

# ***Notebook Student Acceptable Use Procedures and Information 2023-2024***

## **PCHS 1:1 Program**

The focus of the 1:1 program at Powell County High School is to provide tools and resources to the 21<sup>st</sup> Century Learner. Excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future. The individual use of HP Streams is a way to empower students to maximize their full potential and to prepare them for college and the workplace. Powell County High School has developed five goals for our 1:1 initiative:

- Enhance and accelerate learning
- Leverage technology for personalized instruction
- Promote collaboration and increase student engagement
- Strengthen 21<sup>st</sup> century skills necessary for future success
- Provide equity for all learners

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 individual devices integrates technology into the curriculum anytime, anyplace.

The policies, procedures and information within this document apply to all HP Streams used at Powell County High School (PCHS) including any other device considered by the Administration to come under this policy.

Teachers may set additional requirements for use in their classroom.

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## 1. RECEIVING YOUR DEVICE & DEVICE CHECK-IN

### 1.1 Receiving Your Device

Devices will be distributed each fall during the first weeks of school. **Parents & students must sign and return the Parent/Student Agreement form before the Device can be issued to their child.**

### 1.2 Device Check-in

HP Streams will be returned during the final week of school so they can be checked for serviceability.

### 1.3 Check-in Fines

Individual school devices and accessories must be returned to the Powell County High School main office at the end of each school year. Students who graduate early, withdraw, transfer, are suspended or expelled, or terminate enrollment at PCHS 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 PCHS, that student will be subject to criminal prosecution or civil liability. The student will also pay the reimbursement cost of the device and any accessories. Failure to return the device will result in a theft report being filed with the Deer Lodge Police 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 device and accessories to the Powell County High School main 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. HP Streams that are broken or fail to work properly must be taken to the main office for an evaluation of the equipment.

### 2.1 General Precautions

The Stream is school property. All users will follow the guidelines in this handbook, as well as the district Acceptable Use and Safety policy.

- a. Only use soft, lint-free cloth to clean the screen, no cleansers of any type.
- b. Devices must remain free of any writing, drawing, stickers, or labels that are not the property of the Powell County High School.
- c. Cords and cables must be inserted carefully into the device to prevent damage.

- d. Devices must never be left in an unlocked locker, unlocked car or any unsupervised area.
- e. Students are responsible for keeping their device's battery charged for school every day.

## **2.2 Carrying HP Streams**

The protective cases, when provided with HP Streams, 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:

- a. Devices should always be within a protective case when carried.
- b. Students are encouraged to purchase a protective case when one is not provided by the school.

## **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.

- a. Do not lean on the device at any time.
- b. Do not place anything near the device that could put pressure on the screen.
- c. Do not place anything in the carrying case that will press against the cover.
- d. Clean the screen with a soft, lint-free cloth.
- e. 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**

HP Streams 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 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 the course work completed as if they had their device present. If a student repeatedly leaves their device at home, they will be required to "check out" their device from the main office for a period of time as determined by school administration.

## **3.2 Devices Undergoing Repair**

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

## **3.3 Charging your Device's Battery**

HP Streams should be brought to school each day with at least a 75% charge. Students need to charge their devices when it goes below 75% charge. Repeated violations of devices not being

charged for school may result in students being required to “check out” their device from the main office. Multiple offenses may result in the loss of device privileges. In cases where use of the device has caused batteries to become discharged, students may be able to connect their device to a power outlet in class.

### 3.4 Screensavers/Background photos/Passwords

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

### 3.5 Sound, Music, Games, or Programs

- a. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- b. Music is allowed on the Stream. **Earbuds/Headphones are not allowed except in classroom settings with staff approval.**
- c. All software/apps must be district provided. Data Storage will be through Google Drive, a cloud-based computing and email location.

### 3.6 Printing

Limited printing at school will be available. However, students are encouraged to make use of Google Apps for Education and email assignments to their instructors.

### 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.

### 3.8 Classroom Calendars

Students are responsible for being informed of their assignments by accessing the calendars of their teachers.

### 3.9 Class Downloads

Students are responsible to download to the device any necessary documents and/or materials from the teachers’ websites or drop box accounts. If a family does not have wireless access at home, students must do this before school, during the school day, or after school.

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

### **4.1 Saving to Google Drive/Home Directory**

Students should save work to the Google Drive provided through Google Apps for Education. It is recommended students backup documents via Dropbox, or email. Storage space will not be available on the device. 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 Powell County High 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. APPS ON DEVICES**

### **5.1 Originally Installed Apps**

The apps originally installed by PCHS must remain on the device in usable condition and be easily accessible at all times. From time to time the school may add apps for use in a particular course. The licenses for these apps may require that they 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 Apps**

Students are not allowed to load extra apps on their devices. PCHS 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 apps**

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

### **5.5 App upgrades**

Upgrade versions of licensed apps are available from time to time. Most syncing and updating will be done remotely by district technicians. However, students may be required to check in,

turn in their devices for periodic updates and syncing. Powell County High School will notify students on how to update apps, should updates be necessary.

## 6. ACCEPTABLE USE

The use of the Powell County School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Powell County High 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 Powell County High 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 handbook or any other district policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The Powell County High School District's 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

- a. Parents are encouraged to talk to their children about the values and the standards that children should follow on the use of the Internet just as should be done on the use of all media information sources such as television, telephones, movies, and radio.
- b. Any parent who does not want their child to have a device for home use will need to sign a form with this acknowledgement. Students will be required to check out a device daily from the main office. Parents should also understand that any student without a device for home use is still responsible for meeting the course expectations. This may require the student to come in early and stay late at school in order to complete all necessary course requirements.
- c. Parents will be responsible for filling out and signing the Parent/Student Agreement form.
- d. Parents are encouraged to become familiar with the device and help ensure the use of the technology to track their child's progress. The device allows parents and students to view teachers' assignment calendars, track homework, and monitor progress toward coursework completion.

### 6.2 School Responsibilities are to

- a. Provide Internet access to its students.
- b. Provide Internet blocking of inappropriate materials as able.
- c. Provide network data storage areas, which will be treated similar to school lockers. PCHS District reserves the right to review, monitor, and restrict information stored on or transmitted via PHCS 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. Provide user accounts for free information storage in cloud based applications.



- f. Pictures, videos, and audio recordings of any student or staff member are allowed only with written consent.

### **6.3 Students are Responsible for**

- a. Using computers/devices in a responsible and ethical manner.
- b. Obeying general school rules concerning behavior and communication that apply to Stream/computer use.
- c. Using all technology resources in an appropriate manner so as to not damage school equipment.
- d. This “damage” includes, but is not limited to, the loss of data resulting from delays, non-deliveries, miss-deliveries or service interruptions caused by the students own negligence, errors or omissions.
- e. Use of any information obtained via PHCS District’s designated Internet System is at the student’s own risk. PCHS District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- f. Helping Powell County High School protect our computer system/device by contacting an administrator about any security problems they may encounter.
- g. Monitoring all activity on their account(s).
- h. Students should always turn off and secure their device after they are done working to protect their work and information.
- i. If a student should receive email containing inappropriate or abusive language or if the subject matter is questionable, he/she is asked to save a copy and turn it in to the Principal.
- j. Students are required to turn in their device to the main office at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Powell County High School for any other reason must return their individual school Stream computer on the date of termination.

### **6.4 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, cyber bullying or sexually explicit materials.
- d. Pictures, video, and audio recordings of any student or staff member without written consent.
- e. Pictures, video, and audio recordings of any student or staff member at any time in locker rooms or restrooms.
- f. Use of chat rooms, sites selling term papers, book reports and other forms of student work.
- g. All social media unless the device messaging service directed and monitored by the classroom teacher.
- h. Internet/computer games.
- i. Use of outside data disks or external attachments without prior approval from Administration.
- j. Changing device settings (exceptions include personal settings such as font size, brightness, etc).
- k. Downloading software.
- l. Spamming – sending mass or inappropriate emails.

- m. Gaining access to other student's accounts, files, and/or data.
- n. Use of the school's Internet/email accounts for financial or commercial gain or for any illegal activity.
- p. 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.
- q. Participation in credit card fraud, electronic forgery, or other forms of illegal behavior.
- r. 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.
- s. Transmission or accessing materials that are obscene, offensive, threatening, or otherwise intended to harass or demean recipients.
- t. Bypassing the Powell County High School 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.

- a. Device batteries must be charged and ready for school each day.
- b. No labels or stickers may be applied to the device.
- c. Students are allowed to personalize their device case within guidelines of school policies and rules.
- d. Devices that malfunction or are damaged must be reported to the main office. The school district will be responsible for repairing devices that malfunction due to normal wear and tear.
- e. All costs for damages to the device will be paid by the student. Damaged devices must be returned to the office. Do not attempt to fix the device or have it repaired by a third party.
- f. Devices that are stolen must be reported immediately to the Principal. Students are responsible for the replacement cost of any lost device.
- g. Charging cables/cords should be inserted and removed carefully to prevent damage. This should be done on both ends of the cable by grasping the plugs rather than the cord. The charging cord should be plugged into the wall outlet before connecting the device. When disconnecting, remove the cable from the device before pulling the cord from the wall outlet.
- h. Students should never put weight on the devices, stack items on top of them or wedge them tightly into a backpack or case. The device cases should not be used as a folder to carry other items, including any sharp or pointed items such as pens or pencils.
- i. Devices should not be exposed to temperature extremes. Students should not leave the device in any location where the temperature falls below freezing or exceeds 95 degrees. If the device is cold, it should be allowed to warm up to room temperature before use. A device exposed to direct sunlight or high temperatures may overheat during use and must be allowed to cool down before subsequent use.

## 6.6 Legal Propriety

- a. Students are obligated to comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If a student is unsure, they should ask a teacher or parent.

- b. Plagiarism is a violation of the Powell County High School Code of Conduct. Students should 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 PHCS Student 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 may be put on the following disciplinary steps:

- a. 1<sup>st</sup> offense – student(s) will check in/check out their devices from the main office daily up to one (1) week.
- b. 2<sup>nd</sup> offense – student(s) will check in/check out their devices from the main office daily for up to three (3) weeks and be required to attend a device policy refresher class.
- c. 3<sup>rd</sup> offense – students may lose device privileges for a length of time determined by Administration.

**The school has the right to discipline students for infractions concerning device use that are not specifically outlined in the above policy.**

## 7. PROTECTING & STORING YOUR DEVICE

### 7.1 Device Identification

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

- a. Record of serial number
- b. Powell County High School number

### 7.2 Device Storage

When students are not using their devices, they should be stored in their locked lockers. 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, he/she may check it in for storage with the main 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, the lunchroom, computer lab, locker rooms, gym, 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 office.

## **8. INSURANCE AND ACCIDENTAL DAMAGE**

### **8.1 Insurance**

The cost of repairs not covered by the device warranty will be shared equally by the district and student.

Please see section nine in this handbook for device damages that are caused by neglect or intentional misuse.

### **8.2 Claims**

All personal 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 to the principal's office before a device can be repaired or replaced with School District Protection.

## **9. COST OF REPAIRS**

Students will be held responsible for ALL damage to their device caused by neglect or intentional misuse 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 keyboards and cables will be charged the actual replacement cost.

## **10. CONNECTING TO THE DISTRICT NETWORK**

Students/families who own devices may use these in school in place of a District-owned device subject to the following conditions:

- a. The device is available to the student for use every day at school.
- b. The student/family is willing to provide the same apps, including any paid apps, that are provided on the school devices and required for the student's coursework. Licensing agreements for paid content prohibit the school from installing content purchased by the school account on devices not owned by the District.
- c. The district is not responsible for and cannot provide technical support for personally owned devices.
- d. Any personally-owned devices that are brought into the District must be brought to the main office and registered with administration before they are allowed onto the school network. This is for network security purposes as well as to comply with federal legislation regarding Internet content filtering.
- e. The district is not responsible for the loss, theft or damage of any personally-owned devices that are brought to school.

## Powell County High School Student and Parent Agreement 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's battery as needed.
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 only carrying it while in the case provided.
9. I will use my device in ways that are appropriate, meet PCHS District expectations, and are educational.
10. I will not place decorations (such as stickers, markers, etc.) on the device. I will not deface the serial number device sticker on any device.
11. I understand that my device is subject to inspection at any time without notice and remains the property of the Powell County High School.
12. I will follow the policies outlined in the *device Handbook* as well as all of the school policies while at school, as well as outside the school day.
13. I will file a police report in case of theft, vandalism, and other acts covered by insurance.
14. I will be responsible for all damage or loss caused by my neglect or abuse.
15. I agree to return the device with its case and power cords in good working condition.
16. I will inform the main office of any theft, vandalism, or damage to my device.
17. I will not take pictures, video, and audio recordings of any student or staff member without written consent.
18. I will not take pictures, video, and audio recordings of any student or staff member at any time in locker rooms or restrooms.

***I agree to the stipulations set forth in the above documents including the Acceptable Use Policy, Student Handbook and Board Policies. Failure to comply with these procedures and policies may result in disciplinary consequences which may include the loss of privilege to take the Device home or use of the device in general.***

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

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

Parent Name (Please Print): \_\_\_\_\_

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

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