

# SPENCER COUNTY PUBLIC SCHOOLS

## 1:1 INITIATIVE

### TECHNOLOGY HANDBOOK

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# 1. GENERAL INFORMATION

## A. Receiving Your Device

- I. Devices at Spencer County High School will be distributed to all grades at orientation. Students will NOT have the option to bring their own devices as we cannot monitor effectively nor ensure that required software or websites will work properly.
- II. Devices at Spencer County Middle School, Hillview Academy, Spencer County Elementary School, and Taylorsville Elementary will be left on carts in the classrooms. Students will not have the option to take the devices home.
- III. Parents and students must sign and return the Device User Agreement and Acceptable Use Policy before a device will be issued.
- IV. A technology rental fee will be collected each year

## B. Device Check-in

- I. Devices will be returned before the end of the school year, on dates to be provided, so they can be checked for serviceability and be stored for the summer. If a student transfers out of the Spencer County Public School district during the school year, the device, charger and any peripheral device or accessory will be returned at that time.
- II. Students who graduate early, withdraw, are expelled, or terminate enrollment at Spencer County Public Schools for any reason must return the Device, charger and any peripheral device or accessory, on or before the date of termination.
- III. If a student fails to return the device, charger and any peripheral device or accessory at the end of the school year or upon termination of enrollment in Spencer County Public Schools, that student will be subject to criminal prosecution or civil liability and will not be able to participate in graduation activities. The student will also pay the replacement cost of the device, charger and any peripheral device or accessory. Failure to return the device, charger and any peripheral device or accessory could result in theft charges being filed against the student and/or parent/guardian.

## C. Check-in Fines

- I. If at any point during the school year there is damage, loss, or theft of a device, the student must contact the Library Media Specialist or the technology support staff immediately.
- II. Any technical issue with the device must be brought to the attention of the Library Media Specialist or technology staff immediately. This includes, but is not limited to; Chrome/Windows Operating System, battery issues, loss of network connectivity, failure of apps to launch, etc.
- III. Any hardware/software repairs that are not due to misuse or damage will be covered without cost; however, any accidental or intentional damage to the device will incur the cost of repair. A member of the Technology Staff and/or student help desk must perform all repairs.

- IV. After two incidents of accidental damage, the student may lose some privileges of the 1:1 program and may not be permitted to take the device home. This may also result in disciplinary action.
- V. All reports will be investigated and addressed on a case-by-case basis.

## 2. TAKING CARE OF YOUR DEVICE

### A. General Precautions

*The Device is school property and all users will follow this policy and the Spencer County Public Schools Acceptable Use Policy for technology.*

- I. No food or drink is allowed next to your device while it is in use.
- II. Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- III. Cords and cables must be inserted carefully into the device to prevent damage.
- IV. Device and device accessories must remain free of any writing, drawing, stickers, or labels that are not the property of the Spencer County Public School System.
- V. Devices must never be left in an unlocked locker, unlocked car or in any unsupervised area.
- VI. Students are responsible for keeping their device's battery charged for school each day.
- VII. Devices are very sensitive to extreme heat and extreme cold therefore leaving the devices in cars, direct sunlight, etc. could expose the device to these conditions and is potentially harmful to the device and should be avoided.
- VIII. Do not stack any books, heavy materials, etc. on top of the device as it could damage it.
- IX. Take care to protect your password. **Do not share your password.**
- X. Lock your screen when you leave your device unattended for ANY amount of time.

### B. Screen Care

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

- I. Devices should never be carried while the screen is open
- II. Do not lean on top of the device when it is closed.
- III. Do not place anything near the device that could put pressure on the screen front or back.
- IV. Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- V. Clean the screen with a soft, dry cloth or antistatic cloth.
- VI. Do not "bump" the device against lockers, walls, car doors, floors, etc. as it will eventually cause damage to the device.

### 3. USING YOUR DEVICE AT SCHOOL

Devices are intended for use during school each day. In addition to teacher expectations for device use, school messages, announcements, calendars, and schedules may be accessed using it. Students are responsible for bringing their device to all classes, unless instructed otherwise.

#### A. Devices Left at Home

If a student leaves their device at home, they MAY have the opportunity to use a replacement device from the library, if one is available. Students are NOT to leave class to get a replacement device as there is an online form that teachers and students can use to request replacement devices. Students may stop by the library media center before school to check out a device if available to use for the day and return the device to the library media center at the end of the same day. Replacement devices are not available for overnight checkout.

- I. If students leave their device at home, they are responsible for getting the course work completed as if they had their device present.
- II. If a student repeatedly (three or more times as determined by any staff member) leaves their device at home, they may be required to “check out” their device for a period of 5 school days. “Checking out” identifies that the student will only be able to utilize the device during school hours. The device will be checked out in the morning from the library media center and returned at the end of the school day to the library media center.
- III. After the first “check out” period, the device will be returned for student use at home. If this incident occurs again, the student may be referred to the Assistant Principal.
- IV. If a student leaves their device at home for two consecutive days, they will be required to bring in the device and have a mandatory inspection of said device.

#### B. Device Undergoing Repair

- I. A replacement device may be used by students when they leave their device for repair. Please note that there may be a delay in getting a device should the school not have enough to distribute.
- II. Replacement devices must remain at the school.
- III. Replacement devices will only be issued for use in school until all cost of replacement have been paid.

#### C. Charging your Device’s Battery

- I. Devices must be brought to school each day in a fully charged condition.
- II. Chargers may be available to “check out” from the library media center at a cost to the student.
- III. Repeat violations (Minimum of three days, not consecutively) of this policy will result in a phone call home and a referral to school administration. Additional offenses will result in detention(s).

- IV. In cases where use of the device has caused batteries to become discharged, students may be allowed to connect their Devices to a power outlet in class.

#### **D. Photo Library, Screensavers, Background Photos**

- I. Inappropriate media should not be on the device and may not be used as a screensaver or background photo.
- II. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures will result in disciplinary actions and may also result in a loss of device privileges.
- III. Photos/Videos require a large amount of storage space on the devices. Only photos that are for an educational purpose should be saved to the device. All other photo/videos should not be taken or stored.

#### **E. Sound, Music, Games, or Programs**

- I. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- II. Data Storage on the Device is limited and should be managed by the students so that the full educational potential of the Device is available. Any instance of downloading apps that have not been approved by the district are carefully monitored.
- III. Students may be directed by school personnel to remove apps, music, videos, etc. if the storage of instructional materials is compromised.
- IV. Only Music/Sound files that are obtained legally for educational purposes are allowed.
- V. Headphones may be used at the discretion of the teacher. Headphones are not provided by Spencer County Public Schools.

#### **F. Printing**

- I. Printing will not be available inside Spencer County Public Schools with the student assigned devices. The nature of the device minimizes the need to print. Students may print school assignments using the computers in the library media center.

#### **G. Home Internet Access**

- I. Students are allowed to setup access to their home wireless networks on their devices. This will assist students with the ability to complete, retrieve, access, etc. educational content used in classes with the device successfully.
- II. Students may also setup home printing capabilities for their device. This will require a compatible printer and proper settings on the device using Google Cloud Print. (Home printers will not be supported by the Spencer County Public Schools technology department).

- III. If parents/guardians are interested in providing additional content filtering at home, it is suggested that the parents/guardians contact their Internet provider for details and support.

## 4. MANAGING YOUR FILES & SAVING YOUR WORK

### A. Saving to your Device

- I. Students will save work to their Google accounts via the device.
- II. Storage space will be available on the device, but since the device has storage limitations, it is vital that the storage space be privileged for educational use only. It is also important to note that in case of resetting the technology staff will not back up the devices.
- III. It is the student's responsibility to ensure that their work is backed up and therefore not lost due to mechanical failure or accidental deletion.
- IV. Device malfunctions are not an acceptable excuse for not submitting work on time.

### B. Network Connectivity

- I. Spencer County Public Schools makes no guarantee that their network will be up and running 100% of the time. In the case that the network is down, the technology department will not be responsible for lost or missing data. Students will not be penalized if the network is down and a completed assignment cannot be accessed for class projects, presentations, etc. as this type of network outage will affect all students and staff in the school building.

## 5. SOFTWARE ON DEVICES

### A. Originally Installed Software

- I. The Extensions/Apps originally installed by Spencer County Public Schools 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. Periodic checks of devices will be made to ensure that students have not removed required apps/extensions.

### B. Additional Software

- I. Students are not allowed to load extra Extensions/Apps on their device. Students are responsible for the content on their device. Apps and other media must be appropriate per Spencer County Public Schools Acceptable Use Policy and Code of Conduct. Students

will be asked to remove apps and media if deemed inappropriate. These Apps/Extensions will be available upon logging into the device using the official school approved email address.

- II. Any attempt to “Jailbreak” the device or change the configuration will result in an immediate disciplinary action.
- III. Any software that breaks the Acceptable Use Policy or that is deemed inappropriate for use in school is not to be downloaded or installed on the devices. This includes, but is not limited to, music, games, videos, images, eBooks, and apps as noted in section 3-E above. Immediate removal of material (or full reset of the device), contact with parents/guardians, and disciplinary action will take place.

### **C. Inspection**

- I. Students may be selected at random to provide their device for inspection.
- II. Reasons for device inspection may include but are not limited to the following: functionality, maintenance, serviceability, and various violations of student acceptable responsibilities when using the device.

### **D. Procedure for Re-loading Software**

- I. If technical difficulties occur or illegal software is discovered, the device may be restored from backup. The technology department does not accept responsibility for the loss of any software or documents deleted due to a need to reformat and/or reimage any device.
- II. Students are highly encouraged to create a backup of all device documents and work on Google Drive as identified in section 4 above.
- III. Students are highly encouraged to manage their backup data to ensure that enough space is available for school created content.

### **E. Software Upgrades**

- I. Upgrade version of licensed software/apps may become available from time to time. Students may be required to check in their device for periodic updates.
- II. Students are encouraged to periodically upgrade the apps on the device as prompted. Devices run Chrome OS (Operating Software) Web browser. OS updates are conducted automatically on the OS.

## **6. ADDITIONAL RESPONSIBILITIES AND EXPECTATIONS**

### **A. Parent/Guardian Responsibilities**

- I. 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.



- II. Become increasingly active participants by asking your child/children to show you what sites they are navigating to and/or what apps are being used and how they work.
- III. The following resources will assist in promoting positive conversation(s) between you and your child/children regarding digital citizenship as it relates to Internet safety, conduct, and Netiquette:
  - a. a)NetSmartz: <Http://www.netsmartz.org/Parents>
  - b. b) CommonSense Media:  
<http://www.commonsensemedia.org/blog/digitalcitizenship>
  - c. Ensure that siblings and other family members are not using the device for personal use.

## **B. School Responsibilities**

- I. Provide Internet and online course material access to students while at school
- II. Provide Internet filtering and blocking of inappropriate materials as able.
- III. Spencer County Public Schools reserves the right to review, monitor, and restrict information stored on or transmitted by Spencer County Public Schools owned equipment and to investigate inappropriate use of resources.
- IV. Provide staff guidance to aid students in doing research and help ensure student compliance of the Acceptable Use Policy.

## **C. Student Responsibilities**

- I. Use all devices in a responsible and ethical manner.
- II. Obey general school rules concerning behavior and communication that apply to technology use.
- III. Use all technology resources in an appropriate manner so as to not damage school equipment. Take a proactive role to aid Spencer County Public Schools in the protection of our computer system/devices by contacting an administrator about any security problems that they may encounter.
- IV. 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.
- V. Plagiarism is a violation of the Spencer County Public Schools 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.
- VI. Use or possession of hacking software is strictly prohibited and violators will be subject to Spencer County Public Schools Student Handbook. Violation of applicable state or federal law may result in criminal prosecution or disciplinary action.
- VII. If a student should receive messages containing inappropriate or abusive language or if the subject matter is questionable, he/she is to make a teacher or administrator aware immediately.
- VIII. Return devices to the Library Media Center at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Spencer County Public Schools for any other reason must return their individual school

Device and other peripherals on or before the date of termination. High school students that are sent to Hillview Academy for any amount of time will need to turn in their device to the Spencer County High School Library Media Center until their return.

- IX. Monitor all activity on their account(s).

#### **D. Student Activities Strictly Prohibited**

Students are strictly prohibited from the following actions while using their device (Spencer County Public Schools reserves the right to modify this list at any time.):

- I. Illegal installation or transmission of copyrighted materials.
- II. Any action that violates an applicable existing or future Board policy and any applicable laws.
- III. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- IV. Use of chat rooms, sites selling term papers, book reports, and/or other forms of student work.
- V. Messaging services (i.e. MSN Messenger, ICQ, KIK, etc.)
- VI. Use of outside data disk or external attachments without prior approval from the administration.
- VII. Changing of device settings (exceptions include personal setting such as font size, brightness, etc)
- VIII. Spamming (sending mass or inappropriate emails)
- IX. Using the internet to access personal (non-school related) accounts i.e. non-school provided email accounts, Facebook, other social media sites, etc.
- X. Gaining access to another student's or staff member's accounts, files and/or data.
- XI. Use of the Spencer County Public School's Internet/Email accounts for financial or commercial gain or for any illegal activity.
- XII. Sending anonymous or misleading communications for any inappropriate purpose via any means.
- XIII. Students are not allowed to give out personal information without the permission and supervision of their parents or a school staff member over the Internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, EBay, Amazon, email, etc.
- XIV. Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- XV. 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 system and/or damage software components) of school equipment will not be allowed.
- XVI. Transmission or accessing materials that are obscene, offensive, threatening, or otherwise intended to harass or demean recipients.
- XVII. Bypassing the Spencer County Public Schools web filter.

#### **E. Device Care**

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

- I. Device batteries must be charged and ready for school each day.
- II. Only labels or stickers approved by Spencer County Public Schools may be applied to the device.
- III. Devices that malfunction or are damaged must be reported to the administration. The school district will be responsible for repairing devices that malfunction. Devices that have been damaged from student misuse, neglect or are intentionally damaged will be repaired with cost being paid by the student. Students will be responsible for the entire cost of repairs to devices that are intentionally damaged or lost.
- IV. Device damage: Students may be responsible for any and all damage as circumstances warrant.
- V. Devices that are stolen must be reported immediately to the School Resource Officer, Taylorsville Police Department (the police report must be submitted) and to school administration.

#### **F. Legal Propriety**

- I. Comply with all applicable laws, including but not limited to trademark and copyright laws and license agreements.
- II. Plagiarism is a violation of the Spencer County Public Schools 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.
- III. Use or possession of hacking software is strictly prohibited and violators will be subject to Spencer County Public Schools Student Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action.

#### **G. Student Discipline**

- I. If a student violates any part of the policies, procedures or expectations outlined in this document, the student handbook, or technology policies, he/she will be disciplined in accordance with our discipline policy (outlined in the Student Handbook and the Acceptable Use Policy).

## **7. PROTECTING & STORING YOUR DEVICE**

#### **A. Device Identification**

- I. The Library Media Specialist and technology department will maintain a log of all devices including: device serial number, asset tag code, charger serial number, charger asset tag, name and ID number of the student assigned to the device. Each student will

be assigned the same device for the duration of his/her time at Spencer County High School. They will be collected at the end of each school year.

### **B. Storing Your Device**

- I. When students are not using their devices, they should be stored in backpacks.
- II. To prevent damage, nothing should be placed on top of the device.
- III. Students will have the option and are encouraged to purchase a carry case for their device.

### **C. Devices Left in Unsupervised Areas**

- I. 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.
- II. Any devices left in these areas are in danger of being stolen. If a device is found in an unsupervised area, it will be taken to the Library Media Center, help desk area, or the main office and may result in disciplinary action.

## **8. ACTIONS REQUIRING DISCIPLINARY ACTIONS**

As mentioned throughout this document, misuse of devices has the potential to earn disciplinary consequences such as, but not limited to, after school detentions, In School Suspensions, and Out of School Suspensions.

Examples of conduct warranting disciplinary action include, but are not limited to the following:

- Downloading inappropriate apps and media.
- Leaving device unattended.
- Deleting school installed settings from a device.
- Lack of adequate care for device and peripherals.
- Resetting device to factory defaults.
- Placing the device in developer mode.
- Adjusting setting on someone else's device.
- Adding a credit/debit card to a Google Account (Google Wallet) to purchase music/videos/unapproved apps.
- Logging in under personal Google Account to download purchased apps for yourself or another student(s).
- Leaving device at home or not charged. Lack of preparation for classes.
- Loaning of student device to other students inside and outside of school.
- Multiple damage instances cause by lack of care for the device and other peripheral devices.

## 9. DIGITAL CITIZENSHIP

School issued devices should be used for educational purposes and students are to adhere to the Acceptable Use Policy and all of its corresponding administrative procedures at all times. While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

- Respect Yourself. I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
- Protect Yourself. I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
- Respect Others. I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites. I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.
- Protect Others. I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
- Respect Intellectual Property. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
- Protect Intellectual Property. I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

## 10. Device Repair Process/Fees

### A. Vendor Warranty

- I. The equipment vendor has a four year hardware warranty on the Device.
- II. The vendor warrants the Devices from defects in materials and workmanship.
- III. This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide normal replacement parts necessary to repair the Device or Device replacement.
- IV. The vendor warranty does not warrant against damage caused by misuse, abuse, accidents or Device viruses/spyware.
- V. Please report all Device problems to your school's Media Specialist and/or help desk.

## **B. Device Technical Support**

- I. ALL REPAIRS must be completed by the technology staff or student help desk.
- II. Your school's Library Media Specialist will coordinate with our technology staff should your device need repair.
- III. A replacement device may be used by students when they leave their device for repair. Please note that there may be a delay in getting a device should the school not have enough to distribute.
- IV. Replacement devices must remain at the school.
- V. Replacement devices will only be issued for use in school until all cost of replacement have been paid.

## **C. Device Technology Fee/Replacement Cost**

- I. The student/guardian will be responsible for a technology fee that is approved by the Board of Education.
- II. Device replacement cost is approximately \$300 (may vary with market price).
- III. Charger replacement cost is approximately \$30 (may vary with market price).

## **11. DEVICE STUDENT/PARENT USER AGREEMENT**

Documents are available on the Spencer County Public School's website and must be signed before students will be assigned a device.