

# **Camanche Community School District**

## **Student Technology Device Program Handbook**

Distribution of the Technology Device will take place the 1<sup>st</sup> week of school for the 2021-2022 school year.

In order to receive a technology device at this time...

- Students must be officially registered for classes.
- The Student Technology Device Program Agreement Form must contain student signature and be submitted to the District. As well as a parental signature on file either electronically or hard copy.
- The student and parent must have read the 1:1 Student Technology Device Program Handbook.

## **The Vision for Teaching and Learning in the Camanche Community School District**

Technology use in schools is becoming dramatically more important for both student learning and instruction by teachers. While technology has always been important and utilized in the district, the 1:1 initiative within the Camanche Community School District will allow for a transformation in teaching and learning to begin and to continue. An increasing amount of work and resources for student learning are available online, and student access to this material for their learning is important.

- Students in grades 5-12 have their own technology device to utilize on a daily basis.
- Students in grades 5-12 are able to take them home nightly with the proper permission from parents.
- Technology devices in grades 5-12 have a “management system” that filters and does not allow for inappropriate material to be accessed both inside and outside of school.
- Students in grades PK-4 will have their own technology devices in their individual classroom, but it is not to be taken home and has a filter that is only designed to “manage” content on the school campus. The building Principal has the discretion to grant approval for devices to be taken home. With that being stated, parents of elementary students will need to read and sign off that they agree to the guidelines/procedures as discussed in the Handbook.

The school will be allowing students to take the technology device home (as indicated above), but will also allow for parents to request that their students keep their technology devices at school where they will be stored each night. The decision on technology device access for students after school hours will still be left up to parents, but the school will make it a possibility for students to take them home nightly. We do encourage parents to allow their students to take technology devices home with them, as their learning experiences with technology are important.

Technology devices allow students to access information online on a regular basis, along with creating projects, documents and presentations, plus work on papers and similar learning activities (with the capability to “write” a paper whether connected to the internet or not). In addition, the device will allow students to access a dramatic amount of resources online and store all of their information on “Google Drive”, a “cloud based” storage area for all material that an individual wishes to save to access at another time. Students will all have their own login to Google that will allow them to access their information from “the cloud” with any device with an internet connection. If an internet connection is not available, students can still access their current work and resources and create new work.

### **Technology Device Access**

Technology device access at home allows students to access information that teachers are utilizing on the web through the teacher’s online sites that will have assignments, materials, etc. from class that both students and parents will have access to on a daily basis. Technology devices will also allow our students opportunities to collaborate online with other students to work on projects and assignments, and opens up a wide range of material for students to utilize in their learning that goes beyond the traditional textbook and lecture settings of schools from the past. Technology is an integral component in the lives of students, and this process will allow our students the opportunities to work in a professional manner that is educationally based and that meets the interests and learning styles of students.

The 1:1 technology device initiative gives students the tools to have instant access to the world of information and also to become producers rather than just consumers of information that is available through the use of technology. The goal of the initiative is to provide students a technology device and more learning resources for students as they continue their education at the Camanche Community School District and beyond.

Ultimately, the goal is to allow our “students to become pilots of their learning not just passengers along for the ride.” Research shows that the 1:1 initiative “levels the playing field” for all students, regardless of any family’s economic situation.

The Camanche Community School District is continuing to take an extensive and aggressive initiative to transform teaching and learning within the district. The 1:1 Initiative allows several things to occur for the benefit of student learning, and some of these include...

- Promoting student engagement and enthusiasm for learning
- Encouraging collaboration among students, teachers, parents, community members and people throughout the nation and world through interactive capabilities and opportunities.
- Reduces the use of worksheets and workbooks
- Guides students in their learning and production of knowledge
- Allows students access to information, along with an opportunity to connect it to their learning in a meaningful manner.

The Camanche Community School District has continually been placing an emphasis on critical thinking and problem solving in the last several years. The use of technology has been found to be beneficial in allowing educators to give students opportunities to demonstrate their higher level thinking skills in their learning.

### **Technology Device Use and Conduct Policy**

The primary goal of the Camanche Community School District's available technology is to enrich the learning that takes place in and out of classrooms. In particular, technology offers opportunities for exploration and analysis of academic subjects in ways that traditional instruction cannot replicate. However, certain legal and ethical restrictions apply. Also, the limited supply of both hardware and software requires us to set priorities for use. Academic work for courses always takes priority over any other use of the technology device equipment. Library and Media Lab equipment are reserved exclusively for academic use.

The following is a list of rules and guidelines that govern the use of the Camanche Community School District's technology devices and network resources.

*Network Resources refers to all aspects of the school's owned or leased equipment, including technology devices, printers, scanners and other peripherals, as well as email, Internet services, servers, network files and folders, and all other Technology-related equipment and services. These rules apply to any use of the school's network resources whether this access occurs while on or off campus.*

Students may not use network resources:

- to create, send, access or download material which is abusive, hateful, harassing or sexually explicit;
- to download, stream or listen to Internet-based music, video and large image files not required for school work, as this slows the performance of the network for all users. The school will monitor the network for violations.
- to send file attachments through the school's email system that are greater than 5MB in size (the transfer process can hinder network speed and access to others - if you need to transfer large files, please contact the Technology Coordinator to make special arrangements);
- to alter, add or delete any files that affect the configuration of a school technology device;
- to conduct any commercial business;
- to conduct any illegal activity (this includes adhering to copyright laws) ;
- to access the data or account of another user (altering files of another user is considered vandalism) ;
- to install any software onto the district's technology devices;
- to copy Camanche Community School District's school software (copying school owned software programs is considered theft).

In addition, students may not:

- give out their home address or phone number to anyone on the Internet (this protects users from becoming potential victims of those with criminal intent) ;
- give password(s) to anyone;
- post anonymous messages;
- forward email commonly known as "SPAM", Unsolicited Commercial Email (UCE), or "junk email".

### **Equipment Lending Agreement**

This additional agreement allows students to check out a variety of peripheral equipment such as still cameras, video cameras, microphones, and other audio visual devices for multimedia school projects. The signed agreement is part of the Student Technology Device Program Acknowledgement Form.

The Camanche Community School District grants the user permission to borrow technology equipment for school and home use based on mutual agreement of the following:

1. Students will return the equipment at the established due dates and times and understand that they will be billed for replacement costs if equipment is not returned promptly. Approximate replacement costs include: Technology devices \$300, Replacement Screens \$50-\$150; Chargers \$20-\$50; Keyboards \$50 to \$100; Batteries \$50 to \$100.
2. Students will treat this equipment with the same care as if it were "my own property".
3. Students will maintain the equipment in clean condition.
4. Students will avoid use in situations that are conducive to loss or damage.
5. Students will heed general maintenance alerts and advice from school technology personnel.
6. Students will promptly report any malfunction, loss, damage or theft to the Technology Coordinator.
7. Students will transport the equipment within the case if provided in the school building and whenever leaving the school building.

### **Disclaimer**

While the Camanche Community School District has internet filters to monitor what is accessible to students, it does not have control of the information on the Internet or incoming email, nor does it provide any technical barriers to account holders accessing the full range of information available. The “filtering system” that the school uses is an effective system, but as always, sites that are accessible via the Internet may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal or otherwise inconsistent with the mission of the Camanche Community School District. While the Camanche Community School District’s intent is to make Internet access available for educational goals and objectives, account holders will have the ability to access other materials as well. The Camanche Community School District expects students to use technology appropriately and follow all policies when using the Internet. Students found in violation of the policy will be disciplined.

In addition, Camanche Community School District account holders take full responsibility for their access to the district’s network resources and the Internet. Specifically, the Camanche Community School District makes no warranties with respect to school network resources nor does it take responsibility for:

1. The content of any advice or information received by an account holder.
2. The costs, liability or damages incurred as a result of access to school network Resources or the Internet; any consequences of service interruptions.

### **Technology Device Damages and Care**

If a technology device is damaged the school needs to be notified immediately. Each student is required to be aware of the “Responsibility for Damage” information state below.

If a student damages a technology device, the student/student’s family is responsible for paying repair costs.

If a technology device is intentionally damaged, judged by the administration to be intentionally damaged, or is severely damaged due to the student’s negligent or irresponsible behavior, the student will be responsible for paying the entire cost of repair or replacement.

A student who does not have a technology device at the time due to a technology device being damaged accidentally will be allowed to use a technology device from school and be allowed to take it home.

A student who does not have a technology device due to a technology device being damaged intentionally may be allowed to use a technology device from the office that is available for situations similar to this if judged appropriate by the Camanche CSD Technology Advisory Committee. The student will not be allowed to take the technology device home.

### **Responsibility for Damage**

The student is responsible for maintaining a 100% working technology device at all times. The student shall use reasonable care to ensure that the technology device is not damaged. Students are responsible for any costs incurred due to loss or damage of equipment as determined by the school. In addition, students may not be permitted to checkout school equipment in the future and may be billed for any costs incurred by the school.

In the event of damage to the technology device not covered by the warranty and within the student’s control, the student and parent may be billed a fee according to the following schedule:

- First Incident – Up to \$100
- Second Incident – Up to \$200
- Third Incident and all Future Incidents – Up to the full cost of repair or replacement

The administration has the authority to waive the first incident charge if the cause of damage is judged to be beyond the student’s control and is viewed as an accident. A second incident involving the same student would automatically move the consequence to the “Second Incident” consequences.

**The Camanche Community School District reserves the right to charge the student and parent the full cost for repair or replacement when damage occurs due to gross negligence as determined by administration and the Camanche CSD Technology Advisory Committee.**

Replacement of items issued to the student may have a cost associated with each individual item as deemed necessary. Items may include school issued carrying bag, charger, etc.

### **Camanche CSD Technology Advisory Committee**

The Camanche CSD Technology Advisory Committee is comprised of 2 students, 2 staff members, Technology Coordinator in the district and a building administrator. This committee will serve as an advisory role to the Building Principals in discussing the impact of the technology device on learning and the development of future policies. In addition, the committee will serve as an appeal board for students in regard to decisions that are made by the administration on damages to technology devices and other technology.

### **Student Use in Classrooms**

Students will be required to take their technology device to each classroom each day, unless told differently by the teacher for that specific day. When the technology device is not being used in class it is to be closed or at a 45 degree angle. Teachers may request at any time for students to shut their technology device

### **Student Access to Internet**

At school, students will have access to the Internet through the school server. When not at school students can access the internet if they have internet access available to them in their home or other locations. The security system of the school will also be in place when students access the Internet outside of the school. Therefore, sites that are “blocked” at school will also be “blocked” in all other locations where students access the Internet. One common student site that is blocked is Facebook, along with many game sites. While inappropriate sites are blocked, it is possible that the security system may not always identify all sites that are potentially viewed as inappropriate. Therefore, parents are recommended to monitor their student’s time on the technology device along with their activities on the technology device during their 24/7 access at home.

### **Appropriate Education Use**

Students will have ethical and appropriate use of technology lessons presented to them during the first full week of school in one of their classes or in a separate session. It is important that students are aware of appropriate use of technology for their own protection, security and in order to effectively use technology in the 21st Century.

Topics covered in these learning sessions will include information on cyber bullying, inappropriate web sites, online safety, plagiarism, and misuse of the equipment.

### **Students Access & Monitoring**

Ultimately the technology device is the property of the school, and the school has the right to determine what is appropriate and to search the technology device if necessary at any time. The district’s website monitoring software that allows the district to block websites which are inappropriate for students whether they are accessing the web via the district wireless network or if they are connected to the Internet in their homes. This software also includes screen monitoring which allows school employees or classroom teachers to monitor multiple student technology device screens at one time.

Students who access inappropriate sites during the school day or are accessing sites that are not related to the class that they are in will face disciplinary action from the teacher and/or the administration. Consequences may include but not limited to detention to not being allowed to take the technology device home with them at the end of the school day as initial steps.

If sites are accessed by accident (which does occur at times) it is recommended that the student immediately move to another site within a few seconds.

This being said, the best filtering software in the world cannot match the combination of education and supervision at school and home. The Camanche Community School District is working hard to establish a quality curriculum of “digital citizenship” in which students are educated on acceptable standards of online behavior.

### **Bringing the Technology Device to School**

It is imperative that students bring their technology device and charging unit to school each day for their learning. Teachers will be designing their lessons and classrooms based on students having access to their technology device. The technology device must be kept in the carrying bag at all times when it is not being used.

Students who accidentally leave their technology device at home may have access to a limited amount of technology devices that are available in the building. Students will be able to “sign-in” to their account on the server, but would not be able to take this technology device home with them. Students will be allowed 1 time/semester to use a technology device from the building’s inventory (if one is available) if they forget their technology device at home.

### **Charging of Technology Devices**

It is the student's responsibility to have their technology device charged each day when they come to school. During a normal school day a typical technology device fully charged (through a normal electrical outlet) can be used the entire day for classes with no additional charging required. Students must be responsible and charge their technology device before coming to school.

The school cannot allow exceptions for students to charge their technology device during class due to the disruption to the learning environment that this may cause. If a student comes to class with a technology device that is not charged, specific consequences may occur for the student.

The school will allow students to charge technology devices in the classroom that they are departing prior to lunch if needed. The room will be locked so that the technology device is in a safe and secure location.

Establish a routine at home for the charging of the technology device so that it can charge overnight. The charging time of the technology device and responsibility is very similar to the charging of a cell phone.

### **Lost Technology devices**

Technology devices that are lost or stolen need to be reported to the school office immediately. If a technology device is lost the student will be financially responsible for its replacement.

### **Downloading Programs & Personalizing the Technology Device**

Only the Technology Coordinator in the school can download programs to the student technology device. The student will not install or use file-sharing programs to download other programs, or duplicate nor distribute copyrighted materials other than a back-up copy of those items legally owned. All students will be able to personalize their technology device through the legal downloading of music from iTunes, CD's, and other similar methods, although some specific sites such as "LimeWire" and other music sites will not be accessible to students. In addition, screen savers, wallpaper and other pictures may be placed on the technology device. All items must be appropriate and not violate any school policies.

Stickers and other markings on the outside of the technology device will not be allowed. Each technology device and bag is easily identified by a specific numbering system ("Asset Tag") that is placed on the technology device.

### **Google & Google Drive**

Students will save all of their schoolwork in the cloud through Google (Google Drive). This is an easy process for students, and one which allows them to access their information from any technology device through the Google process. Students will have their own username and password to access their technology device and Google.

Any student work that is saved on their technology device will automatically save to the "cloud" through an automatic process. Student work without an internet connection will be saved when internet is accessible by the technology device.

### **Student Printer Use**

Students will have access to print in the media center. Any other locations that are needed will need to be accessed by the teacher, and the student will need to send the material to the teacher in order to have it printed in many cases.

It is hoped that less material will need to be printed as a result of the opportunities to communicate learnings to the teacher by sending assignments and other materials to them through their technology device.

### **Read all Safety Warnings and Information**

The technology device comes with some general information for its user. Reading this will allow you to understand more about the technology device and its capabilities, along with general hints and reminders for the care of the technology device.

### **Technology Device Care Reminders**

1. Keep your technology device in a safe place.

The technology device bag, with the technology device and other equipment, must be stored in a safe place (lockers at school during no class times). Do not leave the technology device on the floor where it might be stepped on or within reach of small children or pets. Do not leave it in a car or anywhere it might be exposed to extreme temperatures. Do not leave technology device unattended.

Technology devices left in bags in unattended classrooms or other areas are considered “unattended” and may be confiscated by faculty or staff as a protection against theft. If confiscated, the student will receive a warning before getting the technology device back. If the technology device is confiscated a second time, the student may be required to get a parent signature acknowledging financial responsibility before getting the technology device back, along with other potential appropriate consequences. Unattended and unlocked equipment, if stolen – including at school – will be the student’s responsibility.

## 2. Technology device bags

**Students must use a technology device bag.** Students will be allowed to use their own technology device bag.

- the bag must have a specific pocket designed to protect technology devices.
- the bag must be able to fit under any desk in the school.
- must be approved by the Technology Coordinator or building administrator.

If the student chooses not to buy a bag, the student will be given a technology device bag that they are required to use to carry their technology device in during the school day and outside of school. It is specially designed for the technology device that students are using. It is important to keep the bag clean, and take time to remove any items like paper clips that can scratch the exterior of your technology device. Static electricity may develop in the bag during the cold, dry winter months, and a simple solution to reduce this problem and to keep your bag smelling fresher is to put a dryer sheet in your bag.

## 3. Keep your Technology Device away from all liquids.

Exposure to liquids will severely damage a Technology device and will result in large repair costs. Water, pop, juice, power drinks, coffee, etc. Will all ruin your technology device completely? Keep your friends’ food and liquid away from your technology device. Open cans of pop and cups of coffee (even those with lids) are especially dangerous. Do not put a bottle of water/pop/etc. in your backpack with your technology device even if it is sealed.

## 4. Only One User

Technology devices will be set for one designated user. Do not allow anyone else to use your technology device other than your parent or guardian. Loss or damage that occurs when anyone else is using it will be your responsibility.

## 5. Technology Device Problems

It is a student’s responsibility to maintain a 100% working technology device at all times. If the student’s technology device is not working properly the student needs to take the technology device to the Technology Coordinator or the office. If the technology device cannot be fixed immediately, the student will be issued a different technology device to use on a temporary basis. Do not attempt to remove or change the physical structure of the technology device, including keys, screen cover or plastic casing. Doing so will void the warranty, and the student/family will be responsible for 100% of the repair or replacement cost.

## 6. Cleaning the Technology Device

Use a soft, dry, lint free cloth in most cases when cleaning the technology device. If necessary, the cloth may be dampened slightly to assist in the cleaning areas that do not appear to be coming clean with the dry cloth. Screens show fingerprints and smudges easily, but be sure to follow proper cleaning procedures to keep your screen looking new. Never use cleaning products with acetone or ammonia. It is imperative that they are cleaned appropriately (as listed above) or with cleaners that have been approved by the school technology coordinator or administration office. Read and follow any maintenance alerts from the school technology personnel or the administration office.

## 7. Shutting down the Technology Device.

Shut down the technology device when it won’t be used for an extended duration. Putting your technology device to sleep and not using it for several days can drain the battery to a point where it may no longer accept a charge. Wait until the sleep light on the front of the technology device pulses before moving it.

## 8. Closing the Technology Device

The technology device lid/screen needs to be completely closed when moving it from one point to another.