It also increases the danger of theft.
- Keep the equipment clean. Do not eat or drink while using the device.
- Bring the device and charging unit to school every school day.
- Arrive at school each day with a fully charged battery.
- Adhere to the North Border School District Acceptable Use Policy and other guidelines

2.2 **Carry Devices:** When in transit, devices must always be within the school provided case.

2.3 **Identification:** Student devices will be labeled in the manner specified by the school. Devices can be identified by serial number and North Border property tags. **DO NOT REMOVE THE TAGS.**

2.4 **Technical Support:** Support is available from the school's tech department. Students requiring hardware or software support for their devices will be able to drop them off and receive a loaner device to take to class if the insurance or damage fees are paid.

3. **Damage, Loss or Theft:** If the determination is made that device damage has occurred due to negligence, vandalism, abuse or carelessness, all repair or replacement costs will be the responsibility of the student. Reports of damages must be reported to the office immediately. Devices that are stolen must be reported immediately to the office, who will inform law enforcement. If case, charger or Chromebook is not turned in at the end of the school year; you will not receive one the following year until fees are paid for the loss of them.

3.1 **Insurance:** An annual insurance protection payment of \$30 is required to be paid to the school district for coverage of damage. This fee covers one screen replacement per year. If a screen is broken a second time or a charging cord or case is lost, you will be charged a fee of \$30. If not paid you will not get a device.

3.2 **Financial Hardship:** If the potential liability may create a financial hardship on the student or parent and prevent them from obtaining a device, please contact the school Superintendent. It is the desire of the District to provide all students with a device.

4. **Using Your Device** Devices are intended for use at school each day. Devices must not be left in unsupervised areas. Students are to bring their device to all classes, unless specifically instructed not to do so by their teacher.
 - 4.1 **Left at Home:** If students leave their device at home, they are responsible for getting the course work completed as if they had their device present. **No** loaner device will be provided.
 - 4.2 **Battery:** Students are responsible for keeping their devices battery charged and ready for school each day. Do not lend out your charger.
 - 4.3 **Accounts:** Students will use their North Border Google accounts and/or their issued K12 accounts provided by the state.
 - 4.4 **Screensavers and backgrounds:** Only the district approved background and screensavers may be used on the devices. Presence of weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures as deemed by administration will result in disciplinary action.
 - 4.5 **Software/apps:** The software/apps originally installed by North Border School District #100 must remain on the device in usable condition and be easily accessible at all times. The school does not accept responsibility for the loss of any software or documents deleted due to reformatting or reimaging. The state and school have blocked certain websites. Do not attempt to bypass these blocks.
 - 4.6 **Sound, Music, & Games:** Sound must be muted at all times unless permission is obtained from the teacher for educational purposes. Permission must be granted by the teachers before using headphones or earbuds. School appropriate music is allowed on the device. **Games will be for educational use only.**
 - 4.7 **Study Hall Use:** Chromebooks are provided for educational use. They should not be used for playing games, watching videos, movies or other entertainment. Any study hall supervisor can take your Chromebook if it is being used inappropriately.
 - 4.8 **Printing:** There will be no printing directly from the device at school.-Documents may be printed by logging in to a computer in the computer lab.
 - 4.9 **Cell Phones** may not be used in school as a hotspot to connect to a device.
 - 4.10 **Home Internet Access:** Students are allowed to set up wireless networks on their devices. Content accessed through off school wireless networks cannot be guaranteed to be filtered by the school. The content viewed away from the school is the parents' responsibility.
5. **Student Discipline:** If a student violates any part of the policies listed in this compact, he/she could be subject to disciplinary actions that may include but is not limited to any of the following: limit device use, suspension, or expulsion. This will be determined by the administration.

Device Care Guidelines

Students are responsible for the general care of the device they have been issued by the District.

General Precautions

- Food or drink should not be stored and/or consumed next to your device.
- Do not use your device where it will get dirty or wet (beach, pool, etc.).
- Make certain the fan and vents for the device are clear of clutter. Do not put the device in a bag, on a pillow, etc. while it is running. It may overheat.
- Cords, cables, and removable storage devices must be inserted and removed carefully from the device.

Carrying Devices

The protective cases provided with the device have sufficient padding to protect the device from normal treatment and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

- Devices should always be within the protective case when carried.
- When moving a device a short distance never pick it up or hold it by the display (always hold the bottom) and with both hands.
- Some carrying cases can hold other objects (such as folders and books), but these must be kept to a minimum to avoid placing too much pressure and weight on the device screen.

Screen Care

The device screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen. The guidelines below should be followed:

- 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.
- Do not place anything in the carrying case that will press against the cover.
- Do not place **anything** on the keyboard before closing the lid (e.g. pens, paper, staples, disks).
- Clean the screen with a soft, dry cloth or screen cleaning cloth.

Security/Safety

- Do NOT leave your device unattended. Not even for a few minutes. (Never leave your device in an unsecured locker, classroom, or automobile).
- Do not store or use your device where temperatures reach below 41 or above 95 degrees.
- Never allow friends or family members to use your school device.