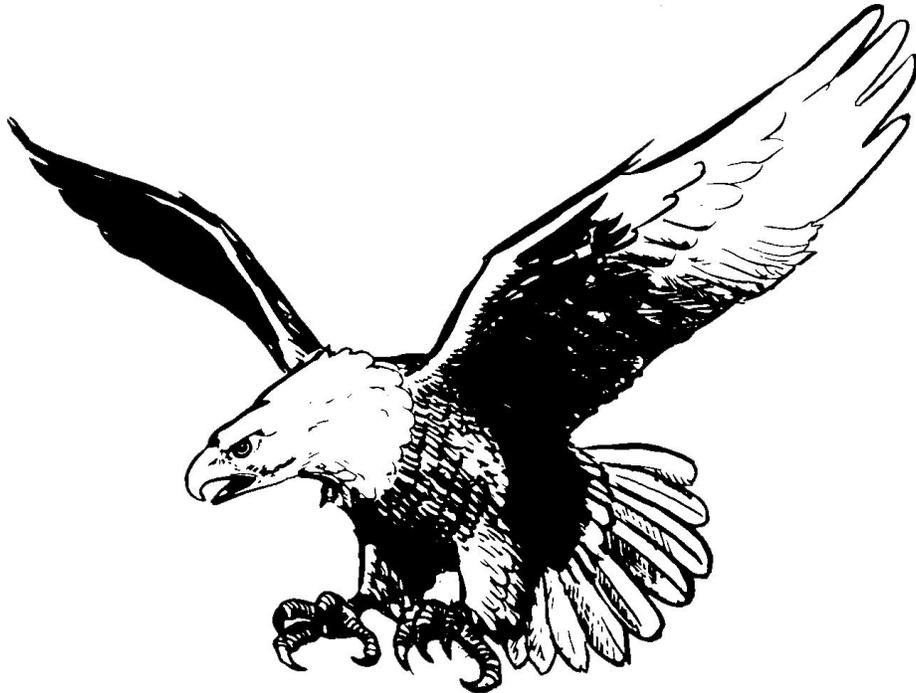


SCOTT COUNTY SCHOOL DISTRICT 1

1:1 INITIATIVE

2015-2016 PILOT

EXPECTATIONS AND GUIDELINES



SCSD1 believes that all learn differently and technology can enhance the learning experience. We will implement and integrate technology to facilitate learning so that students have the knowledge and skills to be productive in our global society.

Scott County School District 1 is proud to offer our Students Apple Devices for use at school and at home. The 1:1 Device Program, which provides mobile computing and wireless technology to SCSD1 Students, has been designed to enhance the delivery and individualization of instruction. For students and parents/guardians, the following information is provided to help everyone understand the expectations and the responsibility of care and use related to receiving a Device.

- Students will receive instruction from school staff on the proper use of the Device.
- Students will be able to take the Device home during the school year.
- Students are expected to treat the Device as a valuable piece of equipment.
- Students must take all precautions to prevent theft; for example, do not leave the Device unattended or in the passenger area of a car.
- Students must take precautions to prevent damage to the Device; for example do not leave the Device where there is danger of coming in contact with moisture or excessive heat.
- This would include protecting the machine from inclement weather.
- The Device comes with preloaded apps and must not be removed. Only school approved apps may be downloaded onto Device.
- Students are to use the Device to access only socially and educationally appropriate materials and websites.
- Students must not use the Device to purchase goods and services via the Internet. (Parents/students are charged with full responsibility for any financial obligations incurred from the inappropriate use of the Device.)
- Students are to use the Device in accordance with the SCSD1 Acceptable Use Regulations and to maintain the Device in accordance with the procedures and information provided.
- Students are expected to adhere to any additional requirements set forth by the classroom teacher.
- Devices are the property of SCSD1 and must be returned at the end of the academic year, upon withdrawal from SCSD1, or at the request of a teacher or administrator. Willful failure to return the Device in accordance with the stated conditions will result in criminal prosecution.
- Since the Devices are the property of SCSD1, officials of the school have the right to review all material stored on or accessed by any Device.
- School officials may revoke a student's Device use privileges for misuse or violation of policies.
- Violations to the Responsible Technology Use Agreement may result in temporary or permanent loss of network privileges, school discipline, and/or financial liability for damages.

The 1:1 initiative, which has been adopted by SCSD1, will enhance learning for our students using 21st Century Skills. Learning results from continuous dynamic interaction among students, educators, parents, and the extended community. Effective teaching and learning with Devices integrates technology into the curriculum anytime, anyplace.



RECEIVING YOUR DEVICE & CHECK- IN

Receiving Your Device

Device will be distributed each fall during Device Orientation. Parents and students must attend a yearly Information Session if they will be receiving their device for the first time. Before receiving a device, students and parents must sign copies of the following documents:

- Device Accidental Protection Plan Form
- Student Pledge for Device Use
- Internet Acceptable Use Policy (Signed at registration)

Device Check-In

Devices will be returned during the the last few weeks of school during student checkout so they can be examined for serviceability. If a student transfers out of Scott County School District 1 during the school year, their Device will be returned at that time.



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 office for an evaluation of the equipment.

General Precautions

- The Device is school property and all users will follow this policy and the Acceptable Use Policy for technology.
- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted carefully into the Device to prevent damage.
- Device and case (if provided) must remain free of any writing, drawing, stickers, or labels that are not the property of SCSD1.
- Device's must never be left in an unattended or unsupervised area.
- Students are responsible for keeping their Device's battery charged for school each day.
- Students must keep their Device in the case (Device), provided by the school, at all times.
- Student passwords should remain private (passwords will be provided to student)

Carrying Device

The guidelines below should be followed:

- Device's must always be within the protective case IF provided.
- Limit the number of items carried within a backpack with the Device to limit the amount of pressure applied to the Device screen.
- Avoid bumping the Device against any surface.

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.

- Do not lean on the top of the Device at any time.
- Do not place anything near the Device that could put pressure on the screen
- Do not place anything in your backpack that will press against the screen.
- Clean the screen with a soft, dry cloth or anti-static cloth. Use of harsh chemicals **WILL** damage the screen.
- Do not "bump" the Device against lockers, walls, car doors, floors, etc. as it will eventually break the screen.



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 must be responsible to bring their Device to all classes, unless specifically instructed not to do so by their teacher. The Device is the property of SCSD1. Therefore, school staff and administration have the right to check any material stored on a student's Device at anytime.

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.

Device Undergoing Repair

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

Charging Your Device's Battery

Devices must be brought to school each day fully charged. Students need to charge their Devices each evening. Only charge your Device with the provided charger.

Screensavers and Backgrounds

- Students picture is a **REQUIRED** screensaver (this will help us in the event someone loses their device).

Sound, Music, Games or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- If game apps are installed, they must meet the requirements of the Acceptable Use Policy.
- All software/apps provided by the district, must remain on the Device. Data storage will be through apps on the Device and email to a server location.

Printing

- In an effort to be environmentally friendly, we are encouraging paperless assignments. If students need to print anything from their Device, they will need to email or share the document with their teachers to print, and only print when necessary.



MANAGING FILES & SAVING YOUR WORK

Saving Your Work

It is the student's responsibility to ensure that all important work is stored in a cloud-based storage solution, like Google Drive. Students may save work to the home directory on the Device on a limited basis. Storage in the cloud will be available on the Device through a school account and this will protect documents in case of re-imaging or mechanical failure. Accidental deletion or Device malfunctions are not an acceptable excuse for not submitting work.



SOFTWARE ON DEVICES

Originally Installed Software

The software/apps originally installed by SCSD1 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. The licenses for this software require that the software 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.

Additional Software

Students are not allowed to load unapproved applications on their Devices. SCSD1 will synchronize the Devices to update school provided apps. Students will be required to synchronize their Device to update their apps required by the school.

Inspection

Students may be selected at random to provide their Device for inspection. These inspections may include an inspection of all material saved on the Device.

Procedure for Re-loading Software

If technical difficulties occur or illegal software or non-SCSD1 installed apps are discovered, the Device will be restored from backup to its original state. The school does not accept responsibility for the loss of any software or documents deleted due to a reformat and re-image.

Software Upgrades

Upgrade versions of licensed software/apps are available from time to time. Students will be required to check in their Devices for periodic updates and syncing.



PROTECTING & STORING DEVICE

Device Identification

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

- Record of serial numbers and correlated asset tag.
- SCSD1 Label

Storing Your Device

When students are not using their Devices, they should be stored in their classroom, locker or kept with the student. Nothing should be placed on top of the Device when stored in student lockers. 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. Do NOT leave your Device in a place that is experiencing extreme hot or cold conditions (i.e. car in summer or winter). Extreme heat will damage the unit itself and extreme cold will cause severe screen damage.

Devices Left in Unsupervised Areas

Under no circumstances should Devices be left in unsupervised areas. Unsupervised areas include the school grounds, lunchroom, computer lab, locker rooms, unlocked classrooms and lockers, dressing rooms, busses, and hallways. Any Device left in these areas are in danger of being stolen or damaged. If a Device is found in an unsupervised area, it will be taken to the office. Violations may result in loss of Device privileges and/or other privileges.



REPAIRING OR REPLACING YOUR DEVICE

Students will be responsible for damages to their Devices including, but not limited to, broken screens, cracked plastic pieces, interoperability, etc. Depending on the damage and whether or not the damage was accidental or due to a malfunction of maintenance issue, the SCSD1 Protection Plan would be used to determine the cost of the repairs. In the case of intentional damage and/or neglect, the student will pay the full repair or replacement cost of the device.

School District Device Protection Plan

A protection plan is available through SCSD1. The cost of the protection plan protection is \$25 annually; checks must be made payable to SCSD1. The protection plan covers one device per student per school year for any costs outside the manufacturer's warranty. Purchasing the protection plan is not required, but students are responsible for all repair/replacement costs. Refer to the coverage table listed on the Device Accident Protection Plan Form for repair costs with and without the protection plan.

NOTE** The protection plan does not cover damage due to gross negligence or lost/stolen devices.

Claims

All protection plan claims for accidental damage or maintenance must be reported and filed with the office. In cases of theft or loss, students or parents must file a police or fire report and bring a copy of the report to the office before a device can be replaced with the School District Protection Plan.



Device Accidental Protection Plan Form

(Parent signature required - Please select and sign only **ONE** option)

I, _____, agree that my student and I have read
(parent/guardian)

and will comply with all policies and procedures within the "1:1 Device Expectations and Guidelines" document. We wish to purchase the school-provided insurance policy for a \$25 fee. I understand that this policy covers one (1) Apple Device device that is the property of SCSD1 described within for one student for one school year. I also understand that by purchasing this insurance, we are still responsible for damages caused by gross negligence or lost/stolen devices.

Schedule of fees:

- 1st Damage Incident: \$25.00 Deductible
- 2nd Damage Incident: \$100.00 Deductible
- 3rd Damage Incident Actual Cost of Damage

Parent/Guardian (Please print first & last name): _____

Parent/Guardian Signature: _____ Date: _____

Student Name (Please print first & last name): _____

Student Signature: _____ Date: _____

Student Grade: _____

Phone Number: (____) _____

I, _____, agree that my student, _____,
(parent/guardian) (student)

and I **do not** wish to purchase the school-provided insurance policy for a \$25 fee. I understand that my student and I are responsible for all costs incurred to one (1) Apple device that is property of SCSD1 described within for the prescribed student.

Parent/Guardian Signature: _____

YES

YES

NO

NO

SCSD1 Student Pledge for Device Use

- ✓ I will use my Device in ways that are appropriate, meet SCSD1 expectations, and are educational.
- ✓ I will use appropriate language when using e-mails, journals, wikis, blogs, or other forms of communication. I will not create, or encourage others to create, discourteous or abusive content. I will not use electronic communication to spread rumors, gossip, or engage in activity that is harmful to other persons.
- ✓ I understand that my Device is subject to inspection at any time without notice and remains the property of SCSD1.
- ✓ I will follow the policies outlined in the Device Handbook and the Acceptable Use Policy while at school, as well as outside the school day.
- ✓ I will take good care of my Device.
- ✓ I will never leave my Device unattended.
- ✓ I will never loan out my Device to other individuals.
- ✓ I will know where my Device is at all times.
- ✓ I will charge my Device's battery daily and arrive at school with my device charged.
- ✓ I will keep food and beverages away from my Device since they may cause damage to the device.
- ✓ I will not use of the Device camera to take and/or distribute inappropriate or unethical material
- ✓ I will not disassemble any part of my Device or attempt any repairs.
- ✓ I will protect my Device by only carrying it while in the case provided. I will not remove my Device from the case provided by SCSD1.
- ✓ I will not place decorations (such as stickers, markers, etc.) on my Device or provided case.
- ✓ I will not deface the serial number Device sticker on any Device.
- ✓ I will file a police report in case of theft, vandalism, and other acts covered by insurance as well as report to the administration of SCSD1.
- ✓ I will be responsible for all damages or loss caused by neglect or abuse.
- ✓ I agree to return the Device, case, and power cords in good working condition.
- ✓ I agree to the stipulations set forth in the above documents including the 1:1 Policies and Procedures, the Acceptable Use Policy, the Insurance Agreement Form, and the Student Pledge.

Student Name (please print first and last name): _____

Student Signature: _____ Date: _____

Parent/Guardian Name (please print first and last name): _____

Parent/Guardian Signature: _____ Date: _____

*Individual school devices and accessories **MUST** be returned to SCSD1 at the **END** of each school year. Students that withdraw or terminate enrollment at SCSD1 for any reason must return their individual school Device and Charger on the date of termination.*

Enrollment Video

I acknowledge that I have viewed and understand the information provided within enrollment video

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____