

Andes Central School Tablet Policies and Procedures Handbook



Andes Central School Classroom Connect Program

The focus of the Learning with the Classroom Connect Program at Andes Central School is to prepare students for their future, a world of digital technology and information. As we enter the twenty-first century, excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and the learning tool of these twenty-first century students is the tablet computer. The individual use of tablets is a way to empower students to learn at their full potential and to prepare them for the real world of higher education and the workplace. Tablets encourage students to solve problems and think critically by stimulating analytical thinking. Learning results from the 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. Learning with Tablets integrates technology into the curriculum anytime, anyplace.

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The policies, procedures and information within this document apply to all tablets used at Andes Central School, including any other device considered by the administration to come under this policy.

Teachers may set additional requirements for computer use in their classroom.

1. TABLET SPECIFICATIONS

The tablets selected for use at the Andes Central School are as follows:

Dell Latitude 3390 2-in-1 XCTO

8th Gen Intel Core i5-8250U Processor (Quad Core, 6MB Cache, 1.6GHz,15W)

Windows 10 Home 64 English, French, Spanish

Intel(R) Core(TM) i5-8250U Processor (Quad Core, 6M Cache, 1.6GHz,15W) with
Intel(R) UHD 620 Graphics
8GB, 1x8GB, DDR4 2400MHz Memory

M.2 128GB SATA Class 20 Solid State Drive

M.2 SSD SATA Hard Drive Bracket

13.3" FHD WVA (1920 x 1080) Embedded Touch Anti-Glare, IR Camera & Microphone, WLAN Capable, Active Pen Support

Single Pointing Non-Backlit Keyboard (English)

Qualcomm QCA61x4A 802.11ac Dual Band (2x2) Wireless Adapter+ Bluetooth 4.1 Driver

Qualcomm QCA61x4A 802.11ac Dual Band (2x2) Wireless Adapter+ Bluetooth 4.1

3-Cell 42Whr Battery

2. RECEIVING YOUR TABLET

To receive a tablet computer, students should:

1. Attend the tablet orientation with a parent or legal guardian.
2. Submit a signed and dated Tablet Computer Protection Agreement Form found on Pages 15 & 16.

Tablets will be collected at the end of each school year for maintenance, cleaning and software installations. Tablets may also be collected for upgrades/updates as needed. Students will retain their original tablet each year while enrolled at ACSD.

Probationary Student Privileges

To protect the assets of the Andes Central School District, some students will be required to turn in their tablets to the Help Desk at the end of each day for a period of one month unless otherwise specified. The Help Desk will secure the equipment during the evening and the student will be allowed to check it back out on a daily basis. Parents/guardians can submit a request to the principal that the period be shortened. All requests will be handled on a case by case basis at the discretion of the network administrator/building principal.

Students who will be included at a minimum will be the following:

- All newly arriving students to the district (Students who were not enrolled in the Andes Central School District at the end of the previous semester)
- Students with poor attendance records (Students who have 10 absences or more during the present or previous semester).
- Students who have violated the Andes Central Internet Acceptable Use Policy during the current or previous semester. This probation period will coincide with the Acceptable Use Policy.

3. TAKING CARE OF YOUR TABLET

Students are responsible for the general care of the tablet they have been issued by the school. If you are having any issues with the Tablet, please bring it to the **The Help Desk** which is located in room 418, (Mr. Deurmier's room).

3.1 General Precautions

- No food or drink is allowed next to your tablet while it is in use.
- Insert and remove cords, cables and removable storage devices carefully.
- Students should never carry their tablets while the screen is open, unless directed to do so by a teacher.
- Shut down the computer when not in use to conserve battery life.
- Stickers, drawings, or permanent markers may not be used on the computer.
- Tablets should never be left in a car or any unsupervised area.
- Students are responsible for keeping their tablet's battery charged for school each day.
- All other school policy's may apply.

3.2 Carrying Tablets

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

- Tablets should always be carried within the protective case provided by ACSD.
- Some carrying cases 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 tablet screen.
- Carrying tablets in the carrying case between class periods may be done while the tablet cover is closed and tablet is hibernating.

3.3 Screen Care

The tablet 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 tablet when it is closed.
- Do not place anything near the tablet that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- To clean the screen, use only the anti-static cloth provided with the Tablet.

4. USING YOUR TABLET

Students may take their tablets off site with the following understanding. Tablets are intended for use at school each day. Students must be responsible to bring their tablet to all classes, unless specifically advised not to do so by their teacher. If off site use causes a problem, students may be required to keep their tablet on site at all times. On site is defined as school grounds. Students will remain fully responsible for the Tablet when ever it is taken off site. If the “no insurance” option was checked on the TABLET COMPUTER PROTECTION AGREEMENT FORM, students will **not** be allowed to take the tablets off site also students and parents will also be required to attend the tablet orientation.

4.1 Tablets Left at Home

If students leave their tablet at home, they may phone parents/guardians to bring them to school. If bringing the laptop to school becomes a problem, take home privileges can be taken away.

4.2 Tablet Undergoing Repair

Loaner tablets/laptops may be issued for use at the Network Administrator’s discretion.

4.3 Charging Your Tablet’s Battery

Tablets must be brought to school each day in a fully charged condition. Power cords must stay with the computer at all times.

4.4 Screensavers

Screen savers and backgrounds must be appropriate. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, and gang related symbols or pictures, or other items deemed inappropriate by administration will result in disciplinary actions.

4.5 Sound

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

4.6 Printing

All printing must be limited to educational purposes. You must have permission from your supervisor for any non-educational print jobs.

4.7 Music, Pictured, Videos, Sounds, Games, Programs. Etc..

Music, pictures, videos, sounds, games, programs, etc. are not to be stored on the Tablet’s hard drive. Also, any form of downloading/copying music, pictured, videos, sounds, games or programs is prohibited. If music, pictures, videos, sounds, games, programs, pictures, etc. is needed for a project, you must have permission from your supervisor.

4.8 Passwords

Use of passwords on screensavers or hard drive is forbidden. Use of passwords may result in disciplinary action including but not limited to cost of replacement hardware and/or software.

4.9 Off-site Internet Access

If the student does not fall under the probation period (2.1 pages 4 & 5) and has checked either the Personal Insurance or School District Protection plan (on the Tablet Computer Protection Agreement Form), and have attended the student/parent orientation they will be allowed to take the tablet off school grounds. Students may connect to the internet from a location outside of school but must understand that they are still using school equipment and all school rules and policies still apply.

4.10 Extra Curricular Events

Students are not permitted to bring their tablet computers along with them to extra-curricular events. If needed, students will be given access into the school to retrieve their tablet computers after such events.

5. MANAGING YOUR FILES & SAVING YOUR WORK

5.1 Saving to the Home Directory

Each student will have a user account and ***Home Directory*** (My Documents) on the school network with ample space to save any school-related work. Additional folders in the ***Home Directory*** may be created or added by the student. All student work should be stored in their ***Home Directory***.

Only files stored in the ***Home Directory*** will be automatically backed up and saved. Student work saved to a different location on the computer will not be automatically saved to the school server. Students should be aware that the ***Home Directory*** is not accessible outside of school.

Students should create a separate folder on their desktop for non-backed-up files for off-site use.

5.2 Saving data to Removable storage devices

Students may also use removable file devices to store data for off-site use. Examples of removable storage devices are memory cards, flash drives or thumb drives.

It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Computer malfunctions are not an acceptable excuse for not submitting work.

6. SOFTWARE ON TABLETS

6.1 Originally Installed Software

The software originally installed by Andes Central School must remain on the tablet in usable condition and be easily accessible at all times.

The tablet is supplied with Microsoft® Windows® 10 Tablet PC Edition operating system and with additional software. Licensed software provided with all new tablets includes but is not limited to:

- Microsoft Office 365
- Adobe Reader
- And other school related software.

From time to time the school may install/uninstall software applications for use in a particular course.

6.2 Virus Protection

The tablet has anti-virus protection software. The virus software will be upgraded from the network. The school's storage server is also installed with virus protection software and hardware.

6.3 Additional Software – Online Classes

It is the responsibility of individual students to be aware of additional software programs and files loaded onto their tablet. All additional software must be approved by the Network Administrator.

6.4 Inspection

Students may be selected at random to provide their tablet for inspection.

6.5 Procedure for re-imaging tablets

The hard drives may be completely erased in any repair process. All files on the tablet may be deleted at any time by the Network Administrator. Students are responsible for backing up all files on their drive C: tablet hard prior to any repairs.

6.6 Software upgrades

Upgrade versions of licensed software are available from time to time. Students will be instructed if tablets are needed for software updates.

7. ACCEPTABLE USE

7.1 General Guidelines

- (1) Students will have access to all available forms of electronic media and communication approved by administration which is in support of education and research and in support of the educational goals and objectives of the Andes Central School District.
- (2) Students are responsible for ethical use of the technology resources of the Andes Central School district.
- (3) Access to the Andes Central School technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow the Acceptable Use Policy.
- (4) Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, music downloads, threatening or obscene material, and computer viruses.
- (5) Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, school administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action.
- (6) All other school policy's may apply

7.2 Student Pledge for Tablet Use

Student Pledge for Tablet Use

1. I will take good care of my tablet and know that I will be issued the same tablet each year.
2. I will never leave the tablet unattended.
3. I will never loan out my tablet to other individuals.
4. I will know where my tablet is at all times.
5. I will charge my tablet's battery daily.
6. I will keep food and beverages away from my tablet since they may cause damage to the computer.
7. I will not disassemble any part of my tablet or attempt any repairs.
8. I will protect my tablet by only carrying it while in the bag provided or an approved case.
9. I will use my tablet computer in ways that are appropriate and educational.
10. I will not place decorations (such as stickers, markers, etc.) on the District tablet.
11. I understand that my tablet is subject to inspection at any time without notice and remains the property of the Andes Central School District.
12. I will file a police report in case of theft, vandalism, and other acts covered by insurance.
13. I will be responsible for all damage or loss caused by neglect or abuse.
14. I agree to pay for the replacement of my stylus, power cords, battery, or tablet case in the event any of these items are lost or stolen.

15. I agree to return all issued equipment, complete and in good working condition.

16. I will not store inappropriate music, pictures, videos, sounds, games, programs, pictures, etc on my Tablet's hard drive.

7.3 Acceptable Use Policy for the Internet – Student

(1) See the Network Acceptable Use Policy for the Internet/Web Publishing/E-Mail/Distance Learning – Found in the student handbook.

8. PROTECTING & STORING YOUR TABLET COMPUTER

8.1 Tablet Identification

Student tablets will be labeled in the manner specified by the school. Tablets can be identified in the following ways:

Record of serial number

Individual User account name and password

Tablets are also engraved and the bags labeled

8.2 Password Protection

Student will be given passwords for access to laptop, e-mail, student portal and google docs. These should be kept private and changed if compromised.

8.3 Storing Your Tablet

When students are not using their tablets, they should be stored in the Help Desk room. Nothing should be placed on top of the tablet. Tablets should not be stored in a student's vehicle at school or at home. Extreme temperatures will damage your computer.

8.4 Tablets Left in Unsupervised Areas

Under no circumstances should tablets be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, computer lab, locker rooms, library, unlocked classrooms, dressing rooms and hallways. Any computer left in these areas is in danger of being stolen.

Unsupervised tablets will be confiscated by staff and taken to the Help Desk. Disciplinary action may be taken for leaving your tablet in an unsupervised location.

9. REPAIRING OR REPLACING YOUR TABLET COMPUTER AND/OR ACCESORIES

9.1 DELL Warranty

This coverage is purchased by the Andes Central School District as part of the purchase price of the equipment. Fujitsu warrants the tablets from defects in materials and workmanship. This limited warranty covers normal use mechanical breakdown or faulty construction and will provide replacement parts necessary to repair the tablet or tablet replacement. This coverage does not provide for damage caused by fire, theft, loss, misuse, abuse, computer viruses, accidental, intentional or frequent damage or cosmetic damage. Please report all tablet problems to the technology Help Desk.

9.2 DELL Accidental Damage Protection

The Andes Central School District has purchased through Fujitsu coverage to protect the tablets against accidental damage such as: liquid spills, accidental drops, power surges, natural disasters, etc.. This coverage does not provide for damage caused by fire, theft, loss, misuse, abuse, computer viruses, intentional or frequent damage or cosmetic damage. Fujitsu will assess the tablet damage and repair or replace the machine at no cost if the damage is determined to be accidental, infrequent, and within the protection guidelines. ACSD will service repairs and replacements for defective parts and acts of accidental damage. Please report all tablet problems to the Technology Help Desk.

9.3 School District Tablet Protection .

This annual school year insurance is available to cover tablet replacement in the event of theft, loss or fire through Andes Central School District protection plan. This protection for tablet computers is \$25.00 annually for each student, with a maximum cost of \$50.00 per family. This coverage also has a \$250.00 charge per claim. Accessories including the ac adapter with power cord, battery, stylus pen and protective sleeve are not covered individually by this plan.

In the event that tablet accessories are lost or stolen, you should report the items to the Help Desk. Since these items are not covered under the School District Tablet Protection fund, the cost to replace specific accessories is listed below:

- a) Tablet stolen/Intentional Damage: \$1250.00
- b) AC adaptor and power cord: \$40.00
- c) Battery: \$130.00
- d) Stylus Pen: \$45.00
- e) Briefcase Carrying Case: \$41.00
- f) Screen Damage \$375.00
- g) CD Drive: \$60.00
- h) Rubber Pads missing (20 total \$.25

i) Keyboard \$70.00

j) Ink/Graffiti/Sticky Residue \$15.00

k) Excessive Scratching on Surfaces (lid, LCD surround, keyboard deck, bottom of casing) \$99.00

*Shipping and handling costs will be added to each replacement item.

*Prices may be subject to change with current prices

9.4 Personal Insurance

Students or parents may wish to carry their own personal insurance to protect the tablet in cases of theft, loss, or accidental damage by fire. Please consult with your insurance agent for details about your personal coverage of the tablet computer. Proof of insurance must be provided if this option is checked.

9.5 Misuse and Abuse

Students are expected to keep the tablets in good working condition. If a student is found to be irresponsible and damage was done to the tablet, the student will be liable for the full cost of repairs to the Tablet. If the Tablet damage is beyond repair, a full replacement price will be charged. Disciplinary action may also be applied.

9.6 Claims

All insurance claims must be reported to the Technology Help Desk. Students or parents must file a police or fire report in the event of theft, loss, or accidental damage by fire of the tablet. A copy of the report must be presented to the principal's office before a tablet can be repaired or replaced under the School District Tablet Protection fund.

Fraudulent reporting of theft, loss, or fire will be turned over to the police and insurance company for prosecution.

10. TABLET TECHNICAL SUPPORT

The Technology Help Desk coordinates the repair work for tablets. Services provided may include but are not limited to the following:

- Hardware maintenance and repairs
- Password identification
- User account support
- Operating system or software configuration support
- Application information
- Re-imaging hard drives
- Updates and software installations
- Coordination of warranty repairs

Distribution of loaner tablets and batteries

If the accessories to my tablet are lost or stolen, how much will it cost to replace them? In the event that tablet accessories are lost or stolen, you should report the items to the Help Desk. Since these items are not covered under the School District Tablet Protection fund, the cost to replace specific accessories is listed below:

- a) Tablet stolen/Intentional Damage: \$1250.00
- b) AC adaptor and power cord: \$40.00
- c) Battery: \$130.00
- d) Stylus Pen: \$45.00
- e) Briefcase Carrying Case: \$41.00
- f) Screen Damage \$375.00
- g) CD Drive: \$60.00
- h) Rubber Pads missing (20 total \$.25
- i) Keyboard \$70.00
- j) Ink/Graffiti/Sticky Residue \$15.00
- k) Excessive Scratching on Surfaces (lid, LCD surround, keyboard deck, bottom of casing) \$99.00

*Shipping and handling costs will be added to each replacement item.

*Prices may be subject to change.

TABLET COMPUTER PROTECTION AGREEMENT FORM

The Andes Central School District recognizes that with the implementation of the classroom connect project there is a need to protect the investment by both the District and the Student/Parent. The following outlines the various areas of protection, warranty, accidental damage protection and insurance.

DELL WARRANTY: This coverage is purchased by the Andes Central School District as part of the purchase price of the equipment. DELL warrants the tablets from defects in materials and workmanship. This limited warranty covers normal use mechanical breakdown or faulty construction and will provide replacement parts necessary to repair the tablet or tablet replacement. This coverage does not provide for damage caused by fire, theft, loss, misuse, abuse, computer viruses, accidental, intentional or frequent damage or cosmetic damage. Please report all tablet problems to the technology Help Desk.

DELL ACCIDENTAL DAMAGE PROTECTION: The Andes Central School District has purchased through DELL coverage to protect the tablets against accidental damage such as: liquid spills, accidental drops, power surges, natural disasters, etc.. This coverage does not provide for damage caused by fire, theft, loss, misuse, abuse, computer viruses, intentional or frequent damage or cosmetic damage. Fujitsu will assess the tablet damage and repair or replace the machine at no cost if the damage is determined to be accidental, infrequent, and within the protection guidelines. ACSD will service repairs and replacements for defective parts and acts of accidental damage. Please report all tablet problems to the Technology Help Desk.

INSURANCE FOR THEFT, LOSS OR FIRE: Tablets that are stolen, lost or damaged by fire are not covered by the DELL Warranty or the DELL Accidental Damage Protection outlined above. Following are the three options that are available for these types of losses, and the Student/Parent must commit to one by checking the appropriate box. If the student does not fall under the probation period (2.1 pages 4 & 5) and has checked either the Personal Insurance or School District Protection plan below, they will be allowed to take the tablet off school grounds.

No Insurance - You agree to never take the tablet off school grounds. While on school grounds, the Tablet should be in your possession at all times unless you have it stored at the Andes Central Help Desk.

Personal Insurance -You will cover the tablet under your own insurance policy and in the case of a theft, loss or damage by fire, you agree to pay the District the amount received from your insurance company plus any additional amount needed to cover the tablet replacement not to exceed \$1,600.00. Proof of insurance must be provided if this option is checked.

School District Protection – This annual school year insurance is available to cover tablet replacement in the event of theft, loss or fire through Andes Central School District protection plan. This protection for tablet computers is \$25.00 annually for each student, with a maximum cost of \$50.00 per family. This coverage also has a \$250.00 charge per claim. Accessories including the ac adapter with power cord, battery, stylus pen and protective sleeve are not covered individually by this plan.

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ADDITIONAL INFORMATION: In cases of theft, vandalism and 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 principal's office. The \$250.00 additional charge is the responsibility of the student/parent and must be paid before the tablet can be repaired or replaced.

INTENTIONAL DAMAGE/ACCESSORY REPLACEMENT: Students/Parents are responsible for full payment of intentional damages to tablets or replacement of lost or damaged accessories. Warranty, Accidental Damage Protection, or School District Tablet Protection **DOES NOT** cover intentional damage of the tablet or accessories needing to be replaced due to damage or loss. Disciplinary action may also be applied.

Student Name (printed) - _____ Date_____

I, _____(Student Signature), a student at Andes Central School District have received a copy of the Tablet Policies and Procedures Handbook. I have read the handbook and understand the rules, policies, and procedures described in this handbook.

Parent Name (printed) - _____ Date_____

I, _____(Parent Signature), the parent/guardian of the Andes Central School District have received a copy of the Tablet Policies and Procedures Handbook. I have read the handbook and understand the rules, policies, and procedures described in this handbook.