



## Why 1:1?

Roseau Public Schools is dedicated to providing technology tools and resources to the 21st century learner. Student learning comes alive through innovative use of technology integrated into learning environments across the district.

### **Engagement & Interactivity**

Student engagement is elevated when learning is customized through the use of technology in the classroom. Engaging students in a digital learning experience allows students to see and interact with content in a variety of ways. Research suggests that when technology is integrated into instruction students not only learn technology skills, but students develop content knowledge and processing skills to prepare for the 21st century workplace.

### **Learning Anytime, Anywhere**

When learning is digitized and made available online, students are able to access classroom content and lectures, collaborate with peers, complete projects, and participate in authentic discussions—all at their fingertips. Learning opportunities expand beyond the brick-and-mortar classroom and open the door to alternative learning environments including classes taught completely online, blended, or hybrid classes with a mix of in-class and online experiences, and effective online interventions, supports and extensions to provide a wide array of educational services that meet student needs. Additionally, wireless saturation across the district combines with district and student-owned handheld devices to truly make learning anywhere, anytime a reality. This flexibility gives students control over the space, time, and context for their learning.

### **Collaboration, Communication, and Shared Learning**

Digital communication tools are very much a part of the world that students live in. Educationally, these tools can be highly beneficial in capturing new ways of processing and engaging in our work. Digital communication tools such as documents in the cloud, email, wikis, blogs, and learning management systems allow students to collaborate with each other, their classroom, and the world electronically. Classroom tools such as these extend student learning and allow discussion to occur outside of school and class time. These digital interactions give students an opportunity to ask and answer questions, problem-solve, think critically, and use interactions with peers to gain a deeper understanding of subject matter. Technology transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with technology devices integrate technology into the curriculum, providing students with valuable learning opportunities that otherwise would not be accessible.

The policies, procedures, and information within this document apply to all technology devices used within Roseau Public Schools, as well as any other device considered by the Administration to fall under this documentation. Teachers may set additional requirements for use in their classroom.

## Receiving Your Technology Device

A MacBook or iPad will be distributed to students once their families have reviewed the "Technology Device Acceptable Use Policy" [this document] and have completed the "Technology Device Acceptable Use and Insurance Agreement" form, along with payment. These items must be completed before the technology device (hereinafter, "device") can be taken off of school grounds. Grades K-5 must keep devices in their classroom all year\* and grade 6 must do the same until they are allowed to take them home. All students issued a device are responsible for damage or loss caused by neglect or abuse.

## Device Return/Fines

District-provided technology devices and accessories must be returned to Technology Services at the end of the school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment within Roseau Public Schools for any other reason must return their school-issued device by the date of termination.

If a student fails to return the device and accessories (case, cord, etc.) at the end of the school year or upon termination of enrollment within Roseau Public Schools, that student or his/her parent/guardian will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the device. Failure to return the device will result in a theft report being filed with the Police Department.

Furthermore, students will be responsible for any damage to the device and must return the device and accessories to the Media Center in satisfactory condition upon the end of the school year or departure from the District.

## Taking Care of Your Device

Students are responsible for the general care of the device they have been issued by the school. Devices that are broken or fail to work properly must be taken to Technology Services for an evaluation of the equipment and any necessary repair. Do not contact Apple or other outside entities for issues with your district-provided device.

### General Precautions

- Cords and cables must be inserted carefully into the device to prevent damage
- Devices should always be safely, with the lid closed
- Cases (if applicable) furnished by the school district must be returned with only normal wear and no alterations to avoid paying a case replacement fee
- Do not place anything on or near the device that would cause undue pressure (keep this in mind when putting device in a backpack)
- Screens may be cleaned using a clean, dry cloth. No cleansers of any type (i.e. Clorox wipes)
- Do not place anything inside the MacBook before closing and take care not to open the lid too far
- Device is subject to inspection at any time without notice and remains the property of the Roseau Public School District

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\* With the exception of Emergency Distance Learning

## Using Your Device at School

Devices are intended for use at school each day. In addition to teacher expectations for device use, school messages, announcements, calendars, and schedules may be accessed using the device. Students are responsible for bringing their device to all classes, unless specifically instructed not to do so by their teacher.



### Devices Left at Home

If students leave their device at home, they are responsible for getting the coursework completed as if they had their device present.

### Device Undergoing Repair

Loaner devices may be issued under special circumstances to students when they leave their device for repair. There may be a delay in getting a device should the school not have enough to loan.

### Screen Savers/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.

### Home Internet Access

Students are allowed to connect to other wireless networks on their devices. This will assist them with device use while at home. However, the Internet Acceptable Use and Safety Policy [#524 in Board Policies found at [www.roseau.k12.mn.us](http://www.roseau.k12.mn.us)] must be followed while at home, using a district-owned device.

## Managing Your Files & Saving Your Work

### Saving to the Device/Submitting Work

Email: Most device productivity apps support the ability to open and email word processing documents, presentations, spreadsheets, PDFs, images, or other common file types. Students and teachers can exchange course-related files through their district-provided Roseau School Email (Gmail) accounts.

Cloud-Based Services: Google Drive is an available service where students can store their digital schoolwork that is tied in with the student's district-issued email account. Other cloud-based services are allowed, but not supported by Roseau School District. The District is not responsible for loss of data on these services.

### Network Connectivity

- Roseau Public Schools makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.
- Use of any information obtained via Roseau Public Schools' designated internet system is at your own risk. Roseau Public Schools specifically denies any responsibilities for the accuracy or quality of information obtained through its services.

## Device Applications



### Originally Installed Software

The software/apps originally installed by Roseau Public Schools must remain on the device in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular course. Periodic checks of devices will be made to ensure that students have not removed required apps.

### Additional Software

District-provided apps will be distributed through a secure distribution app that will act as a bridge between the devices and the Apple App Store. Students will be able to download any provisioned apps in this manner directly onto their device. Apple IDs are not required. Students are not permitted to connect their devices to any computers, and/or synchronize their device to any personal iTunes accounts for any purpose.

### Circumvention of Managed Settings

All district-provided devices are provisioned by the Technology department for the purposes of initializing and managing the devices in a secure and organized fashion. Any attempts by students to circumvent any district management settings through software restoration, jailbreaking, VPNs, or any other means may result in the confiscation of the device and disciplinary action.

### Procedure for Reloading Software

If technical difficulties occur or illegal software are discovered, the device may be restored to its original configuration. The school does not accept responsibility for the loss of any data deleted due to this process. In addition, this may result in confiscation of the device with usage allowed only during the school day.

## Acceptable Use

The use of Roseau Public Schools' technology resources is a privilege, not a right. The privilege of using the technology resources provided by the district is not transferrable or extendable by students to people or groups outside the district and terminates when a student is no longer enrolled in Roseau Public Schools. 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 terms or conditions named within this document, or the Internet Acceptable Use and Safety Policy [#524 in Board Policies found at [www.roseau.k12.mn.us](http://www.roseau.k12.mn.us)], privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The Roseau Public Schools' Student Discipline policy shall be applied to all student infractions. Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

### Parent/Guardian Responsibilities

- Talk to your children about values and the standards they should follow on the use of the Internet just as you do on the use of all media information sources such as television, phones, movies, and music
- Monitor my child's Internet usage outside of school

*Please see more detailed Parent/Guardian Responsibilities in the "Parent Guide" section of this guide.*

School Responsibilities are to:

- Provide internet and email access to its students
- Provide internet blocking of inappropriate materials as able (Parents should also set internet controls at home)
- Provide data storage areas, (Google Drive) which will be treated similar to school lockers; Roseau Public Schools reserves the right to review, monitor, and restrict information stored on or transmitted via school district-owned equipment and to investigate inappropriate use of resources
- Provide staff guidance to aid students in doing research and help ensure student compliance of the Technology Device Acceptable Use Policy

Student Responsibilities are to:

- Follow the policies and procedures outlined in the Technology Device Acceptable Use Policy [this document] and the District's Internet Acceptable Use Policy [#524]
- Keep food and beverages away from device since they may cause damage to it
- Protect the device by always transporting it safely and with the lid closed
- Use devices in a responsible and ethical manner
- Know where your device is at all times; do not loan it out to other individuals
- Obey general school expectations concerning behavior and communication that applies to device use
- Bring device to school each day, adequately charged
- Keep device in good working order and report issues to Technology Services
- Help Roseau Public Schools protect our devices by contacting an administrator if any security problems are encountered
- Turn off and secure their device after they are done working to protect their work and information
- If a student should receive email or come across content containing inappropriate or abusive language, he/she will make their teacher (at school) or parent/guardian (at home) aware immediately
- Keep sound muted at all times unless permission is obtained from the teacher for instructional purposes
- 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
- Plagiarism is a violation of Roseau Public Schools' Code of Conduct; give credit to all sources used, whether quotes or summarized, which includes all forms of media on the internet, such as graphics, movies, music, and text

Student Activities Strictly Prohibited:

- Disassembling any part of the device or attempting any repairs
- Placing decorations (such as stickers, markers, etc.) on the device
- Defacing the serial number sticker on any device
- Illegally installing or transmitting 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 or any other materials intended to harass or demean recipients
- Use of sites selling term papers, book reports and other forms of student work
- Changing of device settings (exceptions include personal settings such as font size, brightness, etc.)
- Restoring or jailbreaking device
- Spamming (sending mass or inappropriate emails)
- Gaining access to other students' accounts, files, and/or data
- Exchanging devices and/or switching device identification labels
- Use of the school's internet/email accounts for financial or commercial gain or for any illegal activity

- Use of anonymous and/or false communications such as MSN Messenger, Yahoo Messenger, Snapchat
- Students are not allowed to give out personal information over the internet. This includes, but is not limited to, setting up internet accounts including those necessary for Amazon, eBay, email, etc.
- 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
- Bypassing the Roseau Public School's web filter in any way
- Use or possession of hacking software is strictly prohibited; violators will be subject to Internet Acceptable Use and Safety Policy and Student Code of Conduct; violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District

## Protecting and Storing Your Device

### Device Identification

Student devices can be identified by the record of the serial number or by its enrollment in the District's mobile device management system.



### Storing Your Device

When students are not using their device, they should be stored in their locked lockers. Nothing should be placed on top of them, when stored in the locker. Students are encouraged to take their devices home every day after school, regardless of whether or not they are needed. Devices should not be stored in a student's vehicle at school or at home. If a student needs a secure place to store their device, they may check it in for storage with Technology Services.

### Devices Left in Unsupervised Areas

Under no circumstances should devices be left in unsupervised areas. Unsupervised areas include, but are not limited to: school grounds and campus, cafeteria, flex areas, locker rooms, media center, unlocked classrooms, gymnasiums, auditorium, 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 main office.

### Bring Your Own Device

At this time, we require students to use only district-provided devices due to app licensing and the instructional materials that will be loaded on the devices for classroom learning.

## Repairing/Replacing Your Device

### Insurance Plan

Roseau Public Schools recognizes that with the implementation of one-to-one devices there is a need to protect the investment by both the District and the Family. The device insurance cost is listed in a table at the end of this document. The payment is nonrefundable. Loss or theft of the device is NOT covered with this insurance. This annual coverage begins upon receipt of the payment and ends at the conclusion of each school year.

The device insurance cost will provide insurance coverage for accidental damage upon Administrative approval such as drops/spills, cracked screens, vandalism, fire, flood, natural disasters, and power surges due to lightning. All insurance claims MUST be reported immediately to the Roseau Public School's Administration or Technology Services. In cases of theft or other criminal acts, a police report, or fire report in the case of fire, MUST be filed by

the student or parent. A copy of the report must be provided to the Principal's Office. In the case of loss or theft of the device, students/parents are responsible for replacement cost of the device, case, cable and/or charger.

Families who opt out of the insurance option will not be allowed to take the device off of school property. The device must be checked in/out of Technology Services each day.

**INTENTIONAL DAMAGE:** Students/parents are responsible for full payment of intentional damages to devices. School District device insurance DOES NOT cover intentional damage of the device.

## Parent Guide

Digital safety is of the utmost importance. Intentional, frequent discussions with your child of any age, are necessary and allow you to be proactive in protecting your child and further educating him/her. Experts warn that children are most vulnerable to online dangers while at home. Please note the following suggestions as they might be of assistance in further educating your child about appropriate use of technology including the device and home Internet use.



In alignment with the Roseau Schools' Technology Device Acceptable Use Policy, beyond school, parents must take responsibility for the use of technology and the Internet. As a parent, you are responsible for monitoring your child's use of District- provided educational technology including District-provided email and cloud accounts as well as the Internet.

### Filter Access

While many potential dangers are filtered and blocked on the school's wireless network, children often have complete, unrestricted access to inappropriate sites at home on personal devices. Experts strongly suggest installing software to filter and block inappropriate content on your wireless home network. Some possible filters to consider include OpenDNS (free version available), SafeEyes, and NetNanny. Some of these products offer additional protection features such as cell phone filtering, text message and photo screening tools, and digital footprint/reputation monitoring.

### Set Expectations

Regularly share your expectations with your child about accessing only appropriate sites and content, as well as being a good person when online (even when parents aren't watching). Understand that your child's use of many technologies (such as computers, tablets, video game systems, and cell phones) likely gives your teen the ability to connect to unfiltered public wireless networks (such as in a library or coffee shop, by picking up a neighbor's wireless signal, or connecting to the Internet through a cell service). Therefore, it is important to maintain regular, open dialog about Internet use and access. Discuss your expectation for appropriate use and behavior.

### Monitor & Limit Screen Time

Experts suggest having teens surf the Internet in a central place at home, such as the kitchen or family room, rather than away from adult supervision or behind a closed door. Know what your child is doing with technology and how his or her time is being spent. Technology can be a great tool and resource, but also has the potential to be a big distractor. Help your child learn to focus on completing tasks or assignments prior to engaging in other Internet activities. Teaching today's children how to manage multiple sources of information and potential distractions is a critical life skill, one best learned before heading off to college or the workplace.



### Put the Device to Bed, but not in the Bedroom

Parenting experts suggest parking all technology devices, from cell phones to laptop, in a common family room overnight to discourage late night, unmonitored use and sleep disruption. Don't allow your child to sleep with the device. Remember to model appropriate use and balance of technology in your own life as well.

### Here are some additional things to review with your child:

- Anything they do or post online creates a digital record, often called a "Digital Footprint"; nothing online is totally private, even if it is intended to be. Once digitized, it can be saved, sent, and reposted elsewhere.
- A good rule of thumb: If you don't want a parent, teacher, principal, future employer or college admissions office to know something, don't post it online. Set up some sort of test question to frequently ask your child, such as "Would Grandma approve?"
- "Friends" aren't always who they say they are. Encourage your child to only be friends online with friends they know in person. Never give access to personal information to people met online.
- Never post personally identifiable information online. This includes: full name, address, phone number, email, where you are meeting friends or where you hang out. Discuss with your child how easy it is for someone to find you based on what you post online.
- Regularly check your child's privacy settings on all commonly used sites and networks. Ignoring privacy settings on sites like Facebook means your teen's photos, contact information, interests, and possibly even cell phone GPS location could be shared with more than a half-billion people.
- Cyberbullying (threatening or harassing another individual through technology) is a growing concern for today's youth. It takes many forms, such as forwarding a private email, photo, or text message for others to see, starting a rumor, or sending a threatening or aggressive message, often anonymously. Talk with your child about not partaking in this behavior and encourage him/her to report incidents of cyberbullying to an adult.



Helpdesk: [ramshelpdesk@roseauschool.org](mailto:ramshelpdesk@roseauschool.org) or call 218-463-6490

Find additional online safety tips at <http://www.common sense media.org/articles/online-safety>



### Acknowledgement & Additional Information Sources:

This policy was modified with permission from Thief River Falls Public Schools  
Parent Guide Courtesy of Minnetonka Public Schools  
Images Courtesy of Apple, Inc.

## Fees

### Annual Device Fees

Insurance Fees	Gr. K-5 leave at school*	Gr. 6-12 allowed to take home
Standard	\$0	\$30
Qualifying Reduced Lunch	\$0	\$15
Qualifying Free Lunch	\$0	\$0
Family Max (grades 6-12)		\$75

The tables below are for incidents not covered by insurance (i.e. missing, intentional damage)

### Misc. MacBook Fees

Item	2023-2024
Apple MacBook Air	\$830
MacBook Air Charger & Cable	Up to \$58
Sticker/Residue Fee	\$25
Misc. parts/repairs (keyboard, screen, etc.)	Varies

### iPads

Item	2023-2024
iPad	\$300
iPad Dux Case	\$35
iPad Charger & Cable	Up to \$38
Sticker/Residue Fee	\$25
Misc. parts/repairs	Varies

**Family agreement to the terms indicated throughout this document must be completed by signing Roseau Public Schools' Technology Device Acceptable Use and Insurance Agreement form prior to receiving their Technology Device.**

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\* With the Exception of Emergency Distance Learning

# Google Workspace for Education Notice to Parents and Guardians

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Using their Google Workspace for Education accounts, students may access and use the following “Core Services” offered by Google (described at [https://workspace.google.com/terms/user\\_features.html](https://workspace.google.com/terms/user_features.html)):

- Gmail
- Calendar
- Chrome Sync
- Classroom
- Cloud Search
- Contacts
- Drive & Docs
- Groups
- Google Chat & Google Meet
- Jamboard
- Keep
- Sites
- Tasks

In addition, we also allow students to access certain other Google services with their Google Workspace for Education accounts. Specifically, your child may have access to the following “Additional Services”:

- Applied Digital Skills
- Blogger
- Chrome Web Store
- Google Bookmarks
- Google Maps
- Google My Maps
- Google Takeout
- Google Arts & Culture
- Google Groups
- Google News
- Google Translate

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from Google Workspace for Education accounts in its Google Workspace for Education Privacy Notice. You can read that notice online at [https://workspace.google.com/terms/education\\_privacy.html](https://workspace.google.com/terms/education_privacy.html). You should review this information in its entirety, but below are answers to some common questions:

**What personal information does Google collect?**

When creating a student account, Roseau Public Schools may provide Google with certain personal information about the student, including, for example, a name, email address, and password. Google may also collect personal information directly from students, such as telephone number for account recovery or a profile photo added to the Google Workspace for Education account.

When a student uses Google services, Google also collects information based on the use of those services. This includes:

- device information, such as the hardware model, operating system version, unique device identifiers, and mobile network information including phone number;
- log information, including details of how a user used Google services, device event information, and the user's Internet protocol (IP) address;
- location information, as determined by various technologies including IP address, GPS, and other sensors;

- unique application numbers, such as application version number; and cookies or similar technologies which are used to collect and store information about a browser or device, such as preferred language and other settings.

How does Google use this information?

In Google Workspace for Education Core Services, Google uses student personal information to provide, maintain, and protect the services. Google does not serve ads in the Core Services or use personal information collected in the Core Services for advertising purposes.

Google Additional Services, Google uses the information collected from all Additional Services to provide, maintain, protect and improve them, to develop new ones, and to protect Google and its users. Google may also use this information to offer tailored content, such as more relevant search results. Google may combine personal information from one service with information, including personal information, from other Google services.

Does Google use student personal information for users in K-12 schools to target advertising?

No. For Google Workspace for Education users in primary and secondary (K-12) schools, Google does not use any user personal information (or any information associated with a Google Workspace for Education Account) to target ads, whether in Core Services or in other Additional Services accessed while using an Google Workspace for Education account.

Can my child share information with others using the Google Workspace for Education account?

We may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. When users share information publicly, it may be indexable by search engines, including Google.

Will Google disclose my child's personal information?

Google will not share personal information with companies, organizations and individuals outside of Google unless one of the following circumstances applies:

- With parental or guardian consent. Google will share personal information with companies, organizations or individuals outside of Google when it has parents' consent (for users below the age of consent), which may be obtained through Google Workspace for Education schools.
- With Roseau Public Schools. Google Workspace for Education accounts, because they are school-managed accounts, give administrators access to information stored in them.
- For external processing. Google may provide personal information to affiliates or other trusted businesses or persons to process it for Google, based on Google's instructions and in compliance with the Google Workspace for Education privacy notice and any other appropriate confidentiality and security measures.
- For legal reasons. Google will share personal information with companies, organizations or individuals outside of Google if it has a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary to:
  - meet any applicable law, regulation, legal process or enforceable governmental request.
  - enforce applicable Terms of Service, including investigation of potential violations.
  - detect, prevent, or otherwise address fraud, security or technical issues.
  - protect against harm to the rights, property or safety of Google, Google users or the public as required or permitted by law.

Google also shares non-personal information – such as trends about the use of its services – publicly and with its partners.

What choices do I have as a parent or guardian?

First, you can consent to the collection and use of your child's information by Google. If you don't provide your consent, we will not create a Google Workspace for Education account for your child, and Google will not collect or use your child's information as described in this notice.

If you consent to your child's use of Google Workspace for Education, you can access or request deletion of your child's Google Workspace for Education account by contacting administration at Roseau Public Schools. If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to limit your child's access to features or services, or delete your child's account entirely. You and your child can also visit <https://myaccount.google.com> while signed in to the Google Workspace for Education account to view and manage the personal information and settings of the account.

What if I have more questions or would like to read further?

If you have questions about our use of Google's Google Workspace for Education accounts or the choices available to you, please contact administration at Roseau Public Schools. If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the Google Workspace for Education Privacy Center (at <https://www.google.com/edu/trust/>), the Google Workspace for Education Privacy Notice (at [https://workspace.google.com/terms/education\\_privacy.html](https://workspace.google.com/terms/education_privacy.html)), and the Google Privacy Policy (at <https://www.google.com/intl/en/policies/privacy/>).

The Core Google Workspace for Education services are provided to us under Google Workspace for Education Agreement (at [https://www.google.com/apps/intl/en/terms/education\\_terms.html](https://www.google.com/apps/intl/en/terms/education_terms.html)).