**McCarroll Middle School**

# Technology Device Program Handbook –

## Philosophy

Decatur ISD has committed itself to providing the best possible educational experience for our students. The rapid pace of change in today’s world calls for an academic vision that prepares our students to be competitive in today’s global workforce. A strong foundation is the basics of language arts, math, science, social studies, fine arts, and career and technology, combined with 21st century skills will give our graduates that competitive edge to be prepared for college, careers and citizenship.

McCarroll Middle School uses Instructional Technology as one way of enhancing the mission of preparing and inspiring all students for life-long success by teaching the skills, knowledge and behaviors students will need as responsible citizens in the global community. Students learn collaboration, communication, creativity and critical thinking in a variety of ways throughout the school day. Excellence in education requires that technology be seamlessly integrated throughout the education program. In an effort to increase access to those 21st century skills, we have made it a goal to offer students a 24/7 accessibility to their learning. The individual use of technology is a way to empower students to maximize their full potential and to prepare them for future success in college and the workplace.

**3rd Party Insurance**

Optional 3rd party insurance – Includes insurance that will cover losses due to accidental damage, theft, fire, flood, natural disasters and vandalism. *There is no deductible with no limit on the number of incidents.* Coverage will be from date of issuance until the last day of school. Enrollment will begin a week before school starts and end after 30 days. DISD will post enrollment information and all yearly enrollment fees will be paid directly to the insuring company. Worth Ave Group currently charges $22.00/year which is subject to change next year.

**Individual use of devices**

Decatur ISD-owned tablet computers (devices) will be provided to 6th, 7th, and 8th grade students in throughout the school year. As an alternative to using a DISD-owned device, students can use personally owned devices. The policies, procedures and information within this document apply to all devices used at McCarroll Middle School. Teachers may set additional requirements for use in their classroom.

## Digital Citizenship

An important component of the program will be education about digital citizenship and appropriate online behaviors. We will review cyber-safety rules with students frequently throughout the school year, and will offer reminders and reinforcement about safe online behaviors.

# Receiving and returning your device

## Receiving your device

Devices will be distributed at the beginning of each school year. Parents and students must sign and return the device Loan Agreement and pay an annual and any unpaid fines before the device will be issued to the student.

## Returning your device

Devices will be collected at the end of each school year for maintenance, cleaning, and software installation. If a student withdraws, or is suspended/expelled from McCarroll Middle School prior to the end of the school year, the device will be returned at that time. Students will be reassigned the same device each year while at McCarroll Middle School. Devices may also be taken up during the year for updates.

## Failure to Return the device

Individual devices and accessories must be returned at the end of each school year. If a student fails to return the device and accessories at the end of the school year or upon termination of enrollment at McCarroll Middle School, the student will be responsible for the replacement cost of the device and may be subject to criminal prosecution or civil liability. Failure to return the device will result in a theft report being filed with the Local Police Department. The student will be responsible for any damage to the device, consistent with the District’s Damage/Loss Agreement Form.

# 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 should be taken to the McCarroll Middle School library for an evaluation of the equipment.

## General Precautions

* The device is Decatur ISD property and all users will follow these policies and the DISD Acceptable Use Policy.
* No food or drink is allowed next to your device.
* Only use a clean, soft cloth to clean the screen, no cleansers of any type.
* Cords and cables must be inserted carefully into the device to prevent damage. Devices must remain free of any writing, drawing, stickers, or labels that are not the property of Decatur ISD.
* Devices must never be left in an unlocked locker, unlocked car or any unsupervised area, including locker rooms, the library, or the cafeteria.
* Students are responsible for keeping their device battery charged for school each day.

## Appropriate Return of the devices

Devices will be returned at the end of each school year. If a student withdraws, or is suspended/expelled from McCarroll Middle School prior to the end of the school year, the device will be returned at that time.

## 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.
* Do not lean on the top of the device.
* 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.
* Clean the screen with a soft, dry cloth or anti-static cloth.
* Do not “bump” the device against lockers, walls, car doors, floors, etc.
* Do not use sharp objects (pens, pencils, etc.) on the screen.
* Do not use Windex or other harsh chemicals to clean the screen.

# 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 computer. 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 course work completed as if they had their device present. If a student repeatedly leaves their device at home, they may be subject to disciplinary consequences or lose the privilege of taking the device home.

## device Undergoing Repair

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

## Charging Your Device’s Battery

Devices must be brought to school each day in a fully charged condition. Students need to charge their device each evening. Repeat violations of this policy may result in the imposition of disciplinary consequences or lose the privilege of taking the device home.

## Screensavers/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 action.

## Printing

The use of the device will increasingly encourage a paperless environment. However, if necessary, students will be given information and instruction on printing with the device at school.

## Internet Access

Decatur ISD will provide free wireless access while at school. The District is not responsible for personal charges for accessing other wireless connections or other data charges.

## Saving Documents and Other Work

For document storage, students are encouraged to email documents or save work on appropriate servers. Teachers will teach students appropriate means for sharing documents, saving work, and submitting assignments.

## Sound

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

# Software On Devices

## Installed Software and Applications

The software/applications installed by McCarroll Middle School and/or Decatur ISD must remain on the device in usable condition and be easily accessible at all times.

## Additional Software and Applications

Students will be responsible for loading extra software and applications on their device as necessary. Students may add appropriate software and applications in accordance with the DISD Acceptable Use Policy.

## Software Upgrades

Upgraded versions of licensed software/applications are available from time to time. Students will be required to synch and update the device as necessary.

# Acceptable Use

By receiving a device, you are being given access to the DISDʼs electronic communications system. Through this system, you will be able to communicate with other schools, colleges, organizations, and people around the world through the Internet and other electronic information systems/networks. You will have access to hundreds of databases, libraries, and computer services all over the world. With this opportunity comes responsibility. It is important that you read the District Acceptable Use Guidelines and ask questions if you need help in understanding them. It will be your responsibility to follow the rules for appropriate use. Inappropriate system use will result in the loss of the privilege of using this educational and administrative tool. Please note that the Internet is a network of many types of communication and information networks. It is possible that you may run across some material you might find objectionable. While Decatur ISD will use filtering technology to restrict access to such material, it is not possible to absolutely prevent such access. It will be your responsibility to follow the rules for appropriate use. Remember that the device Internet access is only filtered while at school. Use of this device in networks outside school will have unfiltered access to the Internet.

**Violations may result in disciplinary action up to and including suspension/ expulsion for students. When applicable, law enforcement agencies may be involved.**

## Acceptable Use

Any use described below is deemed “acceptable” and consistent with the Decatur ISD Acceptable Use Guidelines for Technology. The final decision regarding whether any given use of the network or Internet is acceptable lies with the Superintendent or designee.

* Use is mainly for educational purposes, but some limited personal use is permitted (Remember that people who receive e-mail from you with a District address might mistakenly infer that your message represents the District’s point of view).
* Use furthers the educational and administrative purposes, goals, and objectives of Decatur ISD.
* Use is limited to your own individual account - you and only you should use that account. You should not share your password with others.
* Use furthers research related to education and instruction.
* Use does not violate the student code of conduct or employee standards of conduct.

## Unacceptable Use

Any of the following uses is deemed “unacceptable” and a violation of the Decatur ISD Acceptable Use Guidelines for Technology. The final decision regarding whether any given use of the network or Internet is acceptable lies with the Superintendent or designee. Disciplinary action may be taken for unacceptable use of the network or Internet, including:

* Unauthorized use of copyrighted material, including violating district software licensing agreements
* Sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another’s reputation, or illegal
* Use of technology resources such as chat rooms, social sites, and games in a manner that causes disruption to the educational program
* Use of school technology resources to encourage illegal behavior or threaten school safety
* Personal or political use to advocate for or against a candidate, officeholder, political party, or political position. Research or electronic communications regarding political issues or candidates shall not be a violation when the activity is to fulfill an assignment for class credit
* Use of any means to disable or bypass the district’s Internet filtering system or other security systems
* Attempting to destroy, disable, or gain access to district computer equipment, district data, the data of other users, or other networks connected to the district’s system, including uploading or creating computer viruses
* Encrypting communications or files to avoid security review
* Posting personal information about you or others (such as addresses and phone numbers) other than as needed to conduct school operations
* Forgery of electronic mail messages or transmission of unsolicited junk e-mail
* Use related to commercial activities or for commercial gain
* Use that violates the student code of conduct or employee standards of conduct, or is unlawful
* Wasting school resources through the improper use of the computer system
* Behavior not representative of appropriate digital citizenship. Cyber bullying will not be tolerated and appropriate disciplinary action will be taken immediately by campus principal including forfeiting or modifying the use of the device.

## Parent/Guardian Responsibilities

* Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio. You can access tips for Internet safety and monitoring your child’s safe and effective use of the Internet on the

Decatur ISD website at http://www.decaturisd.us/Page/4409

* A student may use his/her own personal device in lieu of a District-provided device. However, these devices are not supported or protected by the district.

## Student Responsibilities

* Use computers/devices in a responsible and ethical manner.
* Obey general school rules concerning behavior and communication that applies to device/computer use.
* Use all technology resources in an appropriate manner so as to not damage school equipment. This “damage” includes, but is not limited to, the loss of data resulting from delays, non-deliveries, miss deliveries or service interruptions caused by the students own negligence, errors or omissions.
* Help DISD/McCarroll Middle School protect our computer system/device by contacting an administrator about any security problems you encounter.
* Monitor all activity on your account(s).
* Always turn off and secure your device after you are done working to protect your work and information.
* If you should receive email containing inappropriate or abusive language or if the subject matter is questionable, you should print a copy or save a screenshot and turn it in to the office.
* If you inadvertently access a web site that contains obscene, pornographic or otherwise offensive material, notify a teacher or an administrator immediately so that such sites can be blocked, and you will not be disciplined for breaking the Acceptable Use Policy or Student Code of Conduct.
* Return your device to the Library at the end of each school year. Students who withdraw, are suspended or expelled, or terminate enrollment at McCarroll Middle School for any other reason must return their individual device computer on the date of termination.

## Prohibited Student Activities

* Illegal installation or transmission of copyrighted materials
* Any action that violates Board policy, the Acceptable Use guidelines, this User

Agreement, the Student Code of Conduct, or federal/state law

* Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
* Cheating, including the use of chat rooms, sites selling term papers, book reports and other forms of student work
* Messaging services-EX: MSN Messenger, ICQ, etc.
* Internet/Computer Games
* Use of outside data disks or external attachments without prior approval from the administration
* Changing of device settings (exceptions include personal settings such as font size, brightness, etc)
* Downloading unauthorized Apps
* Spamming-Sending mass or inappropriate emails
* Gaining access to other student’s accounts, files, and/or data
* Use of the school’s internet/E-mail accounts for financial or commercial gain or for any illegal activity
* Use of anonymous and/or false communications such as MSN Messenger, Yahoo

Messenger

* Giving out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, EBay, email, etc.
* Participation in credit card fraud, electronic forgery or other forms of illegal behavior. • 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 will not be allowed
* Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
* Bypassing the DISD web filter through a web proxy
* Participating in online defamation, harassment, or cyber bulling of another student. This includes, but is not limited to, the use social media or websites to share disparaging information that another student might reasonably find offensive or malicious.

## District/School Responsibilities

* Provide Internet and Email access to its students.
* Provide Internet blocking of inappropriate materials as able.
* Provide network data storage areas. These will be treated similar to school lockers. DISD reserves the rights to review, monitor, and restrict information stored on or transmitted via DISD-owned equipment and to investigate inappropriate use of resources.
* Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.
* Provide technical assistance and device repair services
* Provide instruction on responsible and safe Internet uses.

## Responsible device Care

Students will be held responsible for maintaining their individual devices and keeping them in good working order.

* Device batteries must be charged and ready for school each day.
* Only labels or stickers approved by McCarroll Middle School may be applied to the computer.
* Device cases furnished by McCarroll Middle School must be returned with only normal wear and no alterations to avoid paying a case replacement fee.
* Devices that malfunction or are damaged must be reported to the library. The school district will be responsible for repairing devices that malfunction.
* Students are responsible for any and all damage to devices.
* Devices that are stolen must be reported immediately to the campus office and the Decatur Police Department.

## Legal Propriety

* Student must 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 the DISD Student Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
* Use or possession of hacking software is strictly prohibited and violators will be subject to penalties in the DISD Student Code of Conduct and McCarroll Middle School Student Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

## Student Discipline

If a student violates any part of the above policy, or any other McCarroll Middle School rule, he/she will be subject to disciplinary consequences.

## Emails and Social Networking

Only Decatur ISD approved e-mail and social media are allowed at school. If you choose to e-mail from your computer while at home:

* E-mails and documents on school-owned equipment are part of the public domain and are NOT private and ARE subject to inspection.
* Always use appropriate language.
* Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
* Do not send mass e-mails, chain letters, or spam.
* Students should maintain high integrity and digital citizenship with regard to e-mail content.

## Consequences

The student in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. This means if someone else uses your computer to break the rules, you are still responsible. Non-compliance with the policies of the device Handbook and Technology Acceptable Use Policy will result in disciplinary action as outlined in the Student Code of Conduct. Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by a designated District staff to ensure appropriate use. The District cooperates fully with local, state, and federal officials in any investigation concerning or relating to violations of computer crime laws. The Texas Open Records Act governs contents of e-mail and network communications. Proper authorities will be given access to their content.

# Inspection

Students may be selected at random to provide their device for inspection to check for restricted images, settings, etc.

# Protecting And Storing Your Device

## Device Identification

Student devices will be labeled by Decatur ISD in order to identify and track each device. A serial number and a Decatur ISD Label can identify devices. Students are prohibited from altering these identifying marks.

## Devices Left in Unsupervised Areas

Under no circumstances should devices be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, locker rooms, library, unlocked classrooms, dressing rooms and hallways. Any device left in these areas is in danger of being stolen. If an device is found in an unsupervised area, it will be taken to the Library or the office, and the responsible student may be subject to a $15.00 return fee.

# Repairing Or Replacing Your Device

## Repair/Handling Fee

Repair/Handling Fee ($50.00) is mandatory for students and parents to cover device repair and replacement in the event of theft, loss, or damage after the 2nd incident.

* The Repair/Handling Fee is a one-time $50 payment per student.
* This plan will not cover the loss or damage of the device case or charger.

Students/Parents will be responsible for the full cost to replace those items.

* The $50.00 Repair/Handling Fee is nonrefundable. Repair/Replacement Fee will not be prorated for partial years or semesters.
* Parents and students must sign and return the Damage/Loss Agreement Form before receiving and device.

## Insurance Coverage Personal Devices

Students who use personally owned devices in lieu of using a DISD-owned device might wish to carry their own personal insurance to protect the device in cases of theft, loss, or accidental damage. Please consult with your insurance agent for details about your personal coverage of the device computer.

## Loss/Theft/Other Criminal Acts

In cases of theft, vandalism and other criminal acts, the student or parent MUST file a police or fire report. A copy of the police/fire report must be provided to the Principal’s office before a replacement device will be issued to the student.

## Device Fees and Device Warranty

The manufacturer warrants the devices from defects in materials and workmanship for one year after the purchase. This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide replacement parts necessary to repair the device or device replacement due to warranty related issues. The warranty does warrant against damage caused by misuse, abuse, accidents, or computer viruses.

Any damage caused by misuse, abuse, accidents, or loss/theft will incur a $50.00 fee the after the 2nd incident. Loaner devices will only be provided if available. To address the 3rd incident, administrative decisions will be made regarding the student’s further takehome privileges.

## Claims

All claims must be reported to the McCarroll Middle School campus principal or technical liaison. Fraudulent reporting of theft or accidental damage by fire will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined in the Student Code of Conduct. The district will work with law enforcement agencies to alert pawnshops and police departments in the area to be aware of this district-owned equipment.

## Loss of Replaceable device Parts/Accessories

If a student loses or destroys any of the following components, they will be charged full replacement cost for those items. Currently those prices are as follows:

Power Module - $30.00

Power Module and cord - $30.00

Chromebook Pouch - $5.00

Chromebook strap - $6.00

Device protective MAXcase - $25.00

## Device Technical Support

The Technology Department coordinates the repair work for devices. Services provided include the following:

* Hardware maintenance and repairs
* Password reset
* User account support
* Operating system of software configuration support
* Application information
* Re-imaging devices
* Updates and software installations
* Coordination of warranty repairs
* Distribution of loaner devices

## List Of Required And Possible Fees

* Loss or Stolen fee of $50.00
* Second report of damage = $50.00 - A warranty will cover losses due to accidental damage, theft, fire, flood, natural disasters and vandalism. Coverage will be from date of issuance until the last day of school.
* Lost or damaged Power Supply - $30.00
* Lost or damaged device Carrying Case - $30.00

# Repairs

Any technical or mechanical issues with a DISD-owned device must be reported to the school and will be repaired by DISD staff. DISD-owned devices that are broken or fail to work properly should be taken to the Library for an evaluation of the equipment.