

Roland-Story Community School District



1:1 Device Handbook
2018-2019

Roland-Story Community Schools

STUDENT/PARENT

1:1 DEVICE USE AGREEMENT

(PLEASE READ THIS ENTIRE AGREEMENT CAREFULLY)

This agreement is made effective upon receipt of a 1:1 device, between the Roland-Story Community School District (RSSD), the student receiving a 1:1 device ("Student"), and his/her parent(s) or legal guardian ("Parent"). The student and parent(s), in consideration of being provided with a 1:1 device, software, and related materials (the "Device") for use while a student is at Roland-Story Community School District, hereby agree as follows:

A. Equipment

A.1 Ownership: RSSD retains sole right of possession of the device and grants permission to the student to use the device according to guidelines set forth in this document. Moreover, Roland-Story administrative staff retains the right to collect and/or inspect the device at any time, including via electronic remote access, and to alter, add or delete installed software or hardware.

A.2 Equipment Provided: Efforts are made to keep all device configurations the same. Devices include a protective case, software, and other miscellaneous items. RSSD will retain records of the serial numbers of provided equipment.

A.3 Substitution of Equipment: In the event the device becomes inoperable, RSSD has a limited number of spare devices for use while the device is repaired or replaced. However, it cannot guarantee a loaner will be available at all times. This agreement remains in effect for such a substitute. Please note that if the Student forgets to bring the device or power adapter to school, a substitute will not be provided.

A.4 Responsibility for Electronic Data: The student is solely responsible for any non-RSSD installed software and for any data stored on the device. It is the sole responsibility of the Student to backup such data as necessary.

A.5 Students Eligible for 1:1 Device Program: Full time Roland-Story Middle School and High School students will be issued a device at the start of each school year. Dual enrolled students are eligible depending on the class offering that the student is taking.

B. DAMAGED OR LOST EQUIPMENT

B.1 Insurance and Deductible: RSSD has purchased insurance, which provides the broadest perils of loss regularly available. RSSD reserves the right to charge the student and parent the full cost for repair or replacement when damages occur due to gross negligence as determined by administration.

Examples of gross negligence include, but are not limited to:

- Leaving equipment unattended or unlocked. This includes damage or loss resulting from an unattended and unlocked laptop while at school.
- Lending equipment to someone other than one's parents/guardians.
- Using equipment in an unsafe environment.
- Using the equipment in an unsafe manner.

Students must keep the device locked (e.g. locked in your school locker, home or secure place where others do not have access) or attended (with you or within your sight) at all times. Devices left in bags or backpacks or in unattended classrooms are considered "unattended" and may be confiscated by faculty or staff as a protection against theft. Unattended and unlocked equipment, if stolen - even at school- will be the student's responsibility.

B.2 Responsibility for Damage: The student is responsible for maintaining a 100% working device at all times. The student shall use reasonable care to ensure that the device is not damaged. RSSD reserves the

- Avoid use in situations that are conducive to loss or damage. For example, never leave devices in unlocked school vans or buses, in the gym, in a locker room, on playing fields, or in other areas where it could be damaged or stolen.
- Avoid storing the device in a car other than a locked trunk. Avoid leaving the computer in environments with excessively hot or cold temperatures. For example, warm days make very hot cars.
- Do not let anyone other than your parents/guardians use the device. Loss or damage that occurs when anyone else is using your assigned device will be your full responsibility.
- **Adhere to RSSD 1:1 Device Use Policy at all times and in all locations.**
- Read and follow general maintenance email alerts from school technology personnel.

D.2 How to Handle Problems:

- Promptly report any problems to the RSSD Technology Department.
- Don't force anything (e.g. connections, popped-off keys). Seek help instead.
- When in doubt, ask for help.

D.3 General Care:

- Do not attempt to remove or change the physical structure of the device, including keys, screen cover, or aluminum casing. Doing so will void the warranty, and families will be responsible for 100% of the repair or replacement cost.
- Do not remove or interfere with the serial number or any identification placed on the device.
- Keep equipment clean. For example, don't eat or drink while using the device.
- **Do not do anything to the device that will permanently alter it in any way.**
- Do not put stickers or use any type of markers on the device.
- Device Skins may be used but the following guidelines must be followed: The promoting of products which are illegal for use by minors such as alcohol, tobacco, or drugs will not be allowed. The display of obscene material, profanity, or references to subversion is not appropriate and will not be allowed. Device Skins should show respect for yourself, those around you, the school, and the community. Students will be required to remove any Device Skin not appropriate for a school setting.
- Device Skins purchased must fit the device properly:

D.4 Carrying the Device:

- Always completely close the lid or case and wait for the device to enter sleep mode before moving it, even for short distances. Movement while the device is on can result in permanent damage to the hard-drive and therefore the loss of all data. Sleep mode is sufficient.
- Always store the device in the case issued with it. Note: do not store anything (e.g. cords, papers) in the area within the case designed for the device other than the device itself as this may damage the screen.
- We recommend you carry the device bag inside your normal school pack. The "vertical sleeve" style device case was chosen expressly for this purpose. Simply slide the device in and out while leaving the case within the school pack. Do not over-stuff your pack – extreme pressure on the device can cause permanent damage to the screen and other components.
- Do not grab and squeeze the device, as this can damage the screen and other components.

D.5 Screen Care: The device screen can be easily damaged if proper care is not taken.

- Never leave any object on the device. Pens or pencils left on a laptop keyboard are guaranteed to crack the screen when the lid is closed. An iPad screen can crack or be scratched. Broken screens are **NOT** covered by the warranty. Screens are particularly sensitive to damage from excessive pressure.
- Clean the screen with a soft, dry, anti-static cloth or with a screen cleaner designed specifically for LCD type screens.
- If you are unsure if a cleaner is designed for the device screen ask the RSSD Technology Department first.

D.7 Battery Life and Charging:

- **Arrive to school each day with a fully charged battery.** Establish a routine at home whereby each evening you leave your device charging overnight.

Because the RSSD owns and operates the equipment and software that compose our network resources, the school is obligated to take steps to insure that all facilities are used legally. Hence any illegal use of network resources is prohibited. All content created, sent, accessed, or downloaded using any part of RSSD's network resources is subject to the rules stated in this policy and Board Policy 605.6 & 605.6R1. School administration monitors our network and may find it necessary to investigate electronic incidents even if they happen after hours and outside of school. As the owners of our network resources, including the email system, the school administration reserves the right, if needed, and at its discretion, to remotely access to open, examine and/or delete electronic files that violate this 1:1 Device Use Policy.

G. DISCLAIMER

The RSSD does not have control of all the information on the Internet or incoming email, however RSSD has an Internet web content filter in place. Sites accessible via the Internet may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal, or otherwise inconsistent with the mission of the Roland-Story Community School District. While RSSD's intent is to make Internet access available for educational goals and objectives, account holders will have the ability to access other materials as well. At RSSD, we expect students to obey the 1:1 Device Use Agreement when using the Internet. Students found in violation of the policy will be disciplined. In addition, RSSD account holders take full responsibility for their access to RSSD's network resources and the Internet. Specifically, RSSD makes no warranties with respect to school network resources nor does it take responsibility for:

1. The content of any advice or information received by an account holder.
2. The costs, liability or damages incurred as a result of access to school network resources or the Internet, or any consequences of service interruptions.

H. DISCIPLINE

Any student who violates these rules will be subject to disciplinary action, the minimum of which will result in parental contact.

H.1 Inappropriate use and consequences:

All device services shall be used in a responsible, efficient, ethical, and legal manner. The following violations may lead to disciplinary action or loss of network use privileges or both. This list is not complete; additions can be made without notice.

H.2 Inappropriate use of the network and Internet:

1. Viewing unauthorized materials, images, and/or websites is prohibited
 - a. Showing, depicting, suggesting, or implying illegal activity, drug use, or gambling
 - b. Showing or encouraging violence against a living being or physical property
 - c. Showing adult-oriented material, including nudes or images that show or suggest sexual acts
 - d. Showing provocative or explicit dress (or undress)
2. Storage of inappropriate materials on the school network is prohibited

"Minor" violations:

1. Internet violations
 - a. Communicating by using email or network during class time when use is not related to class
 - b. Game playing on the local device or online at school during class time when use is not related to class
 - c. Viewing or participating in any chat room activity at school unrelated to class

staff as a protection against theft. Unattended and unlocked equipment, if stolen – even at school – will be the student’s responsibility. **A device left unattended and found by a staff member will be taken to the School Office.**

- **First Offense: The student responsible for the device will serve a detention.**
- **Second Offense: The parent will have to come to High School Office to pick it up.**

J. COMPUTER USE AND CONDUCT POLICY AGREEMENT

The primary goal of RSSD’s available technology is to enrich the learning that takes place in and out of classrooms. In particular, technology offers opportunities for exploration and analysis of academic subjects in ways that traditional instruction cannot replicate. However, certain legal and ethical restrictions apply. Also, the limited supply of both hardware and software requires us to set priorities for use. Academic work for courses always takes priority over any other use of the computer equipment. The IMC equipment is reserved exclusively for academic use. The following is a list of rules and guidelines, which govern the use of RSSD devices and network resources.

Network resources refers to all aspects of RSSD’s owned and leased equipment, including computers, printers, scanners, and other peripherals, as well as email, Internet services, servers, network files and folders, and all other technology-related equipment and services. These rules apply to any use of RSSD’s network resources whether this access occurs while on or off campus.

J.1 Students will:

- Access the system for educational purposes during school hours (this includes the use of networked printers in the building).
- Use appropriate language and be respectful of others.
- Observe and respect license and copyright agreements.
- Keep passwords and personal information confidential (student names, telephone numbers, and addresses should not be revealed over the system)
- Perform system updates as requested outside of the school hours. Some system updates may take time to process and require a restart. Not performing system updates regularly may cause that software to run improperly.
- Hand the devices back to RSSD at the end of the school year for system updates and re-imaging of the device.
- Hand over the devices at any time to the RSSD when asked regardless of time or prior warning

J.2 Students may not use network resources:

- To create, send, share, access, or download material which is abusive, hateful, threatening, harassing, or sexually explicit.
- To download, stream or listen to Internet-based music, video, radio, and large image files not for schoolwork, as this slows the performance of the network for all users. The school will monitor the network for violations. This does include iTunes/music streaming.
- To send file attachments through the school’s email system that are greater than 25MB in size (the transfer process can hinder network speed and access to others).