

## Kickapoo Area School District One-to-One Device Program & Procedures

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### Check-in and Check-out

#### **1. Check-out**

Chromebooks (with a charger) will be distributed to students each fall.

Once the device has been issued to a student, the Chromebook must have a condition review performed and any pending repairs made before purchasing insurance.

Mobile devices will be labeled in the manner specified by the school. KASD devices can be identified by the record of the serial number and asset tag. Devices can also be able to be located using GPS or web-based location services.

#### **2. Check-in**

The district requires devices to be returned during the final week of school so they can be checked for serviceability. Students who withdraw, are suspended or expelled, or terminate enrollment at Kickapoo Area School District for any other reason must return their mobile 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 Kickapoo Area School District, the student will pay the replacement cost of the device.

Students must return the device and accessories in satisfactory condition. In cases of abuse, neglect or intentional damage, the student will be charged a fee for any needed repairs, not to exceed the replacement cost of the device and accessories.

#### **3. Legal Responsibilities of Users**

- A. Student users will comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If the student is unsure, he/she should ask a teacher.
- B. Plagiarism is a violation of the law. 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.
- C. Use or possession of hacking software is strictly prohibited and violators will be subject to Kickapoo Area School District School Board Policies and Student/Parent Handbooks. Violations of applicable state or federal law will result in criminal prosecution or disciplinary action by the district.

#### **4. Student Discipline**

If a student violates any part of the above policy, he/she will be put on the following disciplinary steps (all at the discretion of the administration):

1st Offense - Student(s) will check-in/check-out their device from their 1st hour teacher daily for one (1) week.

2nd Offense - Three (3) weeks of device privilege suspension. Students will still be responsible for all work.

3rd Offense - Loss of device privileges for a length of time determined by the administration.

#### **5. Damage, Loss, or Theft**

- A. The student or parent/guardian is required to immediately notify a school administrator and file a police report in all cases of stolen or lost devices or accessories. After filing a police report, the student or parent/guardian shall notify the school and submit a copy of the police report. Failure to report stolen property in a timely manner could result in compensation for the entire price of the device. A loaner device will not be provided to the student until a copy of the police report is turned in.
- B. Kickapoo Area School District devices may contain software that can be activated to track down the device in the case of loss or theft. Kickapoo Area School District will also coordinate with law enforcement officials to alert area law enforcement agencies of lost or stolen devices.

- C. Kickapoo Area School District will maintain and service normal issues. Students and parents are responsible for repair and/or replacement costs, based on fair market value, for damage caused to devices by neglect, abuse, or misuse. If you drop it, you pay to fix it. The administration will determine this.

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## **TAKING CARE OF YOUR MOBILE 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 turned in to IT for an evaluation of the equipment. All damages and failures should be reported to IT Support.

### **1. General Precautions**

- a. The device is school property and all users will follow these procedures and the Kickapoo Area School District Acceptable Use Policy signed each year.
- b. Students are responsible for keeping their device's battery charged for school each day.
- c. Papers and other items should **not** be stored between the cover and the device.
- d. Only use a clean, soft cloth to clean the screen; no cleansers of any type.
- e. Food/liquids/moisture should be kept away from the device as they can cause damage to the device. DO NOT keep liquids containers, food, or food wrappers in a book bag containing your device.
- f. Cords and cables must be inserted carefully into the device to prevent damage. First, plug the power supply into the electrical outlet. Second, plug your power cord into your device. When disconnecting, reverse this process.
- g. Devices must remain free of any writing, drawing, stickers, or labels that are not the property of the Kickapoo Area School District.
- h. Devices must never be left in an unlocked locker, on top of lockers, in an unlocked car or in any unsupervised area.
- i. Devices should be placed vertically in the top locker compartment to avoid putting any pressure on the screen.
- j. Never put weight on a mobile device.
- k. Do not expose your device to extreme temperatures, direct sunlight, or ultraviolet light for extended periods of time. Extreme heat or cold may cause damage to the device. If your device has been in a very cold environment for a long period of time, let it warm up before using it.
- l. NEVER leave your device in a vehicle.
- m. NEVER leave your device unsecured. While at school, devices should be locked in a designated storage facility or a securely locked locker.
- n. Students are strongly encouraged to leave devices in locked lockers during any after-school activities (they will be allowed access to their lockers upon returning from the activity).
- o. If a student needs a secure place to store their device, they may check it in for storage with their teacher or library media specialist.
- p. Only labels or stickers approved by the Kickapoo Area School District may be applied to the computer, and district-provided stickers must remain on the device and accessories.

### **2. Carrying Devices**

The guidelines below should be followed when carrying devices:

- a. Never carry, lift or move a Chromebook by the screen - they should be closed when carried.
- b. If Chromebooks are placed in a book bag, they should be in a way that avoids placing too much pressure and weight on the screen.
- c. No device with a camera should ever be taken into a locker room or school bathroom per state law.

### **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.

- a. Do not lean on the top of the device.

- b. Do not place anything near/on the device that could put pressure on the screen.
- c. Do not place it in a book-bag with anything that will press against the cover.
- d. Clean the screen with a soft, dry cloth or anti-static cloth. DO NOT use any type of water, liquid, or other cleaners on the device.
- e. Wash hands frequently when using the device to avoid build-up on the glass touch screen or keyboard/trackpad.
- f. Do not “bump” the device against lockers, walls, car doors, floors, etc as it may eventually break the screen.

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## **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. Students must be responsible to bring their charged device to all classes, unless specifically instructed not to do so by their teacher.

### **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 (three (3) or more times as determined by any staff member) leaves their device at home, they will be required to check out their device from the office or a teacher for three (3) weeks.

### **2. Devices Undergoing Repair**

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

### **3. Device Settings**

- a. All school-provided labeling, barcoding, tape, and protective covers should remain in place or be reported to the IT Services staff for repair.

### **4. Software and Apps**

- a. The District provides Wi-Fi for all mobile devices. Students should not connect to any other Wi-Fi network with their device while inside the school.
- b. All software/apps must be provided and installed by KASD teachers and/or facilitators. KASD teachers and facilitators will synchronize the devices so that they contain the necessary apps for schoolwork. KASD teachers or facilitators may install Apps at any time.
- c. The software/apps originally installed by KASD must remain on the device in usable condition and be easily accessible at all times.
- d. Upgraded 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.
- e. Students are only allowed to load extra software/apps on their devices that have been pre-approved by the school..
- f. Students will not synchronize their devices to home accounts.
- g. If technical difficulties occur, illegal software is found, or non-KASD-installed apps are discovered, the device will be restored from a backup. When warranted, device use restrictions may be imposed as a consequence. The school does not accept responsibility for the loss of any software or documents deleted due to a reformat, powerwash, hard reset, or re-image.
- h. Students may be selected at random to provide their device for inspection.
- i. Web filter rules may be updated at any time without warning to keep the filter aligned with this handbook, administrative requests, and district policies.

### **5. Sound, Music, and Games**

- a. Mobile devices should not be used to download or stream music inside of school.
- b. Mobile devices should not be used to download or stream video inside of school. Teachers may choose to assign educational video for viewing inside or outside of school at their discretion.
- c. Mobile devices should not be used to download or stream games inside of school. Teachers may assign educational games inside or outside of school at their discretion.
- d. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. When using sound, students should listen using headphones or earbuds.
- e. Data storage will be through apps on the device or through Google.

## 6. Printing

The mobile device initiative encourages paperless, electronic collaboration - both for the benefit of the paper conservation, and to promote 21st learning and digital collaboration skills. Users may be subject to print quotas.

## 7. Managing Your Files and Saving Your Work

Students are expected to save work to their Google Drive. In the event that an App does not support saving to Google Drive, students may save work to the home directory on the device, or to a flash drive. Students may also email documents to themselves for storage on a flash drive. Storage space will be available on the mobile device - BUT it will NOT be backed up in case of re-imaging, reformat, powerwash, or hard reset. It is the student's responsibility to ensure that work is saved and backed up. . Device malfunctions are not an acceptable excuse for not submitting work.

## 8. Network Connectivity and Tech Support

The Kickapoo Area School District makes every attempt to maintain full uptime of internet and network connectivity, but makes no guarantee that the 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. Tech support will be provided only during the school day, as time is available.

## 9. Devices Left in Unsupervised Areas

Under no circumstances should devices be left in unsupervised areas. Unsupervised areas include the school grounds, the lunchroom, computer lab, on top of lockers, in the library, unlocked classrooms, hallways, etc. Be reminded that devices are not allowed in locker rooms, dressing rooms, or bathrooms per state law. 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 office. The device, primary user's account, and any device that the user is logged into may be suspended until the device is claimed. If multiple incidences occur for the same student and device parent contact will be made and a daily checkout of the device may be required.

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## Using Your Device at Home

### 1. Home Internet Access

Students are allowed to set up wireless networks on their devices.

*\*\*\*Parents must be aware that content may not be filtered while using the device on a home network. The best form of content filtering is parental supervision. We recommend speaking with your child about Internet security and safety, laying out clear expectations regarding their Internet and device use, and monitoring Internet use. Parents may also choose to explore at-home filtering options to protect their network & any devices within it.*

### 2. Charging Your Device's Battery

- a. Devices must be brought to school each day in a fully charged condition. A charger will be issued to the student for charging at home and must be returned with the device at the end of the year or after withdrawing from KASD.
- b. Students need to charge their devices each evening. Repeat violations (minimum of three (3) days) of this policy will result in students being required to check out their device from their 1st hour teacher for three (3) weeks.
- c. In cases where the use of the device has caused batteries to become discharged, students may be able to connect their devices to a power outlet in class with a classroom charger, at the discretion of the teacher.

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## Acceptable Use

The use of the Kickapoo Area School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Kickapoo Area School District is non-transferable or expandable by students to people or groups outside the district and terminates when a student is no longer enrolled in the Kickapoo Area School District. The Kickapoo Area School District Acceptable Use 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

terms and conditions named in the policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied.

The Kickapoo Area School District's Student Discipline Policy 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.

### **1. School Responsibilities**

- a. Provide Internet access to its students.
- b. Provide on site Internet content filtering of inappropriate materials as able.
- c. Provide data storage. These will be treated similar to school lockers. Kickapoo Area School District reserves the right to review, monitor, and restrict information stored on or transmitted via Kickapoo Area School District owned equipment and to investigate inappropriate use of resources.
- d. Provide staff guidance to aid students in doing research and help assure student compliance of the Acceptable Use Policy.
- e. The District may choose to assume the financial liability for device repair or replacement due to accidental damage, but may ask that costs of repairs be paid by parents or an insurance claim be filed through the parent/guardian's homeowner insurance policy.

### **2. Parent/Guardian Responsibilities**

- a. Talk to your children about Internet safety and the standards that your children should follow in the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.
- b. Should you want your student to opt out of having a device to take home, you will need to submit a signed note to that effect to the school office. Understand that your student is still responsible for meeting the course requirements.
- c. Lost, damaged or stolen devices in the care, custody and control of a student may be covered by the homeowner policy of the parent. Most homeowner policies will provide some limit of coverage for damage to property of others under the comprehensive personal liability coverage part of the policy and is not normally subject to any deductible. In cases of accidental damage, loss or theft, the district may seek reimbursement from the parents' homeowner policy. Please consult with your insurance agent for details about your homeowner coverage.
- d. All insurance claims must be reported to IT Services via a Damage Report Form. In cases of theft, vandalism, power surges, or fire, the student or parent must file a police or fire report or statement by the appropriate professional party and bring a copy of the report to the school office before a device can be repaired or replaced or a loaner can be issued.
- e. Students/Parents are responsible for full payment of **intentional** damages to devices. This includes devices that are covered by insurance.
- f. Parents/Guardians will be charged the actual replacement cost of lost accessory items such as chargers, cables, and cases, and cables.

### **3. Student Responsibilities**

- a. Use computers/devices in a responsible and ethical manner.
- b. Obey general school rules concerning behavior and communication that apply to device use.
- c. Use 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.
- d. Use of any information obtained via Kickapoo Area School District's designated Internet System is at your own risk. Kickapoo Area School District specifically denies any responsibility for the accuracy or quality of information obtained through the Internet.
- e. Help Kickapoo Area School District protect our computer system/device by contacting an administrator, technology specialist, or a library media specialist about any security problems you may encounter.
- f. Monitor all activity on your account(s).
- g. Always turn off and secure your device after you are done working to protect your work and information.
- h. Contact the office if you receive email containing inappropriate or abusive language or if the subject

matter is questionable.

- i. Report missing, stolen, or broken devices to the office immediately.
- j. Return your device at the end of each school year. Students who withdraw, are expelled, or terminate enrollment at Kickapoo Area School District for any other reason must return their individual school device on the date of termination.

#### **4. Student Activities Strictly Prohibited**

- a. Illegal installation or transmission of copyrighted materials.
- b. Any action that violates existing Board policy or public law.
- c. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- d. Use of chat rooms, sites selling term papers, book reports and other forms of student work.
- e. Instant messaging services.
- f. Streaming audio or video on the district's network.
- g. Internet/computer games (non-school initiated).
- h. Use of external attachments without prior approval from the facilitator.
- i. Changing of device settings (exceptions include personal settings such as font size, brightness, etc).
- j. Downloading apps.
- k. Spamming - sending mass or inappropriate emails.
- l. Gaining access to other student's accounts, files, and/or data.
- m. Using another student's chromebook.
- n. Using a teacher's chromebook.
- o. Use of the school's Internet for financial or commercial gain or for any illegal activity.
- p. Use of anonymous and/or false communications using messenger services (Ex. – MSN Messenger, Yahoo Messenger, etc.)
- q. 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.
- r. Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- s. 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.
- t. Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- u. Bypassing the Kickapoo Area School District web filter through a web proxy or mobile hotspot.
- v. Leaving your device in an unsupervised area.

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#### **Kickapoo Area School District Student Pledge for Mobile Device Use**

1. I will take good care of my device.
2. I will never leave the device unattended.
3. I will never loan out my device or charger to other individuals.
4. I will know where my device is at all times.
5. I will charge my device's battery daily at home.
6. I will keep food and beverages away from my device since they may cause damage to the device.
7. I will not disassemble any part of my device or attempt any repairs.
8. I will leave the school-provided protective case on my device, and I will not store materials behind it.
9. I will protect my device by only carrying it while closed and/or in the cover provided.
10. I will use my device in ways that are appropriate, meet Kickapoo Area School District expectations and are educational.
11. I will not place decorations (such as stickers, markers, etc.) on the device or cover.
12. I will not deface the serial number on any device.
13. I understand that my device is subject to inspection at any time without notice and remains the property of the Kickapoo Area School District.
14. I will follow the policies outlined in the Device Handbook and the Acceptable Use Policy while at school, as well as outside the school day.
15. I will file a police report immediately in case of theft, vandalism, and other acts covered by insurance.

16. I will report all damages, vandalism or theft to the school office, or IT Services immediately after they happen.
17. I will be responsible for all damage or loss caused intentionally or by neglect or abuse.
18. At the end of the school year, or whenever I leave the Kickapoo Area School District, I agree to return the device, cover and power cords in good working condition.