

Turpin High School Device Policy Procedures and Information 20-21
Turpin High School Device Program

The focus of the device program at Turpin High School is to provide tools and resources to the 21st Century Learner. Excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and one of the learning tools of these twenty-first century students is the Ipad and another is the Chromebook . The individual use of these devices is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

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. Effective teaching and learning with devices/laptops integrates technology into the curriculum anytime, anyplace.

The policies, procedures and information within this document apply to all devices used at Turpin High School, including any other device considered by the Administration to come under this policy. Teachers may set additional requirements for use in their classroom.

1. RECEIVING YOUR device & device CHECK-IN

1.1 Receiving Your device

Devices will be distributed each fall during “Device Orientation”. Parents & students must sign and return the Device Protection Plan and Student Pledge documents before the device can be issued to their child. The device Protection plan outlines the option for families to protect the device investment for the school district. Please review the device Protection plan included in this handbook.

1.2 Device Check-in

Devices will be returned during final week of school so they can be checked for serviceability. If a student transfers out of the Turpin School District during the school year, the device will be returned at that time.

1.3 Check-in Fines

Individual school devices and accessories must be returned to the Turpin library at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Turpin for any other reason must return their individual school device on the date of termination. If a student fails to return the device at the end of the school year or upon termination of enrollment at Turpin, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the device, or, if applicable, any insurance deductible. Failure to return the device will result in a theft report being filed with the Beaver County Sheriff Department. Furthermore, the student will be responsible for any damage to the device, consistent with the District’s device Protection plan and must return the computer and accessories to the Turpin Library in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the device.

2. TAKING CARE OF YOUR device

Students are responsible for the general care of the device they have been issued by the school. devices that are broken or fail to work properly must be taken to the Library for an evaluation of the equipment.

2.1 General Precautions

- _ The device is school property and all users will follow this policy and the Turpin acceptable use policy for technology.
- _ Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- _ Cords and cables must be inserted carefully into the device to prevent damage.
- _ devices must remain free of any writing, drawing, stickers, or labels that are not the property of the Turpin School District.
- _ devices must never be left in an unlocked locker, unlocked car or any unsupervised area.
- _ Students are responsible for keeping their device’s battery charged for school each day.

2.2 Carrying devices

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

- _ devices should always be within the protective case.
- _ When placing the device in a backpack, the student must avoid placing materials that might place too much pressure and weight on the device screen.

2.3 Screen Care

The device screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- _ Do not lean on the top of the device when it is closed.
- _ Do not place anything near the device that could put pressure on the screen.
- _ Do not place anything in the carrying case that will press against the cover.
- _ Clean the screen with a soft, dry cloth or anti-static cloth.
- _ Do not “bump” the device against lockers, walls, car doors, floors, etc as it will eventually break the screen.

3. USING YOUR device AT SCHOOL

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

3.1 devices Left at Home

If students leave their device at home, they are responsible for getting the course work completed as if they had their device present. If a student repeatedly (3 or more times as determined by any staff member) leaves their device at home, they will be given a referral.

3.2 device Undergoing Repair

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

3.3 Charging Your device’s Battery

devices must be brought to school each day in a fully charged condition. Students need to charge their devices each evening. Repeat violations (minimum of 3 days-not consecutively) of this policy will result in students being given a referral. In cases where use of the device has caused batteries to become discharged, students may be able to connect their devices to a power outlet in class.

3.4 Screensavers/Background photos

- _ Inappropriate media may not be used as a screensaver or background photo.
- _ Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.
- _ Passwords are not to be used.

3.5 Sound, Music, Games, or Programs

- _ Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- _ Music is allowed on the device and can be used at the discretion of the teacher.
- _ Internet Games are not allowed on the devices. If game apps are installed, it will be with Turpin staff.
- _ All software/Apps must be district provided. Data Storage will be through apps on the device and email to a server location.

3.6 Printing

Printing will be available with the device. Students should talk to their teachers about which printer to print to. Students will be given information and instruction on printing with the device at school.

3.7 Home Internet Access

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

4. MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving to the device/Home Directory

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

4.2 Network Connectivity

The Turpin School District makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.

5. SOFTWARE ON DEVICES

5.1 Originally Installed Software

The software/Apps originally installed by Turpin must remain on the device in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular course. The licenses for this software require that the software be deleted from devices at the completion of the course. Periodic checks of devices will be made to ensure that students have not removed required apps.

5.2 Additional Software

Students are not allowed to load extra software/Apps on their devices. Turpin will synchronize the devices so that they contain the necessary apps for school work. Students will not synchronize devices or add apps to their assigned device, to include home syncing accounts.

5.3 Inspection

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

5.4 Procedure for re-loading software

If technical difficulties occur or illegal software, non Turpin installed apps are discovered, the device will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and reimage.

5.5 Software upgrades

Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in their devices for periodic updates and Syncing.

6. ACCEPTABLE USE

The use of the Turpin School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Turpin School District is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the Turpin School District. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The Turpin School Districts Student Code of Conduct shall be applied to student infractions. Violations may result in disciplinary action up to and including suspension/ expulsion for students. When applicable, law enforcement agencies may be involved.

6.1 Parent/Guardian Responsibilities

_ Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.

_ Should you want your student to opt out of having an device, you will need to sign a form indicating this and understand that your student is still responsible for meeting the course requirements (may take longer).

6.2 School Responsibilities are to:

_ Provide Internet and Email access to its students.

_ Provide Internet Blocking of inappropriate materials as able.

_ Provide network data storage areas. These will be treated similar to school lockers. Turpin School District reserves the right to review, monitor, and restrict information stored on or transmitted via Turpin School District owned equipment and to investigate inappropriate use of resources. Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.

6.3 Students are Responsibilities for:

_ Using computers/devices in a responsible and ethical manner.

_ Obeying general school rules concerning behavior and communication that apply to device/computer use.

_ Using all technology resources in an appropriate manner so as to not damage school equipment. This "damage"

includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the students own negligence, errors or omissions. Use of any information obtained via Turpin School District's designated Internet System is at your own risk. Turpin School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

_ Helping Turpin School District protect our computer system/device by contacting an administrator about any security problems they may encounter.

_ Monitoring all activity on their account(s).

_ Students should always turn off and secure their device after they are done working to protect their work and information.

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

Returning their device to the Library at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Turpin for any other reason must return their individual school device computer on the date of termination.

6.4 Student Activities Strictly Prohibited:

_ Illegal installation or transmission of copyrighted materials

_ Any action that violates existing Board policy or public law

_ Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials

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

_ Messaging services-EX: MSN Messenger, ICQ, etc

_ Internet/Computer Games

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

_ Changing of device settings (exceptions include personal settings such as font size, brightness, etc)

_ Downloading apps

_ Spamming-Sending mass or inappropriate emails

_ Gaining access to other student's accounts, files, and/or data

_ Use of the school's internet/E-mail accounts for financial or commercial gain or for any illegal activity

_ Use of anonymous and/or false communications such as MSN Messenger, Yahoo Messenger

_ Students are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, Ebay, email, etc.

_ Participation in credit card fraud, electronic forgery or other forms of illegal behavior.

_ Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed

_ Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.

_ Bypassing the Turpin web filter through a web proxy

6.5 Device Care

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

_ device batteries must be charged and ready for school each day.

_ Only labels or stickers approved by the Turpin School District may be applied to the computer.

_ device covers furnished by the school district must be returned with only normal wear and no alterations to avoid paying a sleeve replacement fee.

_ devices that malfunction or are damaged must be reported to the library. The school district will be responsible for repairing devices that malfunction. **devices that have been damaged from student misuse, neglect or are**

accidentally damaged will be repaired with cost being borne by the student. Students will be responsible for the entire cost of repairs to devices that are damaged intentionally.

_ **device damage: Students are responsible for any and all damage.**

_ devices that are stolen must be reported immediately to the Office and the Sheriff Department.

6.6 Legal Propriety

_ Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent

_ Plagiarism is a violation of the Turpin Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

_ Use or possession of hacking software is strictly prohibited and violators will be subject to Turpin Student/Parent Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

6.7 Student Discipline

If a student violates any part of the above policy, he/she will be given a referral and put on the following disciplinary steps: 1st Offense - Student(s) will check in/checkout their devices from the help desk daily for one (1) week.

2nd Offense - Student(s) will check in/checkout their devices from the help desk daily for three (3) week.

3rd offense - Three (3) weeks of device privilege suspension (student still responsible for all required work). Repeat of above offenses or severe disregard of any policy rule could result in loss of device privileges for a length of time determined by the administration.

7. PROTECTING & STORING YOUR DEVICE COMPUTER

7.1 Device Identification

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

_ Record of serial number

_ Turpin Label

7.2 Storing Your device

When students are not using their devices, they should be stored in their lockers. The Turpin School District recommends the students use the lock provided by the school district. Nothing should be placed on top of the device, when stored in the locker. Students are encouraged to take their devices home every day after school, regardless of whether or not they are needed. devices should not be stored in a student's vehicle at school or at home. If a student needs a secure place to store their device, they may check it in for storage with the library.

7.3 devices Left in Unsupervised Areas

Under no circumstances should devices be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, locker rooms, library, unlocked classrooms, dressing rooms and hallways. Any device left in these areas is in danger of being stolen. If a device is found in an unsupervised area, it will be taken to the Library or the office. A student will be subject to discipline in order to retrieve their device that has been turned into the Library or the office due to not being supervised.

8. REPAIRING OR REPLACING YOUR device COMPUTER

8.1 School District Protection

School District Protection is available for students and parents to cover device replacement in the event of theft, vandalism, or accidental damage. The protection cost is \$50.00 annually for each device. The District will pay \$25.00 of the plan, and the parents will pay \$25.00. This plan will include a deductible of \$25 for replacement of the device, instead of a cost to the student/parent for full value of an device (approx \$500). Parents will need to purchase this insurance through the Turpin High School office before your student is allowed to check out an device. Repairs for HS Chrome Book will vary in price.

8.2 Claims

All insurance claims must be reported to the high school office. Students or parents must file a police or fire report and bring a copy of the report and a check to cover the deductible, to the principal's office before an device can be repaired or replaced with School District Protection.

9. COST OF REPAIRS

Students will be held responsible for ALL damage to their devices including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value. Lost items such as device cover and cables will be charged the actual replacement cost.

TURPIN SCHOOL DISTRICT device PROTECTION PLAN

The Turpin School District recognizes that with the implementation of the device 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.

device Warranty

Turpin School will purchase a warranty policy on all devices issued by the school. This policy will cover malfunction of the device, USB cable, and power adapter. All malfunctions of device units will need to be reported to the Front Office. If determination of the malfunction is "user" caused, and the warranty, protection plan, or insurance, will not covers costs of repair or replacement, the student/parent will be responsible for replacement costs of the device.

School District Protection

School District Protection is available for students and parents to cover device replacement in the event of theft, vandalism, or accidental damage. This protection will NOT cover loss of the device. The protection cost is \$50.00 annually for each device. The District will pay \$25.00 of this plan, and the parents will pay \$25.00 This plan will include a deductible of \$25 for replacement of the device, instead of a cost to the student/parent for full value of an device (approx \$500). Parents will need to purchase this insurance through the Turpin High School office before your student is allowed to check out an device. The \$50.00 payment is nonrefundable. This annual coverage begins upon receipt of the payment and ends at the conclusion of each school year.

Personally Owned Devices:

All district students shall review and agree to this policy before connecting any personally owned device(s). The District reserves the right to restrict student use of district owned technologies and personally owned devices on school property or at school-sponsored events. Students who disrupt the safety and/or well-being of the school are subject to disciplinary action.

A personally owned device will include all existing and emerging technology devices that can take photographs; input text; upload and download media; and transmit or receive messages or images. Examples of a personally owned device shall include but is not limited to: tablets, laptops, smart phones, wearable technologies, as well as any device with similar capabilities.

The student network is made available as a resource. The District may block or remove student access if deemed necessary. All personal devices accessing the Internet through the District network will be subject to the District's content filtering system. Students are responsible for all content accessed from their device.