

# 1:1 Handbook

## Lead-Deadwood High School & Middle School

Lead, South Dakota  
[www.lead-deadwood.k12.sd](http://www.lead-deadwood.k12.sd)



# 2020-2021

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# Lead-Deadwood High School and Middle School Tablet PC Handbook – 2020-2021

*The policies, procedures, and information within this document apply to all Tablet PCs used at Lead-Deadwood High School and Middle School, including any other device considered by the principal to come under this policy. Teachers may set additional requirements for computer use in their classroom.*

## 1. TABLET PC SPECIFICATIONS

### Fujitsu LIFEBOOK P727 Tablet PC

**Operating System:** Microsoft® Windows® 10

**Processor:** 7<sup>th</sup> Generation Intel® Core™ i3-7100U Processor

**Memory:** 4GB RAM

**Hard Drive:** 128 GB M.2 SATA SSD Hard Drive

**Screen:** 12.5 Pen and Touch Display

**Battery:** 3 cell, 45Wh Battery

**Network Adapter:** Intel® Dual Band Wireless-AC 8265, WLAN 802.11a/b/g/n

**Bluetooth:** WPAN Bluetooth 4.1

**Limited Warranty:** 4-Year Fujitsu Next Business Day Onsite with Accidental Damage Protection

## 2. RECEIVING YOUR TABLET PC

Tablet PCs will be distributed each fall during “*Tablet PC Orientation.*” **Parents and students must sign and return the Tablet PC Computer Protection plan and Student Pledge documents before the Tablet PC can be issued to the student.** The Tablet PC Protection plan outlines three options for families to protect the Tablet PC investment for the school district. Please review the Tablet PC Protection plan included in this handbook. Tablet PCs will be collected at the end of each school year for maintenance, cleaning and software installations. Students will retain their original Tablet PC each year while enrolled at LDS.

\*\*\*ALL Tablet PC’s are the property of the LEAD-DEADWOOD SCHOOL DISTRICT and are subject to the same guidelines as other school property.

## 3. TAKING CARE OF YOUR TABLET PC

Students are responsible at all times for their Tablet PCs both on and off campus. Tablet PCs that are broken or fail to work properly must be taken to the Help Desk located in the high school room 202 or middle school room 235.

### 3.1 General Precautions

- No food or drink is allowed next to your Tablet PC while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Tablet PC.
- Students should never carry their Tablet PCs while the screen is open unless directed to do so by a teacher.

- Tablet PCs should be shut down or placed in Hibernate or Standby mode before transporting them to conserve battery life.
- Tablet PCs must remain free of any writing, drawing, stickers, or labels that are not the property of the Lead-Deadwood School District.
- Hard-drive or BIOS passwords are forbidden. If used, students will be responsible for the cost to correct the problem.
- Tablet PCs must never be left in a car or any unsupervised area.
- Students are responsible for keeping their Tablet PC's battery charged for school each day.
- Students are responsible for bringing their power cord and stylus to school each day.
- The Help Desk have limited capacity to check out spare power cords or styli to students if theirs are left at home. Students who do check out a loaner will be responsible for the loaner as well as their issued device and accessories.

### **3.2 Carrying Tablet PCs**

The protective cases provided with Tablet PCs have sufficient padding to protect the Tablet PC from normal treatment and provide a suitable means for carrying the computer within the school. Students choosing to use a personal carrying bag must present the bag for approval, and the bag must be designed for carrying a personal computer. The guidelines below should be followed:

- Tablet PCs should always be within the protective case when carried.
- The Tablet PCs must be turned off with the screen facing the keyboard before placing it in the protective case.
- The power cord should NOT be plugged into the Tablet PC while in the protective case. This will cause damage to the Tablet PC.
- Protective cases should be used for the sole purpose of carrying your Tablet PC and its power cord.

### **3.3 Screen Care**

The Tablet PC 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 PC when it is closed.
- Do not place anything near the Tablet PC that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not place anything on the keyboard before closing the lid (e.g., pens, pencils, or disks).
- Clean the screen with a soft, dry cloth, or anti-static cloth.

## **4. USING YOUR TABLET PC AT SCHOOL**

Tablet PCs are intended for use at school each day. In addition to teacher expectations for Tablet PC use, school messages, announcements, calendars, and schedules will be accessed using the Tablet PC. Students must bring their Tablet PCs to all classes, unless specifically advised not to do so by their teacher.

#### **4.1 Tablet PC Left at Home**

If students leave their Tablet PC at home, a loaner computer will be issued to the student. The loaner must be returned to the tech office by the end of the day. Repeat violations of this policy may result in disciplinary action.

#### **4.2 Tablet PC Undergoing Repair**

Loaner Tablet PCs may be issued to students when they leave their Tablet PCs for repair at the Help Desk.

#### **4.3 Charging Your Tablet PC's Battery**

Tablet PCs must be brought to school each day in a fully-charged condition. Students need to charge their Tablet PCs each evening. Repeat violations of this policy will result in classroom disciplinary action.

In cases where use of the Tablet PC has caused batteries to become discharged, students may be able to connect their computers to a power outlet in class.

#### **4.4 Screensavers**

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

#### **4.5 Sound**

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

#### **4.6 Printing**

Students will have access to printing stations located in various areas. Students who want to print on a home printer may make an appointment at the Help Desk to have their printer software, from the disk provided with the purchase of the printer, installed on their Tablet.

#### **4.7 Deleting Files**

Do not delete any files that you did not create. Deletion of certain files can affect your Tablet PC's performance.

#### **4.8 Music and Programs**

Students are responsible for maintaining the integrity of software required for facilitating academic activities. All software must be district provided. Music is not allowed to be played on the Tablet PC during school hours without permission from the teacher. Students must use headphones to listen to music when permission is granted from the teacher and when listening to music in the commons. If you choose to save music or other material that is not for academic use, you must save to the desktop folder and not network storage space, or on an external storage device (see section 5.1 and 5.2). Music and non-academic material stored incorrectly will be deleted.

#### **4.9 Games and Obscene Material**

Games are not allowed to be played on the Tablet PC during school hours unless the game is educational in nature and permission is granted by the teacher. Disciplinary action for playing non-academic games in the classroom will be handled according to the policy stated in the

individual teacher's syllabus. The downloading of games onto the Tablet PC is strictly prohibited and disciplinary action will occur if these are found on student computers. Students are not allowed to transfer games or any other personal file through network share folders. Violent games and computer images containing obscene or pornographic material are strictly prohibited at any time and will result in disciplinary action.

## **5. MANAGING YOUR FILES & SAVING YOUR WORK**

Students may only log into the computers under their assigned username. Students may not share their password with other students. Students will be using OneDrive within Office 365 to store their work. Students will have their own Office 365 account with ample space to store any school-related work.

### **5.1 Saving to OneDrive**

The *Documents folder* will save a copy of all student documents to OneDrive on Office 365 while students are on the school network. When a student adds a document to the *Documents folder* while working at home or away from school, that document will be copied to OneDrive. Additional folders in the *Documents folder* may be created or added by the student. All academic student work should be stored in one of the *Documents* folders. Only files stored in **Documents** will be backed up and saved. Student work saved to a different location on the computer, will not be saved to OneDrive.

### **5.2 Saving Data to Removable Storage Devices**

Students should also backup all of their work not saved in **Documents** at least once each week using removable file storage. All students have access to an SD card reader or USB drive on which to store data. It is the responsibility of the student to see to it that critical files are backed up regularly to one of these two locations. Removable memory cards may be purchased at a local retailer.

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

## **6. SOFTWARE ON TABLET PCs**

### **6.1 Originally Installed Software**

Tablet PCs come with a standardized image already loaded. These images may not be altered or changed in any way. The software originally installed must remain on the Tablet PC in usable condition and be easily accessible at all times. ***There may be a service fee to correct this problem.***

The Tablet PC is supplied with Microsoft® Windows® 10 operating system and with additional software. Licensed software provided with all new Tablet PCs includes:

- Adobe Acrobat Reader
- Microsoft Internet Explorer, Chrome
- Microsoft Office 365 including Word, Excel, Access, PowerPoint & Publisher
- Microsoft Photo Story
- Windows Defender
- Windows Media Player
- Lightspeed Mobile/User Agent

The machines are also loaded with a variety of other coursework related software. 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 Tablet PCs at the completion of the course. Periodic checks of Tablet PCs will be made to ensure that students have deleted software that is no longer required in class, and that the school has not exceeded its licenses.

## **6.2 Virus Protection**

The Tablet PC has anti-virus protection software. This software will scan the hard drive for known viruses on boot up. The virus software will be upgraded from the network. The school's storage server and e-mail server are also installed with virus protection software and hardware.

## **6.3 Additional Software**

Only software approved by the district is allowed on the Tablet PC. Please see section 7 regarding random Tablet PC inspections.

## **6.4 Procedure For Re-loading Software**

Please see sections 4.7 and 4.8 regarding maintaining your soft and re-imaging your Tablet PC. The school does not accept responsibility for the loss of any software or files deleted due to re-formatting and re-imaging.

## **6.5 Software Upgrades**

Upgrade versions of licensed software are available from time to time. Students will be instructed to upgrade their software from the school's network periodically.

# **7. ACCEPTABLE USE**

## **7.1 General Guidelines**

- Access to the Lead-Deadwood School District's technology resources is a privilege and not a right. Each employee, student, and/or parent will be required to follow the Use of Technology Resources Policy.
- Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of the Lead-Deadwood School District.
- Students are responsible for their ethical and educational use of the technology resources of the Lead-Deadwood School District.
- 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, threatening or obscene material, and computer viruses.
- Any attempt to alter data, the configuration of a computer, or the files of another user without the consent of the individual, campus administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action.
- All use of the Internet must comply with district guidelines. Log files are maintained on each Tablet PC with a detailed history of all sites accessed. These files will be reviewed periodically.

## **7.2 Privacy and Safety**

- Do not go into chat rooms or Social Media sites not used by LDSD staff.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, password, or passwords of other people.
- Remember that storage is not guaranteed to be private or confidential.
- If you inadvertently access a web site that contains obscene, pornographic or otherwise offensive material, notify a teacher, office staff or Help Desk immediately so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

## **7.3 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 will be treated as an act of cheating. 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 disciplinary action. Violation of applicable state or federal law, including the South Dakota Penal Code, Computer Crimes, will result in criminal prosecution or disciplinary action by the District.

## **7.4 E-mail**

LDSD e-mail is part of the state e-mail system and must comply with guidelines for use established by the State of South Dakota. Students will be given access to this account on a limited basis during each class period during the school day and continual access outside of the school day wherever they have internet access. These guidelines include but are not limited to:

- Students should maintain high integrity with regard to e-mail content.
- Students should check their email on a daily basis.
- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass e-mails or spam.
- LDSD e-mail is subject to inspection by the school and state at any time.
- Violation of these guidelines may result in suspension or loss of e-mail account.

Outside of the school building, students have access to their e-mail from any computer that has internet connection at any time, including the summer months when their Tablet PC's are being cleaned and rebuilt. Students may access this account by going to

<https://outlook.office.com/owa/?realm=k12.sd.us>.

## **7.5 Inspection**

Students may be selected at random to provide their Tablet PC for inspection. Tablet PCs are the property of the Lead-Deadwood School District and are subject to the same guidelines as other property. All student files are checked periodically and are property of the Lead-Deadwood School District.



## 7.6 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. Non-compliance with the policies of the Use of Technology Resources Policy will result in disciplinary action. Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use. The District cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of e-mail and network communications are governed by the South Dakota Open Records Act; proper authorities will be given access to these contents.

**\*\*\* All Disciplinary actions are at the discretion of the Administration**

### **Progressive Discipline For Tablet PC Use Computer Damage: Accidental**

- 1st Offense
  - Tech Support – Warranty Work
- 2nd Offense
  - Tech Support – Warranty Work
- 3rd Offense
  - Tech Support – Warranty Work – Office Referral
- 4th Offense
  - Tech support – Student will check out computer each morning and return it at the end of the school day for two weeks.

### **Progressive Discipline For Tablet PC Use Computer Damage: Intentional**

- 1st Offense
  - Repair costs to be paid by student – Office intervention
- 2nd Offense
  - Repair costs to be paid by student – Parent notification – Student will check out computer each morning and return it at the end of the school day for two weeks.
- 3rd Offense
  - Repair costs to be paid by student – Parent notification – Student will check out computer each morning and return it at the end of the school day for the REMAINDER OF THE QUARTER OR ONE MONTH whichever is greater.
- 4th Offense
  - Repair costs to be paid by student – Parent notification – Loss of computer privileges for the REMAINDER OF SEMESTER.

### **Computer Loss/Theft/Fire**

Students are advised that a computer that is not returnable to the District due to theft, fire or loss is not covered under the accidental damage clause, or the District. Students have the ability to purchase protection to assist with the fiscal obligation in this instance. Students and families are advised that upon the loss of a machine, they are to file a police report within 48 hours and contact the technology office.

The student will check out the spare computer each morning and return it at the end of the day until the matter is resolved with either relocation of the machine, or replacing the machine at full cost, or fulfilling the family's obligation with insurance. At this time, the student will be issued a new computer.

### **Computers Left Unsupervised**

Repeated offenses may result in the student needing to check out his/her computer each morning and return it at the end of the school day.

**Inappropriate Use** (Includes accessing inappropriate sites including, but not limited to, those mentioned in section 7.2 of this handbook)

Incidents will be dealt with according to the student discipline code.

### **Network Violations (Prohibited activities as outlined in the Acceptable Use of Technology Policy)**

Incidents will be dealt with according to the student discipline code.

*\*\*\*Administration reserves the right to refer incidents of severe abuse of policy to law enforcement*

### **7.7 Unlawful Use**

South Dakota state law describes unlawful uses of computer system as the following:

A person is guilty of unlawful use of a computer system, software, or data if the person:

- (1) Knowingly obtains the use of, accesses or exceeds authorized access to, a computer system, or any part thereof, without the consent of the owner;
- (2) Knowingly obtains the use of, accesses, or exceeds authorized access to, a computer system, or any part thereof, without the consent of the owner, and the access or use includes access to confidential data or material;
- (3) Knowingly copies or obtains information from a computer system, or compromises any security controls for the computer system, or uses or discloses to another, or attempts to use or disclose to another, the numbers, codes, passwords, or other means of access to a computer system without the consent of the owner;
- (4) Knowingly disrupts, denies, or inhibits access to software or data without the consent of the owner;
- (5) Knowingly disrupts, denies, or inhibits access to a computer system, without consent of the owner;
- (6) Knowingly modifies, changes, or alters software or data, without the consent of the owner;
- (7) Knowingly obtains use of, alters, accesses, or exceeds authorized access to, destroys, disables, or inhibits access to a computer system, as part of a deception for the purpose of obtaining money, property, or services from the owner of a computer system, or any third party;
- (8) Knowingly destroys or disables a computer system, without consent of the owner; or
- (9) Knowingly destroys or disables software or computer data, without consent of the owner.

### **7.8 Parental Responsibility**

- Parents will be responsible for monitoring student's use of the Tablet PC at home.
- Parents will be responsible for reviewing the Use of Technology Resources Policy with their

child(ren)/student(s).

- Parents are asked to monitor their student's activities on the Internet on a regular basis. Remember, parents are responsible for overseeing their child's use of the Internet while at home.
- Log files showing Internet activity are available to parents upon request.

## **8. PROTECTING & STORING YOUR TABLET PC**

### **8.1 Tablet PC Identification**

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

- Record of serial number and asset tag
- Individual user account name and password

### **8.2 Password Protection**

Students are expected to password protect their Tablet PCs by maintaining a network login account and password. Keeping that password confidential is the student's responsibility.

### **8.3 Storing Your Tablet PC**

When students are not monitoring Tablet PCs, they should be stored in a secured location. Students are encouraged to take their Tablet PC home every day after school regardless of whether or not they are needed. Tablet PCs should not be stored in a student's vehicle at school or at home.

### **8.4 Tablet PCs Left in Unsupervised Areas**

Under no circumstances should Tablet PC 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 computer left in these areas is in danger of being stolen. Unsupervised Tablet PCs will be confiscated and taken to the Help Desk. Disciplinary action may be taken for leaving your Tablet PC in an unsupervised location.

## **9. REPAIRING OR REPLACING YOUR TABLET PC**

### **9.1 FUJITSU Warranty**

This coverage is purchased by the Lead-Deadwood School District as part of the purchase price of the equipment. FUJITSU warranties the Tablet PC 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 PC, or Tablet PC replacement. The FUJITSU warranty does not cover damage caused by misuse, abuse, accidents, or computer viruses. Please report all Tablet PC problems to the technology center help desk.

### **9.2 Accidental Damage Protection (ADP)**

The Lead-Deadwood School District has purchased through FUJITSU, coverage to protect the Tablet PCs against accidental damage such as: liquid spills, accidental drops, and power surges. This coverage does not provide for damage caused by fire, theft, loss, misuse, intentional or frequent damage, or cosmetic damage. FUJITSU will assess the Tablet PC damage and repair or replace the machine at no cost if the damage is determined to be accidental, infrequent, and within the protection guidelines (**Limited to one incident per warranty year**). The Tablet PC is

covered with a four-year FUJITSU Warranty and Accidental Protection Plan. LDHS technicians will service repairs and replacements for defective parts and acts of accidental damage. Please report all Tablet PC problems to the Help Desk.

### **9.3 School District Protection**

School District Protection is available for students and parents to cover Tablet PC replacement in the event of theft, loss, or accidental damage by fire. The protection cost is \$25.00 annually for each Tablet PC with a maximum cost of \$50.00 per family and includes a \$250.00 additional charge for each claim. Families with an eligible free and reduced lunch application on file with the school nutrition office will have the \$25.00 fee waived.

### **9.4 Claims**

All insurance claims must be reported to the Help Desk. Students or parents must file a police or fire report and bring a copy of the report to the principal's office before a Tablet PC can be repaired or replaced with School District Protection.

Fraudulent reporting of theft, loss, or accidental damage by fire will be turned over to the police and insurance company for prosecution. A student making a false report will also be subject to disciplinary action. The district will work with the Lead-Deadwood Police Department to alert pawnshops and police departments in the area to be aware of this district-owned equipment.

## **10. TABLET PC TECHNICAL SUPPORT**

The Help Desks are located in the high school room 202 or the middle school room 235 and coordinates the repair work for Tablet PCs.

Services provided include 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 Tablet PC and batteries

## **11. TABLET PC FAQ'S**

### **1. What is the configuration of my Tablet PC?**

See Section 2.

### **2. Can I use the Tablet PC and software throughout my career at LDS?**

Yes. While the rapid pace of computer technology guarantees that more advanced units will be available before you graduate, your unit will be powerful enough for your classroom work throughout your career at LDHS. The technology committee ensures that the hardware and software are current in both education and industry to prepare our students for college and career readiness. When available software will be usable in upper level as well as entry-level course work. You may need additional software as you move through the curriculum in LDHS; some specific courses, such as Computer Aided Drafting, may require different software and

applications. It is your duty to ensure that all software and applications added to the machine is done properly and at the direction of the district technology office.

### **3. What if I already have another model or brand of Tablet PC computer?**

You will be required to use the school district issued Tablet PC for school purposes. This is necessary to ensure that you have a computer that gives you network capability and the ability to run the software that you will need in your courses. The Lead-Deadwood School District is also limited to provide maintenance service or assistance for only the FUJITSU LIFEBOOK P727 Tablet PC. In addition, LDSD cannot ensure filtered and monitored access to the district network through personal devices. For these reasons, other laptops will not be used on the Lead-Deadwood School District network at school.

### **4. Can I have my Tablet PC computer this summer?**

No. All Tablet PCs will be collected at the end of the school year for general maintenance, cleaning, and software installation purposes. Students will receive their Tablet PCs again at their orientation session in the fall to ensure that everyone receives complete information about the computer, including its warranty, insurance coverage, software usage and LDSD's policy regarding the ethical use of computers. Loaner computers will be issued for summer school.

**5. What about insurance against theft or breakage through carelessness?** See section 9 Your Tablet PC is very portable and very valuable, making it an attractive target for thieves. Therefore, the Lead-Deadwood School District Tablet PC protection is required. The protection covers the Tablet PC for a \$25.00 payment. You will be responsible for paying an additional charge of \$250.00 for each theft or loss claim.

**The best insurance is to take care of your Tablet PC. Do not leave your Tablet PC unattended. Always know where your Tablet PC is! Above all, take your computer home each night.**

**6. Does LDSD provide maintenance on my Tablet PC?** Yes. The Help Desk staff will coordinate maintenance for students. Students enrolled at LDSD will be covered by a maintenance agreement for items described in the FUJITSU warranty agreement and Accidental Protection Plan. Please consult the warranty agreement so that you understand what is and what is not covered.

### **7. What will I do without a computer in my classes if my Tablet PC unit is being repaired or while I am replacing it if it is lost or stolen?**

Lead-Deadwood High School stocks a limited number of Tablet PCs that can be loaned out on a first come, first-served basis. You will be able to apply for a loaner unit at the Help Desk, the same location you will go for service on your Tablet PC. If you are in possession of a loaner, treat it as if it were your own computer. **You will be responsible for any damage to the unit or for its loss.**

### **8. Do I need a printer?**

You need not own your own printer since printers are available in designated areas. If you want to connect to a printer at home with the school Tablet PC, you will need to visit the technology Help Desk and ask to have your printer software installed.

**9. How do I connect to the Internet at home?**

You may connect to the Internet using a cable Ethernet connection or wireless Ethernet Connection. If you maintain a wireless home network, you must set the Tablet PC to connect to your wireless connection. Contact your ISP for support with your personal services.

**10. Will there be facilities to back up the files I create on my Tablet PC?**

Yes. When you save your documents to the Documents folder, your files are sync'd to OneDrive. You are also encouraged to save your documents to a removable memory card or jump drive.

**11. What if I want to add options to my Tablet PC later?**

Only the Lead-Deadwood School District is authorized to add options and upgrades to your Tablet PC.

**12. What if I want to run another operating system on my Tablet PC?**

Only the operating system chosen by the Lead-Deadwood School District will be authorized to run on a student-issued Tablet PC.

**13. Will I be given a new battery if mine goes bad?**

The Tablet PC battery will be replaced by the manufacturer for defects. You will be responsible for charging your battery and proper battery maintenance.

**14. What has the school done to help prevent students from going into inappropriate sites?**

We have a software product called Lightspeed which is designed to help monitor all Internet sites that students attempt to access. This software blocks inappropriate sites and also logs a history of every site that each user opens both on and off campus. All students who attempt to find inappropriate sites will be held accountable.

**15. Are Student Tablet PCs subject to school “snooping”; what if they bring their Tablet PC in for repairs and “objectionable data” is detected?**

Inappropriate material on Tablet PCs should be reported to the classroom teacher, office staff, or Help Desk immediately upon identification. Students who have “objectionable data” on their Tablet PC but have failed or chosen not to report it will be referred to the principal’s office. All Tablet PC’s, email and files are the property of the Lead-Deadwood School District.

**16. If the accessories to my Tablet PC are lost or stolen, how much will it cost to replace them?**

In the event that Tablet PC accessories are stolen, you should report the lost items to the Principals’ office or technology center. The cost to replace specific accessories is listed below:

Broken or lost Stylus	\$45
Broken or lost Stylus Tether	\$7
Broken or lost Charger	\$30
Broken or lost Battery	\$75

### **17. What is unacceptable behavior?**

Unacceptable conduct includes, but is not limited to the following:

- a) Using the network for illegal activities, including copyright, license or contract violations, downloading inappropriate materials, viruses, and/or software, such as but not limited to hacking and host file sharing software.
- b) Using the network for financial or commercial gain, advertising, or political lobbying.
- c) Accessing or exploring on-line locations or materials that do not support the curriculum and/or are inappropriate for school assignments, such as but not limited to pornographic sites.
- d) Vandalizing and/or tampering with equipment, programs, files, software, system performance or other components of the network. Use or possession of hacking software is strictly prohibited.
- e) Causing congestion on the network or interfering with the work of others, e.g., spam email or broadcast messages to lists or individuals.
- f) Intentionally wasting finite resources, i.e., audio or video streaming.
- g) Gaining unauthorized access anywhere on the network.
- h) Revealing the home address or phone number of one's self or another person.
- i) Invading the privacy of other individuals.
- j) Using another user's account, password, or allowing another user to access your account or password.
- k) Coaching, helping, observing or joining any unauthorized activity on the network.
- l) Forwarding/distributing E-mail messages without permission from the author.
- m) Posting anonymous messages or unlawful information on the system.
- n) Engaging in sexual harassment or using objectionable language in public or private messages, e.g., racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning or slanderous.
- o) Falsifying permission, authorization or identification documents.
- p) Obtain copies of, or modify files, data or passwords belonging to other users on the network.
- q) Knowingly placing a computer virus on a computer or network.

### **18. What is Network Etiquette?**

- a) Be polite; messages typed in capital letters are the computer equivalent of shouting and are considered rude.
- b) Use appropriate language; swearing, vulgarity, ethnic or racial slurs, and any other inflammatory language are prohibited.
- c) Pretending to be someone else when sending/receiving messages is considered inappropriate.
- d) Transmitting obscene messages or pictures is prohibited.
- e) Revealing personal addresses or phone numbers of the user or others is prohibited.
- f) Using the network in such a way that would disrupt the use of the network by other users is prohibited.

*If a student fails to return the computer at the end of the school year or upon termination of enrollment at LDS, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the computer, or, if applicable, any insurance deductible. Failure to return the computer will result in a grand theft report being filed with the Lead Police Department. Furthermore, the student will be responsible for any damage to the computer, consistent with the District's Tablet PC Protection plan and must return the computer and accessories to the LDS Help Desk in satisfactory condition. The student may be charged a fee for any needed repairs not to exceed the replacement cost of the computer.*

## 12. TABLET PC AGREEMENT

The Lead-Deadwood School District recognizes that with the implementation of the Tablet PC initiative 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.

**WARRANTY (FUJITSU Tablet PC's):** This coverage is purchased by the Lead-Deadwood School District as part of the purchase price of the equipment. FUJITSU warrants the laptops 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 laptop or laptop replacement. The FUJITSU warranty does not warrant against damage caused by misuse, abuse or accidents.

**ACCIDENTAL DAMAGE PROTECTION (ADP):** The Lead-Deadwood School District has purchased, through FUJITSU, coverage to protect the laptops against accidental damage such as: liquid spills, accidental drops, and power surges. This coverage does not provide for damage caused by fire, theft, loss, misuse, intentional or frequent damage, or cosmetic damage. FUJITSU will assess the laptop damage and repair or replace the machine at no cost if the damage is determined to be accidental, infrequent, and within the protection guidelines (**Limited to one incident per warranty year**). If multiple incidents occur in one year, the student will receive an older loaner Tablet PC.

**INSURANCE FOR THEFT, LOSS, OR FIRE:** Laptops that are stolen, lost, or damaged by fire are not covered by the Fujitsu Warranty or the Accidental Damage Protection outlined above.

**SCHOOL DISTRICT PROTECTION:** The Lead-Deadwood School District offers students to purchase an annual protection plan for coverage of theft, loss or damage by fire in the amount of \$25.00 or \$50.00 for family coverage when there are two or more children in high school using laptop computers. The \$25.00 payment is non-refundable. This protection coverage has a \$250.00 additional charge per occurrence. This annual coverage begins upon receipt of the payment and ends at the conclusion of each school year. (Families eligible for free/reduced lunches will have the \$25.00 fee waived)

**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 within 48 hours of the activity. 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 laptop can be repaired or replaced.

**INTENTIONAL DAMAGE:** Students/Parents are responsible for full payment of intentional damages to Tablet PCs. Warranty, ADP, or School District Laptop Protection **DOES NOT** cover intentional damage of the laptops.

**PRIOR TO RECEIVING YOUR TABLET PC:** All returning students must attend an orientation session and complete the necessary documents prior to receiving their Tablet PC. New students and 8<sup>th</sup> graders must attend the 1 to 1 orientation meeting for a full program review. The following documents must be on file in the high school office before a computer will be issued:

- Tablet PC Agreement (this document)
- Acceptable Use Policy
- Student Pledge For Tablet PC Use

Signing this agreement indicates review and acceptance of the terms as outlined in this handbook.

Student Name: \_\_\_\_\_ (Please Print) Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**13. STUDENT PLEDGE FOR TABLET PC USE**

1. I agree that this Tablet PC will not leave campus until the necessary paperwork has been completed and returned by myself and my guardians.
2. I will take good care of my Tablet PC and know that I will be issued the same Tablet PC each year.
3. I will never leave the Tablet PC unattended.
4. I will never loan out my Tablet PC to other individuals.
5. I will know where my Tablet PC is at all times.
6. I will charge my Tablet PC's battery daily.
7. I will keep food and beverages away from my Tablet PC since they may cause damage to the computer.
8. I will not disassemble any part of my Tablet PC or attempt any repairs.
9. I will protect my Tablet PC by only carrying it while in the bag provided or an approved case.
10. I will use my Tablet PC in ways that are appropriate and educational.
11. I will not place decorations (such as stickers, markers, etc.) on my Tablet PC.
12. I understand that my Tablet PC and accounts are subject to inspection at any time without notice and remains the property of the Lead-Deadwood School District.
13. I understand the consequences of inappropriate use of the Tablet PC as outlined in section 7.6 of the Tablet PC Handbook
14. I will follow the policies outlined in the Tablet PC Handbook and the Use of Technology Resources Policy while at school, as well as outside the school day.
15. I will file a police report in case of theft, vandalism, and other acts covered by insurance.
16. I will be responsible for all damage or loss caused by neglect or abuse.
17. I agree to pay for the replacement of my power cords, battery, pen or protective case in the event any of these items are lost or stolen.
18. I agree to return the District Tablet PC and power cords in good working condition.
19. I will not reveal my own or anyone else's personal address or phone number
20. I agree to abide by all copyright and license agreements.
21. I agree that no financial transactions of any kind will be allowed using the school account.
22. I understand that access to the Internet will be allowed, as well as, the possibility of student work and photos being published on the Internet.
23. I will not install or download to the hard drive any programs, music or games unless expressed permission has been given by a classroom teacher for educational purposes.
24. I understand that the Tablet PC is an educational tool and is the property of the Lead-Deadwood School District.

Student Name: \_\_\_\_\_ (Please Print) Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Lead-Deadwood School District Tablet PC Protection Agreement

The Lead-Deadwood School District recognizes that with the implementation of the Classroom Connection Initiative there is a need to protect the investment by the District and the Faculty / Student / Parent. The laptop user agreement outlines the various areas of program management including use, care, warranty, accidental damage protection, intentional damage and insurance.

**THEFT, LOSS OR FIRE:** Participants in the Classroom Connections program must provide assurance for the well being of the machine. Students must provide assurance to the district that the machine is adequately insured while in their possession in one of the following ways: providing proof of home-owners or renters insurance that would cover the theft, loss, or fire/flood damage of the system; purchasing optional protection coverage from the Lead-Deadwood School District; or declining all protection options assuming full fiscal responsibility for the computer. Lead-Deadwood School District will make available an annual protection payment for coverage of theft, loss or damage by fire in the amount of \$25.00 or \$50.00 maximum per family. The \$25.00 payment is non-refundable. This protection coverage has a \$250.00 additional charge per occurrence. This annual coverage begins upon receipt of the payment and ends when the laptop and all components are checked in and approved by the tech department at the conclusion of the school year or enrollment.

**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 faculty, 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 faculty/student/parent and must be paid before the laptop can be repaired or replaced.

**INTENTIONAL DAMAGE:** Faculty / students / parents are responsible for full payment of intentional damages to laptops. Warranty, Accidental Damage Protection, or School District Laptop Protection **DOES NOT** cover intentional damage of the laptops. Faculty / students / parents will have **full financial responsibility** for intentional damage.

**NEGLIGENCE/ABUSE:** Students are responsible for the general care of the computer they have been issued by the school. Computers that are broken or fail to work properly must be taken to the technology Help Desk. Computer damage due to negligence or repeated breakage, and deemed not to be covered by the accidental coverage plan, will be subject to service fees for repair. Students identified as negligent or abusive will be required to check-in and check-out daily a tablet until the fee is paid and may have use of district provided technology revoked. The fees for repairs are as follows.

Broken Screen	\$590
Broken or lost Stylus	\$45
Broken or lost Stylus Tether	\$7
Broken System Board	\$980
Broken or lost Charger	\$30
Broken or lost Battery	\$75

Many laptop items become broken or have failure due to wear and tear. It will be the determination of the technology department to determine whether the failure was due to normal wear and tear or neglect.

Student / Faculty Name: \_\_\_\_\_ (Please Print)

Student / Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Lead-Deadwood School District**

**Tablet PC Protection Application**

Please Check One:

\_\_\_\_\_ I wish to purchase Computer Protection through the Lead-Deadwood School District for coverage of the Tablet PC in case of theft, loss, fire, flood, or other event not covered by the District's accidental damage policy in the amount of \$25.00 or \$50.00 maximum per family. The \$25.00 payment is non-refundable. This protection coverage has a \$250.00 additional charge per occurrence.

\_\_\_\_\_ (Free/Reduced Qualification) I wish to obtain Computer Protection through the Lead-Deadwood School District for coverage of the Tablet PC in case of theft, loss, fire, flood, or other event not covered by the District's accidental damage policy.

\*\*Subject to qualified free/reduced application through Lead-Deadwood School District.

\_\_\_\_\_ I will provide personal insurance coverage of the Tablet PC in case of theft, loss, fire, flood, or other event not covered by the District's accidental damage policy.

\_\_\_\_\_ I wish to decline all protection options for use of the Tablet PC and will incur all fiscal responsibility in case of theft, loss, fire, flood, or other event not covered by the District's accidental damage policy.

Student / Faculty Name: \_\_\_\_\_ (Please Print)

Student / Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Technology AUP

### **Lead-Deadwood School District District Technology Acceptable Use Agreement**

We are pleased to offer students/staff of the Lead-Deadwood School District access to the district computer network resources, Email and the Internet. To use these resources, all students must sign and return the district's Acceptable Use Policy. Students under age 18 must obtain parental permission.

#### **General Network Use**

The network is provided for students to conduct research, complete assignments, and communicate with others. Access to network services is given to students who agree through the Lead-Deadwood School District Acceptable Use Agreement to act in a considerate and responsible manner. Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Access is a privilege - not a right. As such, general school rules for behavior and communications apply and users must comply with district standards and honor the agreements they have signed. Network or district cloud storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on district servers or district cloud services will always be private.

#### **Internet**

The Lead-Deadwood School District will make every reasonable effort to give access to educationally appropriate sites. However, it may not be technologically possible to limit Internet access to only those sites that have been authorized for the purpose of instruction, and research related to the curriculum.

The district reserves the right to monitor staff and student website access and to take the necessary steps to prohibit access to certain inappropriate sites or to provide consequences for access to such sites. The district may also monitor public sites, such as Snapchat or Facebook, to ensure that information placed on those sites does not violate any school policy. The district also requires that students agree not to place anything on public sites that would have a negative impact on the school environment to include, but not limited to, cyber-bullying, slander or libel of students or staff members, or other information deemed inappropriate or illegal. The district reserves the right to provide consequences for such actions.

The Lead-Deadwood School District does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with the rules, regulations and policies of the district. Users who disregard the district's acceptable use agreement may have their privileges suspended or revoked. In some cases, where applicable, law enforcement officials may become involved in actions that violate state or federal regulations or laws. Users granted access to the Internet through the Lead-Deadwood School District assumes all responsibility and liability, both civil and criminal, for their use of this service. The district makes no warranties of any kind, expressed or implied, for the Internet service that is provided. The district will not be responsible for any unauthorized financial obligations resulting from use of this service.

#### **Email**

Staff and students have access to e-mail, for educational purposes, through the state e-mail. All emails generated or received through the Lead-Deadwood School District are the property of the district. The school reserves the right to monitor staff and students e-mail contents and staff and students may be subject to disciplinary action for inappropriate use.

# Technology AUP

## Lead-Deadwood School District 40-1 District Technology Acceptable Use Agreement

Lead-Deadwood School District believes technology use is an essential skill for lifelong learning. The goal in providing computer and Internet access to staff and students is to promote educational excellence by facilitating resource sharing, innovation, and communication. All users are required to sign this agreement before they may access district resources, and all students must also have their parent/guardian sign the following guidelines for account privileges. By signing this agreement, parents/guardians give their permission for their child to access these services.

The Lead-Deadwood School District will make every reasonable effort to give access to educationally appropriate resources, including Internet sites. However, it may not be technologically possible to limit Internet access to only those sites that have been authorized for the purpose of instruction, and research related to the curriculum.

The use of electronic networks is a privilege, not a right. General school rules for behavior and communications apply. Users are responsible for possession of any and all materials and for all actions with the use of the account. Violation of district policy through the use of technology will result in disciplinary action in accordance with district policy. When applicable, law enforcement agencies may become involved. Examples of inappropriate use include, but are not limited to:

- Accessing, uploading, downloading, distributing, viewing or possessing any offensive files that may be pornographic, obscene or contain sexually explicit material or language.
- Harassing, insulting, or attacking others.
- Damaging or modifying computers, computer systems, or computer networks.
- Violating copyright laws.
- Using others' access information such as usernames and passwords or trespassing in others' folders, work, or files.
- Forgery of electronic communications.
- Intentionally wasting resources.
- Employing the network for commercial purposes, financial gain, or fraud.

The Lead-Deadwood School District makes no warranties of any kind, expressed or implied, for the Internet access it is providing. The District will not be responsible for any unauthorized financial obligations resulting from the use of this account.

**I have read this agreement and agree to adhere to the principles and procedures detailed within.**

STUDENT/STAFF \_\_\_\_\_ DATE \_\_\_\_\_

- |   |     |    |
|---|-----|----|
| 1. My child may access the school network.  | Yes | No |
| 2. My child's work and photo may be published on the school website and used in the Black Hills Pioneer.<br>Example: Student of the Month Award or group photos.  | Yes | No |
| 3. Do you want to receive automated messages from the Lead-Deadwood School District including Text Messages, Phone Calls and Emails. (If you chose "No", you will <u>not</u> receive <u>any</u> automated communication including but not limited to: school cancellations, early releases or upcoming/cancelled events.) | Yes | No |

**I have read this agreement with my child and I allow/deny the items above that are provided by the District.**

PARENT/GUARDIAN \_\_\_\_\_ DATE \_\_\_\_\_