

Beaverhead County High School's iPad/Chromebook/Calculator Policies, Procedures, and Information

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The focus of the iPad/Chromebook/Calculator program at Beaverhead County High School is to provide tools and resources to the 21st Century Learner. Excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for the future, and one of the learning tools of these 21st Century students is the iPad/Chromebook/Calculator computer. The individual use of iPad/Chromebook/Calculators is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

Learning results from continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with iPad/Chromebook/Calculators integrates technology into the curriculum anytime, anyplace.

The policies, procedures and information within this document apply to all iPad/Chromebook/Calculators used at Beaverhead County High School, including any other device considered by the administration to come under this policy. Teachers may set additional requirements for use in their classroom.

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1. Receiving Your iPad/Chromebook/Calculator & Check-In

1.1 - Receiving Your iPad/Chromebook/Calculator

iPad/Chromebook/Calculators will be distributed. Parents and students must sign and return copies of the *iPad/Chromebook/Calculator Protection Plan, Student Pledge, and Acceptable Use Policy* documents before the iPad/Chromebook/Calculator can be issued. The iPad/Chromebook/Calculator Protection Plan outlines the requirements for obtaining the iPad/Chromebook/Calculator.

1.2 - iPad/Chromebook/Calculator Check-In

iPad/Chromebook/Calculators will be returned during the final week of school during student checkout so they can be examined for serviceability. If a student transfers out of the Beaverhead County High School during the school year, their iPad/Chromebook/Calculator will be returned at that time.

1.3 - Check-In Fines

Individual school iPad/Chromebook/Calculators and accessories must be returned to Mr. Tikalsky's Office at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Beaverhead County High School for any other reason must return their individual school iPad/Chromebook/Calculator on the date of termination. If a student fails to return the iPad/Chromebook/Calculator at the end of the school year or upon termination of enrollment, that student will be subject to criminal prosecution or civil liability. The student will also pay the cost of the iPad/Chromebook/Calculator, or, if applicable, any insurance deductible. Failure to return the iPad/Chromebook/Calculator will result in a theft report being filed with the Beaverhead County Sheriff Office.

Furthermore, the student will be responsible for any damage to the iPad/Chromebook/Calculator, consistent with the District's iPad/Chromebook/Calculator Protection Plan and must return the iPad/Chromebook/Calculator and accessories in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the iPad/Chromebook/Calculator.

2. Taking Care of Your iPad/Chromebook/Calculator

Students are responsible for the general care of the iPad/Chromebook/Calculator they have been issued by the school. iPad/Chromebook/Calculators that are broken or fail to work properly must be taken to room 112 for an evaluation of the equipment.

2.1 - General Precautions

The iPad/Chromebook/Calculator is school property and all users will follow this policy and the Acceptable Use Policy for technology.

Only use a clean, soft cloth to clean the screen, no cleansers of any type.

Cords and cables must be inserted carefully into the iPad/Chromebook/Calculator to prevent damage.

iPad/Chromebook/Calculator and case must remain free of any writing, drawing, stickers, or labels that are not the property of Beaverhead County High School.

iPad/Chromebook/Calculators must never be left in an unlocked locker, unlocked car or any unsupervised area.

Students are responsible for keeping their iPad/Chromebook/Calculator's battery charged for school each day.

Students must keep their iPad/Chromebook/Calculator in the protective case, provided by the school, at all times.

2.2 - Carrying iPad/Chromebook/Calculators

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

iPad/Chromebook/Calculators must always be within the protective case.

Some carrying cases (i.e. backpacks) can hold other objects (such as folders and workbooks), but these must be kept to a minimum to avoid placing too much pressure and weight on the iPad/Chromebook/Calculator screen.

2.3 - Screen Care

The iPad/Chromebook/Calculator 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 iPad/Chromebook/Calculator when it is closed.

Do not place anything near the iPad/Chromebook/Calculator/Calculator 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. Use of harsh chemicals WILL damage the screen.

Do not “bump” the iPad/Chromebook/Calculator/Calculator against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

3. Using Your iPad/Chromebook/Calculator/Calculator at School

iPad/Chromebook/Calculator/Calculators are intended for use at school each day. In addition to teacher expectations for iPad/Chromebook/Calculator/Calculator use, school messages, announcements, calendars and schedules may be accessed using the iPad/Chromebook/Calculator/Calculator computer. Students must be responsible to bring their iPad/Chromebook/Calculator/Calculator to all classes, unless specifically instructed not to do so by their teacher.

3.1 - iPad/Chromebook/Calculator/Calculators Left at Home

If students leave their iPad/Chromebook/Calculator/Calculator at home, they are responsible for getting the course work completed as if they had their iPad/Chromebook/Calculator/Calculator present. If a student repeatedly (three or more times as determined by any staff member) leaves their iPad/Chromebook/Calculator/Calculator at home, they will be required to “check out” their iPad/Chromebook/Calculator/Calculator from Mr. Tikalsky’s Office for (3) weeks.

3.2 - iPad/Chromebook/Calculator/Calculator Undergoing Repair

Loaner iPad/Chromebook/Calculator/Calculators may be issued to students when they leave their iPad/Chromebook/Calculator/Calculators for repair in Mr. Tikalsky’s Office. There may be a delay in getting an iPad/Chromebook/Calculator/Calculator should the school not have enough to loan.

3.3 - Charging Your iPad/Chromebook/Calculator/Calculator’s Battery

iPad/Chromebook/Calculator/Calculators must be brought to school each day in a fully charged condition. Students need to charge their iPad/Chromebook/Calculator/Calculators each evening. Repeat violations (minimum of three days – not consecutively) of this policy will result in students being required to “check out” their iPad/Chromebook/Calculator/Calculator from the help desk for three (3) weeks. Second offense will result in the loss of iPad/Chromebook/Calculator/Calculator privileges for three (3) weeks. In cases where use of the iPad/Chromebook/Calculator/Calculator has caused batteries to become discharged, students **may** be able to connect their iPad/Chromebook/Calculator/Calculators to a power outlet Mr. Tikalsky’s Office.

3.4 - Screensavers

Inappropriate media may not be used as a screensaver or background photo.

Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, tobacco, and gang related symbols or pictures will result in disciplinary actions.

3.5 - Sound, Music, Games or Programs

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

Music is allowed on the iPad/Chromebook/Calculator/Calculator and can be used at the discretion of the teacher.

Internet games are not allowed on the iPad/Chromebook/Calculator/Calculators. If game apps are installed, it will be with Beaverhead County High School staff approval.

Data storage will be through apps on the iPad/Chromebook/Calculator/Calculator and email to a server location.

3.6 - Printing

Printing will be available with the iPad/Chromebook/Calculator/Calculator on a very limited basis.

3.7 - Home Internet Access

Students are allowed to set up wireless networks on their iPad/Chromebook/Calculator/Calculators. This will assist them with iPad/Chromebook/Calculator/Calculator use while at home. Printing at home will require a wireless printer, proper settings on the iPad/Chromebook/Calculator/Calculator, and the correct app.

4. Managing Your Files & Saving Your Work

4.1 - Saving to the iPad/Chromebook/Calculator/Calculator/Home Directory

Students may save work to the home directory on the iPad/Chromebook/Calculator/Calculator on a limited basis. It is recommended that students email documents to themselves for storage on a flash drive or District server. Storage space will be available on the iPad/Chromebook/Calculator/Calculator – but it will NOT be backed up in case of re-imaging. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. iPad/Chromebook/Calculator/Calculator malfunctions are not an acceptable excuse for not submitting work.

4.2 - Network Connectivity

Beaverhead County High School 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.

5. Software on iPad/Chromebook/Calculator/Calculators

5.1 - Originally Installed Software

The software/apps originally installed by Beaverhead County High School must remain on the iPad/Chromebook/Calculator/Calculator 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. The licenses for this software require that the software be deleted from iPad/Chromebook/Calculator/Calculators at the completion of the course. Periodic checks of iPad/Chromebook/Calculator/Calculators will be made to ensure that students have not removed required apps.

5.2 - Additional Software

Students are not allowed to load extra software/apps on their iPad/Chromebook/Calculator/Calculators. Beaverhead County High School will synchronize the iPad/Chromebook/Calculator/Calculators so that they contain the necessary apps for school work. Students will not synchronize iPad/Chromebook/Calculator/Calculators or add apps to their assigned iPad/Chromebook/Calculator/Calculator to include home syncing accounts.

5.3 - Inspection

Students may be selected at random to provide their iPad/Chromebook/Calculator/Calculator for inspection.

5.4 - Procedure for Re-loading Software

If technical difficulties occur or illegal software or non-approved Beaverhead County High School installed apps are discovered, the iPad/Chromebook/Calculator/Calculator will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image.

5.5 - Software Upgrades

Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in their iPad/Chromebook/Calculator/Calculators for periodic updates and syncing.

6. Acceptable Use

The use of Beaverhead County High School's technology resources is a privilege, not a right. The privilege of using the technology resources provided by Beaverhead County High School is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in Beaverhead County High School. 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 User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. Beaverhead County High School's Acceptable Use Policy as well as the Student Handbook shall be applied to student infractions.

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

6.1 - 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.

6.2 - School Responsibilities

School will provide Internet and email access to its students.

School will provide Internet blocking of inappropriate materials as able.

School will provide network data storage areas. These will be treated similar to school lockers. Beaverhead County High School reserves the right to review, monitor, and restrict information stored on or transmitted via Beaverhead County High School owned equipment and to investigate inappropriate use of resources.

School will provide staff guidance to aid students in doing research and help assure student compliance of the Acceptable Use Policy.

6.3 - Student Responsibilities

Students will use computer/devices in a responsible and ethical manner.

Students will obey general school rules concerning behavior and communication that apply to iPad/Chromebook/Calculator/Calculator/computer use.

Students will use all technology resources in an appropriate manner so as not to 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 cause by the student's own negligence, errors or omissions. Use of any information obtained via Beaverhead County High School's designated Internet system is at your own risk. Beaverhead County High School specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Students will help the Beaverhead County High School protect its computer system/devices by contacting an administrator about any security problems they may encounter.

Students will monitor all activity on their account(s).

Students should always turn off and secure their iPad/Chromebook/Calculator/Calculator after they are done working to protect their work and information.

If a student should receive email containing inappropriate or abusive language or if the subject matter is questionable, he or she is asked to print a copy and turn it in to the office.

Students will return their iPad/Chromebook/Calculator/Calculator to Mr. Tikalsky's Office at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Beaverhead County High School for any other reason must return their individual school iPad/Chromebook/Calculator/Calculator computer on the date of termination.

6.4 - Student Activities Strictly Prohibited

Illegal installation or transmission of 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.

Use of chat rooms, sites selling term papers, book reports and other forms of student work.

Messaging services (i.e. MSN Messenger, ICQ, etc.)

Internet/computer games.

Use of outside data disks or external attachments without prior approval from the administration.

Changing of iPad/Chromebook/Calculator/Calculator setting (exceptions include personal settings such as font size, brightness, etc.)

Downloading non-approved apps.

Spamming – sending mass or inappropriate emails.

Gaining access to another student's accounts, files, and/or data.

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.

Students are not allowed to give 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 Beaverhead County High School's web filter through a web proxy.

6.5 - iPad/Chromebook/Calculator/Calculator Care

Students will be held responsible for maintaining their individual iPad/Chromebook/Calculator/Calculators and keeping them in good working order. Students will be responsible for damages to their iPad/Chromebook/Calculator/Calculators.

iPad/Chromebook/Calculator/Calculator batteries must be charged and ready for school each day.

Only labels or stickers approved by Beaverhead County High School may be applied to the iPad/Chromebook/Calculator/Calculator.

iPad/Chromebook/Calculator/Calculator cases furnished by the school district must be returned with only normal wear and no alterations to avoid paying a case replacement fee.

iPad/Chromebook/Calculator/Calculators that malfunction or are damaged must be reported to Mr. Tikalsky's Office. The school district will be responsible for repairing iPad/Chromebook/Calculator/Calculators that malfunction.

iPad/Chromebook/Calculator/Calculators that have been intentionally damaged from student misuse or neglect will be repaired with the cost being borne by the student. Students will be responsible for the entire cost of repairs to iPad/Chromebook/Calculator/Calculators that are damaged intentionally or be responsible for full replacement cost.

iPad/Chromebook/Calculator/Calculators that are stolen or lost must be reported immediately to the Main Office .

6.6 - Legal Propriety

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 Beaverhead County High School Standards. 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 or hacking software is strictly prohibited and violators will be subject to disciplinary action. Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action by the District.

6.7 - Student Discipline

If a student violates any part of the above policy, he or she will be subject to consequences as listed in the Acceptable Use Policy and Beaverhead County High School Standards.

7. Protecting & Storing Your iPad/Chromebook/Calculator/Calculator Computer

7.1 - iPad/Chromebook/Calculator/Calculator Identification

Student iPad/Chromebook/Calculator/Calculators will be labeled in the manner specified by the school. iPad/Chromebook/Calculator/Calculators can be identified in the following ways:

Record of serial number and correlated asset tag.

Beaverhead County High School label.

7.2 - Storing Your iPad/Chromebook/Calculator/Calculator

When students are not using their iPad/Chromebook/Calculator/Calculators, they should be stored in their school-issued lockers. Beaverhead County High School recommends the students use the lock provided on their school-issued lockers to secure and store their iPad/Chromebook/Calculator/Calculators. Nothing should be placed on top of the iPad/Chromebook/Calculator/Calculator when stored in their locker.

iPad/Chromebook/Calculator/Calculators should not be stored in a student's vehicle at school or at home. If a student needs a secure place to store their iPad/Chromebook/Calculator/Calculator, they may check it in for storage in Mr. Tikalsky's Office.

Do NOT leave your iPad/Chromebook/Calculator/Calculator in a place that is experiencing extreme hot or cold conditions (i.e. car in summer or winter). Extreme heat will damage the unit itself. Extreme cold will cause severe screen damage.

7.3 - iPad/Chromebook/Calculator/Calculators Left in Unsupervised Areas

Under no circumstances should iPad/Chromebook/Calculator/Calculators be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the commons, computer lab, locker rooms, library, unlocked classrooms, dressing rooms and hallways. Any iPad/Chromebook/Calculator/Calculator left in these areas is in danger of being stolen. If an iPad/Chromebook/Calculator/Calculator is found in an unsupervised area, it will be taken to Mr. Tikalsky's Office. Violations may result in loss of iPad/Chromebook/Calculator/Calculator privileges and/or other privileges.

8. Repairing or Replacing Your iPad/Chromebook/Calculator/Calculator Computer

8.1 – Insurance Coverage

If students or parents wish to carry their own personal insurance to protect the iPad/Chromebook/Calculator/Calculator in cases of theft, loss, or accidental damage, they should consult their insurance agent for details about their personal coverage of the iPad/Chromebook/Calculator/Calculator computer. Most insurance companies will require a rider for electronics and only provide so much coverage and generally a higher deductible.

8.2 - Claims

All claims for accidental damage and maintenance must be reported and filed with the high school office. In cases of theft or loss, students or parents must file a police or fire report and bring a copy of the report to the principal's office.

9. Cost of Repairs

Students will be responsible for damages to their iPad/Chromebook/Calculator/Calculators including, but not limited to, broken screens, cracked plastic pieces, inoperability, etc. Depending on the damage and whether or not the damage was accidental or due to a malfunction or maintenance issue, the School District will evaluate who is responsible for the cost of repairs. In the case of intentional damage and/or neglect, should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value. Lost items such as covers and cables will be charged the actual replacement cost.

Beaverhead County High School
Student Pledge for iPad/Chromebook/Calculator/Calculator Use

I will take good care of my iPad/Chromebook/Calculator/Calculator.

I will never leave my iPad/Chromebook/Calculator/Calculator unattended.

I will never loan out my iPad/Chromebook/Calculator/Calculator to other individuals.

I will know where my iPad/Chromebook/Calculator/Calculator is at all times.

I will charge my iPad/Chromebook/Calculator/Calculator's battery daily.

I will keep food and beverages away from my iPad/Chromebook/Calculator/Calculator since they may cause damage to the device. **This includes taking the iPad/Chromebook/Calculator/Calculator to the commons during lunch break.**

I will not disassemble any part of my iPad/Chromebook/Calculator/Calculator or attempt any repairs.

I will protect my iPad/Chromebook/Calculator/Calculator by only carrying it while in the case provided.

I will use my iPad/Chromebook/Calculator/Calculator in ways that are appropriate, meet Beaverhead County High School's expectations, and are educational.

I will not place decorations (such as stickers, markers, etc.) on my iPad/Chromebook/Calculator/Calculator or provided case; I will not deface the serial number iPad/Chromebook/Calculator/Calculator sticker on any iPad/Chromebook/Calculator/Calculator.

I understand that my iPad/Chromebook/Calculator/Calculator is subject to inspection at any time without notice and remains the property of Beaverhead County High School.

I agree to provide usernames, passwords, passcodes and other security information upon request of Beaverhead County High School. I will not change usernames, passwords or passcodes without Administrative approval.

I will follow the policies outlined in the *iPad/Chromebook/Calculator/Calculator Handbook* and the *Acceptable Use Policy* while at school, as well as outside the school day.

I will file a police report in case of theft, vandalism, and other acts covered by insurance as well as report to Beaverhead County High School.

I will be responsible for all damage or loss caused by neglect or abuse.

I agree to return the iPad/Chromebook/Calculator/Calculator, case and power cords in good working condition.

Consent to Use _____ District-Owned Technology

Student Check Out of District-Owned Computer, Tablet, or Device

I, _____, the parent or guardian of

_____ consent to and/or authorize for the school year

20__-20__ at _____ School District in accordance with the following terms:

- 1) I grant permission for my child _____ to check out a computer, tablet, or other device to bring home as needed for academic use.
- 2) I assume responsibility for any damage to, and responsibility for, the repair and or replacement of the computer, tablet, or other device while it is in my child's custody.
- 3) I assume responsibility for any unauthorized use of the computer, tablet, or other device while it is in my child's custody and will supervise its use to see that the computer, tablet, or other device is used only for academic or other purposes as assigned by school staff and in accordance with District Policy and the technology use agreement.
- 4) I will assume responsibility to pay for any damage, repair and or replacement for any damage done to district software which may result from my child's use of the computer, tablet, or other device.
- 5) I will assume responsibility to pay for any damage, repair and or replacement for any damage done to district software which may result from a virus introduced as a result of my child's use of the computer, tablet, or other device.
- 6) I will not allow my child to use the district's computer, tablet, or other device to add, remove or copy any programs, software or information in a manner which may violate copyright laws.

Parent or Legal Guardian Date

Parent or Legal Guardian Date

For District Use:

Device Provided to Student: _____ Serial Number:

Staff Member Name: _____

Date Provided:

Date Returned: _____

Notes:

Beaverhead County High School will charge accordingly for items that are not returned, damaged, or lost.

iPad cords (\$15.00 each)
charging bricks/cubes (\$25.00 each)
iPad cases & covers (\$30.00 each)
Chromebook cords (\$20.00 each)
Chromebooks (\$250.00 each)
Calculator (\$120 each)

Personal Home or Homeowners Insurance Coverage

If students or parents wish to carry their own additional personal insurance to protect the iPad/Chromebook/Calculator/Calculator in cases of theft, loss, or accidental damage, they should consult their insurance agent for details about their personal coverage of the iPad/Chromebook/Calculator/Calculator computer. Most insurance companies will require a rider for electronics and only provide so much coverage and generally a higher deductible.

Additional Information

In cases of theft, vandalism, or other criminal acts, a police report, or in the case of fire, a fire report **must be filed by the student or parent** for the protection coverage to take place. A copy of the police/fire report must be provided to the school office.

Parent Name (please print): _____

Parent Signature: _____

Date: _____

Parents must sign both forms!!!!

Cart Number _____ **Tag Number** _____