

Tomah Area School District

Student Technology Use Handbook



Table of Contents

<u>Agreements</u>	<u>3</u>
1. <u>Equipment</u>	<u>3</u>
2. <u>Inoperable, Damaged or Lost Equipment</u>	<u>3</u>
3. <u>Standards of Proper Device Care</u>	<u>4</u>
4. <u>Device Use and Conduct</u>	<u>6</u>
5. <u>Legal and Ethical Use Policies</u>	<u>8</u>
6. <u>Acceptable Use Agreement</u>	<u>11</u>

Agreements

This agreement is made effective upon the receipt of device, between the Tomah Area School District, the student receiving a device and his/her parent(s) or legal guardian. While there are differences between some Tomah Middle and Tomah High School procedures, the information contained within this document applies to both schools. The student and parent(s), in consideration of being provided with a device, software and related materials for use while a student at either the Tomah Middle School or Tomah High School, hereby agree as follows:

1. Equipment

a. Ownership

The Chromebook being issued to all middle and high school students is the sole property of the Tomah Area School District. Each Chromebook is on loan to the student and must be used in accordance with the policies and procedures listed below, the Tomah Area School District Acceptable Use Policy and any civil/criminal applicable laws.

b. Equipment Provided:

- i. All students will be provided the following equipment:
 1. Chromebook
 2. Chromebook charger
 3. Carrying case
- ii. All students are required to use the district supplied carrying case equipped with a shoulder strap or handles for their device.
- iii. The Tomah Area School District will retain records of the serial numbers of provided equipment.
- iv. This agreement remains in effect for a substitute device.

2. Actions Required in the Event of Inoperable, Damaged or Lost Equipment

a. Responsibility for Negligence

- i. The student is responsible for maintaining a 100% working device at all times. The student shall ensure that the device is not damaged. Refer to the **Standards of Proper Device Care** section of this document for a description of expected care. The Tomah Area School District reserves the right to charge the student and parent full cost of repair or replacement when damage occurs due to either gross (intentional) negligence or accidental negligence as determined by administration.
 1. Examples of gross negligence include, but are not limited to:
 - a. Damage or loss resulting from unattended and/or unlocked device while at or away from school.
 - b. Lending device to others.
 - c. Using the device in an unsafe environment and/or in an unsafe manner.

b. Actions Required in the Event of Inoperable, Damaged or Lost

- i. In the event the device is inoperable, damaged or lost, the Tomah Area School District has a limited number of spare devices for use while the

device is repaired or replaced. However, it cannot guarantee a replacement will be available at all times.

- ii. Any damage to or loss of the device should be promptly reported to administration. Parents and students are encouraged to file a police report if the device is lost, vandalized or believed to be stolen.
- iii. The student may not opt to keep a broken device or to avoid using the device due to loss or damage.

c. Technical Support and Repair

- i. All attempts will be made to repair damaged devices. The Tomah Area School District does not guarantee that the technical support team will make the device operable. In the event that the device cannot be repaired a substitute may be supplied.
- ii. All repairs will be performed by Tomah Area School District staff. Students and/or parents/guardians are not to attempt to repair the device on their own.

3. Standards of Proper Device Care

You are expected to follow all the specific guidelines listed in this document and take additional precautions to protect your assigned device. **Loss or damage resulting in failure to follow the details below may result in full financial responsibility.** Following the advice and the standards below will lead to a device that will run smoothly and serve as a reliable, useful and enjoyable tool.

a. Student Responsibilities – Treat this device with care

- i. Bring the charged device and charging unit to school every day (if you forget them, substitutes may not be available).
- ii. Students are to have only the district created account on the device. Students are not permitted to create a secondary account.
- iii. At the end of the school day, students should log out of their device and perform a shutdown procedure. This will ensure any district or device updates are performed.
- iv. Keep the device either secured, where others do not have access, or within your sight at all times. For example, during athletic events, practices and trips, store the device in a secure place (your locked hallway locker). Devices left in bags and backpacks, or in unattended classrooms are considered “unattended” and may be confiscated by school personnel as a protection against theft. Unattended and unlocked equipment, if stolen –even at school- will be the full financial responsibility of the student (Responsibility for Negligence 2). Other non-exclusive examples of Gross Negligence are listed below:
 1. Avoid use in situations that may result in loss or damage. For example, never leave devices in the hallway, school vans, in the gym, in the locker room, on playing fields or other areas where it could be damaged or stolen.
 2. Do not let any other individuals use the device. Loss or damage that occurs when anyone else is using your assigned device will be your full responsibility.

3. Adhere to the Tomah Area School District's Acceptable Use Policy at all times and in all locations. When in doubt about acceptable use, ask a school staff member.
4. Read and follow general maintenance alerts from school technology personnel.

b. How to Handle Problems

- i. **Promptly report** any problems with the device to administration.
- ii. Don't force anything (e.g., connections, popped off keys). Seek help instead.
- iii. Do not attempt to self-repair any issues.
- iv. When in doubt, ask for help.

c. General Care

The non-exclusive examples below will result in student being responsible for 100% of the repair or replacement cost.

- i. Attempting to remove or change the physical structure of the device, including keys, screen, cover or casing. Doing so will void the warranty and families will be responsible for 100% of the repair or replacement cost.
- ii. Removing or interfering of any identification placed on the device.
- iii. Keep the equipment clean. Avoid eating or drinking while using the device.

d. Carrying the Device

- i. Always completely close the lid of the device before moving it, even for short distances.
- ii. Always store the device in the carrying bag with the bag strap across your shoulder.
- iii. Do not place any pressure on the device, this will damage the screen and other components.

e. Screen Care

The device screen can be easily damaged if proper care is not taken. Screens are particularly sensitive to damage from pressure.

- i. Do not touch the device screen with anything.
- ii. Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens.
- iii. Never leave any object on the keyboard. Pens or pencils left on the keyboard will crack the screen when the lid is closed, resulting in a damaged device charge to the student.

f. Battery Life and Charging

- i. Arrive to school with a fully charged battery. Establish a routine at home to charge your device overnight.
- ii. Avoid using the power adapter in any situation where someone is likely to trip over the cord, or be damaged (pinched, pet damage, etc.)

- iii. In the event the charger cord becomes damaged and electrical wires are exposed, report the damage immediately to a staff member and cease using that charger. The danger of electrical shock or electrical fire is significant.
- iv. Close the lid of the device when it is not in use, in order to save battery life and protect the screen.

g. General Information

- i. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
 - 1. Headphones may be used at the discretion of the teacher.
- ii. Chromebooks are not set up to print.

4. Device Use and Conduct

Computers, network, and Internet access is a privilege available to students in the Tomah Area School District. Academic work for courses always take priority over any other use of the device. The District’s goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. Students and parents understand that the Tomah Area School District does not have complete control over information found on the Internet. While every attempt is made to block/filter access from inappropriate material, there is no guarantee that this will not occur. It is the parent’s responsibility to supervise the information that a student is accessing from the Internet while at home.

a. Students may not use the network resources to:

- i. Create, send, access or download material which is abusive, hateful, harassing or sexually explicit.
- ii. Download or stream Internet based media when it slows the performance of the network for all users. The district will monitor the network for network performance related issues.
- iii. Alter, add or delete any files that affect the configuration of a school device.
- iv. Conduct any commercial business
- v. Conduct any illegal activity (this includes adhering to copyright laws).
- vi. Violate the Academic Integrity Policy
- vii. Access the data or account of another user (altering files of another user is considered vandalism).
- viii. Install any software onto district devices; to copy district school software (copying school owned software programs is considered theft).
- ix. Forward email commonly known as “SPAM,” Unsolicited Commercial Email (UCE), or “junk” email.

b. For safety reasons students should not:

- i. Give out their home address or phone number to anyone on the Internet (this protects users from becoming potential victims of those with criminal intent).

- ii. Give password(s) to anyone
- iii. Post anonymous messages

c. Discipline

Any student who violates these rules will be subject to disciplinary action at the discretion of administration. Serious or repeated violations may result in the students use of technology restricted and/or revoked.

- i. Below is a list of general consequences for disciplinary issues that may arise as a result of non-compliance with the policies of this agreement:
 - Step 1 Student receives verbal warning from administration
 - Step 2 Student receives a referral and loses use of Chromebook for one day
 - Step 3 Student receives a referral and loses use of Chromebook for one week
 - Step 4 Student receives a referral and length of loss of Chrome book will be determined by school administrator.

In these cases, “inappropriate use” is defined by students using the Chromebook for things other than directed by the teacher either during a class or study hall. When this privilege is lost, the student’s Chromebook will be stored in the main office (or other agreed upon location) until able to return it to the student. Based on teacher request, the student may be allowed check out their Chromebook for a class, but it will be returned after that class.

Should a student be using their Chromebook for more serious incidents such as viewing inappropriate websites or material, more significant consequences (including the removal of district technology resources) may be necessary.

d. Legal Issues and Jurisdiction

The Tomah Area School District owns and operates the equipment and software that compose our network resources. The district is obligated to take steps to insure that all resources are used legally, hence any illegal use of district resources is prohibited. All content created, sent, accessed or downloaded using any part of the district’s network and/or resources is subject to the rules stated in this policy. District administration monitors our network and/or resources and may find it necessary to investigate incidents even if they happen after hours and/or outside of school. As the owners of our network and/or resources, including the email system, the district administration reserves the right, if needed, to remotely access, open, examine and/or delete electronic files without notification to the user.

e. Disclaimer

The district does not have control of the information on the Internet or email. Sites accessible via the Internet may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racial

offensive, illegal or otherwise inconsistent with the mission of the Tomah Area School District. The district's intent is to make Internet access available for educational goals and objectives. As such, the district provides Internet filtering software when students use the device either on or off the district's network. The district expects students to obey the device usage policy. Students found in violation of the policy will be disciplined at the discretion of administration.

In addition, the district account holders take full responsibility for their access to the district's network resources and Internet. Specifically, the district makes no warranties with respect to school network and resources nor does it take responsibility for:

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

This document exists in concert with all other building and district policies, rules, guidelines and procedures. Specific items not covered here may be addressed by other building or district policies, rules, guidelines or procedures at the discretion of administration.

5. Legal and Ethical Use Policies

a. Monitoring

- i. The Tomah Area School District may monitor device use using a variety of methods to assure compliance with district policies in addition to the Legal and Ethical Use section 5b. The district is in compliance with regulations for filtering Internet access.

b. Legal and Ethical Use

- i. All aspects of the Tomah Area School District Policy #7540 and 7540.03 remain in effect, and in addition to this section.

c. Allowable Customizations

- i. The student is permitted to alter or add files to customize the assigned device to their own working styles deemed school appropriate (i.e., background screens, default fonts).
- ii. Downloading or installing any software without permission from the Tomah Area School District is prohibited.
- iii. Nothing "permanent" may be used to personalize the Chromebook or the carrying case (i.e. Sharpie markers, stickers that won't easily peel off, sticky tape that will leave adhesive, etc.).
- iv. All personalization needs to be added to the "front cover" of the Chromebook.
 1. Suggested Ideas for Personalization:
 - a. Peel off decals for walls.
 - b. Peel off decals for cars/windows.

v. Students may purchase a wireless mouse if desired.

Acceptable Use Agreement

The Tomah Area School District grants the user permission to use district equipment for school and home use based on mutual agreement of the following:

Agreements

1. I will return the device at the established due dates and times, and understand that I may be billed for replacement costs if device is damaged, lost or not returned properly.
2. I will treat this device with care and maintain the equipment in clean condition.
3. I will avoid use in situations that are conducive to loss or damage.
4. I will follow general maintenance alerts and advice from district technology personnel.
5. I will promptly report any malfunction, loss, damage or theft to the proper personnel.
6. I will always transport the device within the district supplied carrying case.
7. I will adhere to the Tomah Area School District's Acceptable Use Policy and Technology Use Agreement when using this device at all times and locations.
8. Tampering with the device is a violation of this Acceptable Use Policy.

By signing this agreement, I am stating that I have read and understand the content of the Student Technology Handbook. I understand that if I violate the above, I may not be permitted to use school equipment and may be billed for any costs incurred.

Parent/Guardian Name (Print)

Parent/Guardian Signature

Date

Student Name (Print)

Student Signature

Date