

Washington-Nile Local School District One-to-One Program Policy

Introduction

The mission of the One-to-One Program in the Washington-Nile Local School District is to create a collaborative, engaging, and technology-rich learning environment for all our students. By providing digital tools to individual students, we empower students to become self-directed, engage more fully with the course material, and become responsible, life-long learners and users of technology. This policy outlines the responsibilities of each party that is participating in the One-to-One Program: the student, and the parent(s)/guardian(s), and the School District.

The Washington-Nile Local School District is supplying each student with a technology device for their personal-use (Chromebook or iPad depending on grade level). This device is the property of the Washington-Nile Local School District. The supplied device will provide each student access to educational materials needed for each student to be successful. The devices are to be used for educational purposes at school to enrich learning for our students.

Student Responsibilities

The district-provided devices for the student is an important learning tool and is to be used for educational purposes only. In order to use the device each day the student must be willing to accept the following responsibilities:

- I will follow the policies of the Washington-Nile Local School District, including the Acceptable Use Policy, the Student Handbook, and abide by all local, state and federal laws when using my Chromebook or iPad.
- I will be responsible for paying \$10.00 to the Technology Maintenance Account prior to the device being issued.
- I will treat my device with care, by not dropping it, not letting it get wet, not leaving it in extreme weather conditions, and not using it with food or drink nearby.
- I will be financially responsible for any damage or loss due to neglect or abuse as well as subject to any appropriate disciplinary policy.
- I will never take my assigned Chromebook or iPad off the school grounds for any reason. It will always stay on my person or in its designated storage location.
- I will place my Chromebook or iPad in its designated receptical and plug it in to recharge it each day before leaving school.
- I will carry my Chromebook or iPad in an appropriate manner as directed by teachers or staff members.
- I will not place decorations (stickers, markers, etc.), write on, or deface my Chromebook or iPad
- I will keep my Chromebook or iPad clean.

- I understand that the device assigned to me is the property of the Washington-Nile Local School District. All individual student accounts, programs, and files are subject to search and screening at any time and without prior notice.
- I will not lend my device to anyone, including family or friends.
- I will keep my passwords assigned to me secure and not give them out to anyone.
- I will promptly report damage to my device to the appropriate teacher or staff member and not try to repair my Chromebook or iPad myself.
- I understand that e-mail or any other computer communication should be used only for appropriate, legitimate, and responsible communication.
- I agree not to share personal information online, either about myself (full name, address, etc.) or about my family, friends or anyone else.
- I agree not to search for, download, display, post, or distribute vulgar, offensive material or images described in applicable district policies. (See Student Handbook and/or the District Acceptable Use Policy).
- I agree to abide by all school rules that address electronic device procedures when I am not in an academic class.
- I will return the device when requested or at the end of the school year.

Parent/Guardian Responsibilities

The student named below is being issued a Chromebook or iPad to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this computer:

- I will review materials provide by the school to ensure that I understand the school's responsibility, the students responsibility, and the parent's responsibility as part of the One-to-One Program. We will discuss at home the acceptable and unacceptable uses of the device according to District policies.
- I understand that the school district has made all reasonable attempts to provide a safe computing environment for students within the District's network. I also understand that the District cannot control student access to internet content when students are not within the district's network. Students using their district assigned device are responsible and accountable for appropriate use of the internet regardless of where they are or when internet access occurs.
- My child will be responsible for paying \$10.00 to the Washington-Nile Local School District's Technology Maintenance Account prior to the device being issued. I understand that this payment covers the repair costs for the first incident of accidental damage to the device for the current school year.
- I understand that I will be financially responsible for any dantage or loss due to neglect or abuse and that these costs will not be covered by the Technology Maintenance Account.

District Responsibilities

- The School District will provide students with a device in good repair for use during the current school year.
- The School District will provide students wireless network access to academic content and resources while at school.
- The School District will encourage students to use electronic resources appropriately to promote educational excellence through resource sharing, innovation, and communication.

General Care Guidelines

Students are responsible for the general care of their assigned device. Chromebooks or iPads that are broken or fail to work properly must be promptly reported to the appropriate school official or staff member to be repaired as soon as possible. Students should follow these guidelines for care of their devices:

- Chromebooks and iPads must have Washington-Nile Local School District tag on them at all times and this tag must not be removed or altered in any way.
- No food or drink is allowed next to your Chromebook or iPad while it is in use.
- Cords, cables, accessories, and removable storage devices must be inserted carefully into the Chromebook or iPad.
- Never transport your Chromebook or iPad with the power cord plugged in.
- Never store your Chromebook or iPad in your backpack.
- Never carry your Chromebook while the screen is open.
- Never lift or carry a Chromebook by lifting from the screen. Always support a Chromebook from the bottom with its lid closed.
- Never stack items on top of your device or put pressure on the device while it is closed.
- Never write on or poke the screen with anything that will mark or scratch the screen surface.
- Never place anything on the keyboard before closing the lid (e.g. pens, pencils, disks, etc.)
- Any air vents on the device should not be covered while the device is in use.
- Chromebooks or iPads should never be left in an unsupervised area.

Charging and Storing Devices

Students are responsible for leaving their assigned device in the storage cabinet or other designated storage location at the end of their last class for the day.

- Make sure that your device is carefully plugged into the outlet and stored properly in the cabinet before leaving the classroom.
- Do not bring other student devices to the storage cabinet. You are responsible for your device only.
- Students will pick up their individual device each morning before going to their first period class.

Compliance/Disciplinary Action

- The student who has been issued a particular device and/or system account will be responsible at all times for its appropriate use.
- Non-compliance with policies of this document, the District Acceptable Use Policy, the Student Handbook, or any other applicable District policies will result in disciplinary action.
- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated district staff to ensure appropriate use.
- The District cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws.

Returning Your One-to-One Device

- All district owned Chromebooks or iPads must be returned following the guidelines in their respective school buildings.
- Students un-enrolling from the District must return district owned Chromebooks or iPads to the office or designated school official.
- Any Chromebooks not returned at the end of the school year or when the student is no longer enrolled will be considered stolen property and law enforcement agencies will be notified.
- Chromebooks will be examined for damage and fees maybe issued if damage is found to be beyond normal wear and tear.

Maintenance/Replacement Costs

The Washington-Nile Local School District understands that accidents sometimes occur when students are asked to care for school property. We have established a Technology Maintenance Account to cover accidental damage to devices in the One-to-One Program. Each student will be asked to pay \$10.00 into the Technology Maintenance Account each school year for the use of their One-to-One device. This \$10.00 is non-refundable and will not be repaid in any circumstances, including leaving the district before the end of the school year.

For the first instance of accidental damage that occurs during the school year, any associated costs for repair or replacement will be coved in full by the Technology Maintenance Account. The second instance of accidental damage or loss will result in a \$50.00 repair/replacement fee. Any additional occurrences of accidental damage or loss during the school year will result in the student being billed for the total cost of the Chromebook or iPad.

Any damage or loss that is shown to have occurred intentionally or in violation of the One-to-One Program Policy will result in the student being billed for the total cost of the Chromebook or iPad.

Washington-Nile Local School District
Student/Parent One-to-One Device Agreement

By signing this document, I agree to the following:

- I agree to pay the \$10.00 Technology Maintenance Account fee for the current school year.
- I agree to adhere to the responsibilities outlined in the Washington-Nile Local District's One-to-One Program Policy.
- I understand that the Chromebook or iPad being lent to the student is in good working order. It is the student's responsibility to care for the equipment and ensure that it is maintained and operated in a safe environment.
- I understand this equipment is, and at all times remains, the property of the Washington-Nile Local School District and is herewith lent to the student for educational purposes only for the school year.
- I agree to not deface, damage, or destroy this property in any way. Inappropriate use of the device may result in the student losing their privilege to use the Chromebook or iPad.
- The equipment will be returned when requested by the district, or if the student withdraws from school prior to the end of the school year.
- I understand that online accounts will be provided for each student to use for appropriate academic communication with our students, or staff and for educational purposes only.
- I understand that I will be financially responsible for any non-accidental damage to my assigned device or for repeated instances of accidental damage during the course of the school year.

Student Printed Name

Parent/Guardian Printed Name

Student Signature

Parent/Guardian Signature

Date

Date

(Please sign and return this page to school)