

Columbus Unified High School
1:1 Device Policy, Procedures, and Information
2017-2018

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1. RECEIVING YOUR DEVICE & DEVICE CHECK-IN

1.1 Receiving Your Device

Devices, along with the charger block and cable, will be distributed at the beginning of each school year during enrollment. Parents & students must sign and return the Student Pledge documents before the device can be issued to their child. Students will be charged a \$50 technology fee each year at enrollment time. Students in grades 11-12 will keep the same device over the next 2 years. In order for this endeavor to be successful, it will take a joint effort between the students, staff and parents to ensure the success of this program.

1.2 Device Check-in

Devices, chargers and cables will be returned during the final week of school so they can be checked for serviceability. If a student transfers out of the Columbus High School during the school year, the device will be returned at the time of checkout. The student will be required to remove any passcodes.

1.3 Check-in Fines

1.3.1 Individual school devices and accessories must be returned to the Columbus High School office at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at CUHS for any other reason must return their individual school device upon the date of termination.

1.3.2 If a student fails to return the device at the end of the school year or upon termination of enrollment at CUHS, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the device. Failure to return the device will result in a theft report being filed with the Columbus Police Department.

1.3.3 Furthermore, the student will be responsible for any damage to the device and must return the device and accessories to the CUHS Office 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 CUHS Office for an evaluation of the equipment, as soon as possible.

2.1 General Precautions

2.1.1 The device is school property and all users will follow this policy and the USD 493 Acceptable Use Policy for technology.

2.1.2 Only use a clean, soft cloth to clean the screen, no cleansers of any type.

2.1.3 Cords and cables must be inserted carefully into the device to prevent damage.

2.1.4 Devices must remain free of any writing, drawing, stickers, or labels that are not the property of USD 493.

2.1.5 Devices must never be left in an unlocked locker, unlocked car, or any unsupervised area.

2.1.6 Students are responsible for keeping their device battery charged for school each day. The school is not responsible for providing you with a way to charge your device at school.

2.1.7 Students will have the same device for the life of the device.

2.2 Carrying Devices

A protective case is not provided for the device. You are expected to be cautious how you carry/transport the device. Be sure not to place it in a backpack or book bag with heavy books as this could lead to breakage.

- 2.3 **Screen Care**
- 2.3.1 The device screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.
 - 2.3.2 Do not put unnecessary pressure on the top of the device.
 - 2.3.3 Do not place anything near the device that could put pressure on the screen.
 - 2.3.4 Do not place anything in the carrying case that will press against the cover.
 - 2.3.5 Clean the screen with a soft, dry cloth or anti-static cloth.
 - 2.3.6 Do not “bump” the device against lockers, walls, car doors, floors, etc. as it may crack or 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. Students should 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 leaves their device at home, they will be subject to appropriate disciplinary action.

3.2 **Device Undergoing Repair**

Loaner devices will issued to students whose device is being repaired only for the school day for those classes in which the teacher requires the use of an device for classwork. The loaner device will be checked back in by the end of the school day as it is not to be taken home. It will be the student’s responsibility to check out the loaner device and check it back in each day.

3.3 **Charging Your Device’s Battery**

Devices should be charged to full capacity each day before they are brought to school. Repeat violations will result in appropriate disciplinary action being taken.

3.4 **Lock Screen Image/Wallpaper**

Students will have the ability to customize their device's lock screen image, as well as the wallpaper. Only appropriate media will be used. Inappropriate pictures will be a violation of policy.

3.5 **Sound, Music, Games, or Apps**

The district will provide an email address for each individual student. This email address will be used for accepting school-provided apps. Students can also add their own apps to the device. iTunes cards, which may be purchased at most stores, are the simplest way to add money to your account, if a student wants to add music and personal apps to their device.

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

3.5.2 Appropriate music is allowed on the device. **Ear buds/headphones may be used in the classroom based upon individual teacher approval.** During passing periods, students may not use ear buds/headphones.

3.6 **Printing**

The school will provide **NO** printing services for the device.

3.7 **Home Internet Access/Printing**

Students are allowed to set up additional wireless networks on their devices. This will be necessary to use web-based services outside of the school setting.

Printing at home will require a wireless printer, proper settings on the device, and possibly an additional app or software on your home computer/printer and the device.

- 3.8 **Personal Apps**
Students may install appropriate personal apps on their device via their Google account. USD 493 will, within reason, provide configuration settings that will not allow inappropriate content/apps/music to be installed on the device. This does not, however limit what can be downloaded to the students individual Google account or other personal devices.
In the event storage space becomes an issue on individual devices, student music, photos and apps will need to be deleted.
- 3.9 **Devices and Extra Curricular Activities**
Coaches/sponsors for individual activities may limit whether or not devices are allowed to be on buses or at particular events.

4. **MANAGING YOUR FILES & SAVING YOUR WORK**

- 4.1 **Saving Files**
Files should be saved to the appropriate cloud service provided by Google (Docs, Sheets, Drive, etc). Data will **NOT** be backed up by the school or the Technology Department. 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.

5. **SOFTWARE ON DEVICES**

- 5.1 **Originally Installed Software**
The apps and operating system originally installed by USD 493 must remain on the device in usable condition and be easily accessible at all times. From time to time the school may add additional apps and OS upgrades.
Periodic checks of devices will be made to ensure that students have not removed required apps or installed inappropriate material.
- 5.2 **Additional Software**
Students will be provided with the apps needed for classwork.
- 5.3 **Inspection**
Students will be selected at random to provide their device for inspection. Device use and contents will also be monitored remotely.
- 5.4 **Procedure for re-loading software**
If technical difficulties occur, the device will be reset to factory settings. The school does not accept responsibility for the loss of any apps or documents deleted due to the necessity of a re-format and/or re-image. It will be the student's responsibility that all of their files are stored properly in the Cloud on Google's servers.
- 5.5 **Software Updates**
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. It is the responsibility of the student to keep their device apps and OS up-to-date.
- 5.6 **Technology Support**
Technology support for devices will be available during the normal school day. A signup sheet will be available in the high school office. Students are to list any device issues they are having on this sheet. The technology staff will periodically call students from this sheet out of class and fix their device issues. After hours support will not be available.
- 5.7 **Extensions/Apps Installed By The District**
MDM Profiles, extensions and apps installed on devices are not to be removed. Students who do not have active profiles on their machines or who remove profiles will be subject to appropriate consequences. (Profiles only apply to iPads, not Chromebooks).

6. ACCEPTABLE USE

The use of the USD 493 School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by USD 493 is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in USD 493. 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 appropriate disciplinary action shall be applied.

Violations may result in disciplinary action up to and including suspension and/or 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.

*Students will have access to their device 24/7. Obviously, you as parents will need to establish ground rules for device use outside of the school day. Devices will have internet filtering while at school. USD 493 will also be able to restrict the content of legally purchased content purchased through iTunes that can be put on the device.

6.2 School Responsibilities are to:

- 6.2.1 Provide internet and e-mail access to its students.
- 6.2.2 Provide internet filtering *during the school day while students are utilizing USD 493's network.*
- 6.2.3 Provide Cloud data storage. (These will be treated similar to school lockers. USD 493 reserves the rights to review, monitor, and restrict information stored on or transmitted via USD 493 owned equipment and to investigate inappropriate use of resources.)
- 6.2.4 Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.
- 6.2.5 Monitor pictures, video, and audio recordings of any student or staff member and ensure they are being utilized in an appropriate manner.

6.3 Students are responsible for:

- 6.3.1 Using devices in a responsible and ethical manner.
- 6.3.2 Complying with general school rules concerning behavior and communication that applies to device/computer use.
- 6.3.3 Using all technology resources in an appropriate manner so as to not damage school equipment.
- 6.3.4 Helping USD 493 protect our computer system/device by contacting an administrator about any security problems they may encounter.
- 6.3.5 Monitoring all activity on their account(s).
- 6.3.6 Securing their device after they are done working to protect their work and information.
- 6.3.7 Notifying a school employee in the event they receive correspondence containing inappropriate or abusive language or if the subject matter is questionable.
- 6.3.8 Returning their device and all charging peripherals, to the office at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at CUHS for any other reason must return their individual school device and charging peripherals on the date of termination.

- 6.4 **Student Activities Strictly Prohibited:**
- 6.4.1 Illegal installation or transmission of copyrighted materials.
 - 6.4.2 Any action that violates existing Board policy or public law.
 - 6.4.3 Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
 - 6.4.4 Inappropriately utilizing photos, video, and/or audio recordings of any person.
 - 6.4.5 Changing device settings in an effort to circumvent the filtering system.
 - 6.4.6 Downloading inappropriate apps.
 - 6.4.7 Spamming-Sending inappropriate emails.
 - 6.4.8 Gaining access to other student's accounts, files, and/or data.
 - 6.4.9 Vandalism to your device or another student's device.
- 6.5 **Device Care:**
- 6.5.1 Students will be held responsible for maintaining their individual devices, charging blocks and cables, and keeping them in good working order.
 - 6.5.2 Device batteries must be fully charged and ready for school each day.
 - 6.5.3 Devices that are stolen must be reported immediately to the office and the School Resource Officer.
- 6.6 **Legal Propriety:**
- 6.6.1 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.
 - 6.6.2 Plagiarism is a violation of the CUHS 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.
 - 6.6.3 Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action by the District.
- 6.7 **Student Discipline:**
- If a student violates any part of the above policy, Board policy, or CUHS Student Handbook policy, he/she may be subject to the following disciplinary steps:
- 6.7.1 Student(s) will check-in/checkout their devices from the office daily.
 - 6.7.2 Required to attend an device policy refresher class.
 - 6.7.3 Loss of individual device and be issued a generic loaner device.
 - 6.7.4 Loss of device while being required to complete coursework.
 - 6.7.5 Disciplinary/legal action as deemed appropriate.

7. PROTECTING & STORING YOUR DEVICES

- 7.1 **DEVICE Identification:**
- Student devices will be labeled in the manner specified by the school. Devices can be identified based on serial number and USD 493 School District identification number.
- 7.2 **Storing Your Device:**
- When students are not using their devices, they should be stored in their locked locker. Nothing should be placed on top of the device. 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 at the CUHS Office.
- 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, commons area, the lunchroom, locker rooms, library, unlocked classrooms, dressing rooms and hallways. Any device left in these areas is in danger of being stolen.

8. REPAIRING OR REPLACING YOUR DEVICE / COST OF REPAIRS

The USD 493 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. Therefore, we have set the following guidelines in place.

8.1 Device Damage

Students will be responsible for caring for their device and will be expected to return them at the end of the year in good working condition.

8.1.1 Devices that malfunction or are damaged must be reported to the office immediately. The school district will be responsible for repairing devices that malfunction and/or repairs covered under warranty. If a device has been damaged (this includes chargers and cables), the student will be charged \$25 for the first incident. For the second incident, the student will be charged \$75, minimum (may be deemed more upon review by administration). For any further incidents, the student will be charged an amount equal to the cost of the repair (if the device is repairable) or the amount it costs the district to replace the unit with a new model (if the cost of repair is greater than the cost of replacement). The incident count will begin at the time the student firsts receives their 1:1 device and will continue until they graduate; the count will NOT start over each year.

8.1.2 Students will be responsible for the entire cost of repairs or replacement of devices that are lost or stolen, including charging peripherals.

8.2 Personal Home or Homeowners coverage

Students or parents may wish to carry their own personal insurance to protect the device in cases of theft. Please consult with your insurance agent for details about your personal coverage of the device computer.

8.3 Warranty Repairs

Warranty repairs will be completed at no cost to the student.

8.4 Vandalism and Theft

In cases of theft, vandalism and other criminal acts, a police report **MUST** be filed by the student or parent.

9. SCHOOL RIGHTS:

9.1 USD 493's network, facilities, and/or mobile device are to be used in a responsible, efficient, and ethical manner in accordance with the philosophy of USD 493. Students must acknowledge their understanding of this policy as well as the following guidelines. Failure to adhere to these standards may result in disciplinary action and/or revocation of the offender's mobile device and/or network privileges.

9.2 The administration and/or their designee(s) have the right to inspect any mobile device, application, or peripheral device associated with any or all USD 493 technology. This includes but is not limited to email, documents, pictures, music, or other components associated with all USD 493 technology.

9.3 USD 493 reserves the right to define inappropriate use of technology.

Student Pledge for 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 to other individuals.
4. I will know where my device is at all times.
5. I will charge my device battery nightly, so it has a full charge at the beginning of each school day.
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 protect my device by keeping it in the protective case that has been provided.
9. I will use my device in ways that are appropriate, meet USD 493 expectations, and are educational in nature.
10. I will not place decorations (such as stickers, markers, etc.) on the device. I will not deface the serial number or USD 493 property tag.
11. I understand that my device is subject to inspection at any time without notice and remains the property of USD 493.
12. I will follow the policies outlined in the *Columbus Unified High School 1:1 Device Policy, Procedures, and Information*, and the *USD 493 Acceptable Use Policy* while at school, as well as outside the school day.
13. I will file a police report in case of theft or vandalism.
14. I will be responsible for all damage (caused by neglect or abuse) or loss or theft of device.
15. I agree to return the District device, charging block and cable, in good working condition and to pay for any damages beyond normal wear and tear.
16. I will not utilize photos, video, and/or audio recordings of myself or any other person in an inappropriate manner.

I agree to the stipulations set forth in the above documents including the Device Policy, Procedures, and Information; the Acceptable Use Policy; and the Student Pledge for Device Use.

Student Name (Please Print): _____ Grade: _____

Student Signature: _____ Date: _____

Individual school devices and accessories must be returned to the CUHS Office at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at CUHS for any other reason must return their individual school device on the date of termination.