

USD #269
Tablet Policy, Procedures, and Information
2014-2015

Updated: July 24, 2014

TABLE OF CONTENTS
TOPIC PAGE

1. RECEIVING YOUR Tablet	3
1.1 Receiving Your Tablet and Tablet Check-In.....	3
1.2 Tablet Check-In	3
1.3 Check-in Fines	3
2. TAKING CARE OF YOUR TABLET	3
2.1 General Precautions	3
2.2 Carrying Tablets	3
2.3 Screen Care	3
3. USING YOUR TABLET AT SCHOOL	4
3.1 Tablets Left at Home	4
3.2 Tablet Undergoing Repair	4
3.3 Charging Your Tablet's Battery	4
3.4 Screensavers.....	4
3.5 Sound, Games or Programs	4
3.6 Printing.....	4
3.7 Home Internet Access	4
3.8 Personal Apps	4
3.9 Tablets and Extra curricular Activities	4
4. MANAGING YOUR FILES & SAVING YOUR WORK	4
4.1 Saving to the My Documents/Home Directory	4
5. SOFTWARE ON TABLETS	5
5.1 Originally Installed Software	5
5.2 Additional Software	5
5.3 Inspection	5
5.4 Procedure for Re-loading Software	5
5.5 Software Upgrades	5
5.6 Technology Support	5
6. ACCEPTABLE USE	5
6.1 Parent/Guardian Responsibility	5
6.2 School Responsibilities are to:.....	5
6.3 Students are Responsible For	6
6.4 Student Activities Strictly Prohibited	6
6.5 Tablet Care	6
6.6 Legal Propriety	6
6.7 Student Discipline	6
7. PROTECTING & STORING YOUR TABLET	7
7.1 Tablet Identification	7
7.2 Storing Your Tablet	7
7.3 Tablets Left in Unsupervised Areas	7
8. REPAIRING OR REPLACING YOUR TABLET COMPUTER	7
8.1 Accident Protection	7
8.2 Personal Home/Homeowners Insurance	7
8.3 Intentional Damage	7
8.4 Warranty Repairs.....	7
8.5 Vandalism and Theft.....	7
9. STUDENT PLEDGE FOR TABLET USE	8

1. RECEIVING YOUR Tablet & Tablet CHECK-IN

1.1. Receiving Your Tablet

Tablets will be distributed at the beginning of each school year during "Tablet Orientation." Parents & students must sign and return the Student Pledge documents before the Tablet can be issued to their child(ren). Students in grades six (6)-eleven (11) will keep the same device over the next three (3)-four (4) years. In order for this endeavor to be successful, it will take a joint effort among the students, staff and parents to ensure the success of this program.

1.2. Tablet Check-in

Tablets will be returned during the final week of school so they can be checked for serviceability. If a student transfers out of USD #269 during the school year, the Tablet will be returned at the time of checkout.

1.3. Check-in Fines

- 1.3.1. Individual school Tablets and accessories must be returned to the Palco Junior High (PJH), Palco High School (PHS) or Damar Grade School (DGS) office at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at USD #269 for any other reason must return their individual school Tablet on the date of termination.
- 1.3.2. If a student fails to return the Tablet at the end of the school year or upon termination of enrollment at USD #269, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the Tablet. Failure to return the Tablet will result in a theft report being filed with the Rooks County Sheriff's Department.
- 1.3.3. Furthermore, the student will be responsible for any damage to the Tablet, consistent with the District's Tablet Protection plan and must return the Tablet and accessories to the PJH, PHS, or DGS office in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the Tablet (See Pg. 7, 8.1 & 8.2).

2. TAKING CARE OF YOUR TABLET

Students are responsible for the general care of the tablet they have been issued by the school. Tablets that are broken or fail to work properly must be taken to the Office for an evaluation of the equipment.

2.1 General Precautions

- 1.3.4. The Tablet is school property and all users will follow this policy and the USD #269 Acceptable Use Policy for technology.
- 1.3.5. Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- 1.3.6. Cords and cables must be inserted carefully into the Tablet to prevent damage.
- 1.3.7. Tablets must remain free of any writing, drawing, stickers, or labels that are not the property of USD #269 (See 2.2 below).
- 1.3.8. Tablets must never be left in an unlocked locker, unlocked car, or any unsupervised area.
- 1.3.9. Students are responsible for keeping their Tablet battery charged for school each day.
- 1.3.10 Students will have the same Tablet for the life of the Tablet.

2.2 Carrying Tablets

A protective case/cover for the Tablet is required to help protect the Tablet and provide a suitable means for carrying the device throughout the day. Keyboard cover will serve as the case. This needs to be kept on the Tablet at all times. Tablets should always be within the protective case when carried. Some carrying cases can hold other objects (such as folders and workbooks), but these must be kept to a minimum to avoid placing too much pressure and weight on the tablet screen. Personal cover designs are permitted but must be appropriate within the guidelines of the Student Handbook and approved by the administration.

2.3 Screen Care

- 2.3.1 The Tablet screens can be damaged if subjected to rough treatment.
The screens are particularly sensitive to damage from excessive pressure on the screen.
- 2.3.2 Do not put unnecessary pressure on the top of the Tablet.
- 2.3.3 Do not place anything near the Tablet that could put pressure on the screen.
- 2.3.4 Do not place anything in the carrying case that will press against the cover.
- 2.3.5 Clean the screen with a soft, dry cloth or anti-static cloth
- 2.3.6 Do not "bump" the tablet against lockers, walls, car doors, floors, etc. as it may crack or break.
- 2.3.7 Protective screen covers are available to purchase (optional) for additional protection.

3. USING YOUR TABLET AT SCHOOL

Tablets are intended for use at school each day. In addition to teacher expectations for tablet use, school messages, announcements, calendars and schedules may be accessed using the Tablet. Students should bring their Tablet to all classes, unless specifically instructed not to do so by their teacher.

3.1 Tablets Left at Home

If students leave their Tablet at home, they are responsible for getting the course work completed as if they had their Tablet present. If a student repeatedly leaves his/her Tablet at home, he/she will be subject to appropriate disciplinary action.

3.2 Tablet Undergoing Repair

Loaner Tablets may be issued to students whose machine is being repaired

3.3 Charging Your Tablet's Battery

Tablets should be charged to full capacity each day before they are brought to school. Repeat violations will result in appropriate disciplinary action being taken.

3.4 Screensavers/Background photos

Students will have the ability to customize their Tablets (screen background). Appropriate media will be used.

3.5 Sound, Music, Games, or Programs

3.5.1 Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

3.5.2 Appropriate music is allowed on the tablet. **Ear buds/headphones may be used in the classroom based upon individual teacher approval.** During passing periods, students may not use ear buds/headphones.

3.6 Printing

Limited printing services will be available with the Tablet. Students should talk to their teachers about the need to print and printer availability. Students will be given information and instruction on printing with the Tablet at school.

3.7 Home Internet Access/Printing

Students are allowed to set up additional wireless networks on their Tablets. This will be necessary to use web based services outside of the school setting.

3.8 Personal Apps

Students may install appropriate personal apps on their tablet via their personal iTunes account. USD #269 will, within reason, provide configuration settings that will not allow inappropriate content/apps/music to be installed on the tablet. Students will be allowed to add personal apps (including iTunes). This does not, however limit what can be downloaded to the students individual iTunes account or other personal device (iPhone, iPod,...).

In the event storage space becomes an issue on individual tablets, student music, photos and apps will need to be deleted.

3.9 Tablets and Extra Curricular Activities

Coaches/sponsors for individual activities may limit whether or not Tablets are allowed to be on buses or at particular events.

4. MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving to the Tablet/Home Directory

Students should save work to the Tablet. It is recommended students regularly back up data to the school server or another storage device. Limited storage space will be available on the Tablet—data will NOT be backed up in the event a Tablet has to be re-imaged or restored to factory settings. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Tablet malfunctions are not an acceptable excuse for not submitting work.

5. SOFTWARE ON TABLETS

5.1 Originally Installed Software

The apps and operating system originally installed by USD #269 must remain on the Tablet in usable condition and be easily accessible at all times. From time to time the school may add additional apps and Microsoft upgrades. Periodic checks of Tablets will be made to ensure that students have not removed required apps or installed inappropriate material.

5.2 Additional Software

Apps may be added by the school or the student throughout the school year. Some apps will be free and others may cost. Any apps required by the school will be paid for by the district. Personal apps will be the responsibility of the student.

5.3 Inspection

Students will be selected at random to provide their Tablets for inspection. Tablet use and contents will also be monitored remotely.

5.4 Procedure for re-loading software

If technical difficulties occur, the Tablet will be restored from a backup (if last sync'd to a home personal computer) or will be re-set to factory settings in the event a home computer is not available. The school does not accept responsibility for the loss of any apps or documents deleted due to *the necessity of* a re-format and/or re-image.

5.5 Software Upgrades

Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in their tablets for periodic updates and syncing. Operating systems with Microsoft devices change. USD #269 will notify students on how to update apps, should updates be necessary.

5.6 Technology Support

Technology support for tablets will be available during the normal business day at USD #269 Junior/Senior High School between the hours of 7:45 AM and 3:45 PM by the PJH, PHS, or DGS faculty. Additional technology support will be available when Technology Coordinator is in the district. Please notify the PJH, PHS, or DGS Office if tech support is needed.

6. ACCEPTABLE USE

The use of the USD #269's technology resources is a privilege, not a right. The privilege of using the technology resources provided by USD #269 is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in USD #269. 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 policy, privileges may be terminated, access to the school district technology resources may be denied, and appropriate disciplinary action shall be applied. USD #269's Student Handbook shall be applied to student infractions.

Violations may result in disciplinary action up to and including suspension and/or expulsion for students. When applicable, law enforcement agencies may be involved.

6.1 Parent/Guardian Responsibilities

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. *Students will have access to their device 24/7. Obviously, you as parents will need to establish ground rules for Tablet use outside of the school day. USD #269 will be able to restrict the content of legally purchased content that can be put on the device.

6.2 School Responsibilities are to:

6.2.1 Provide internet and e-mail access to its students.

6.2.2 Provide internet filtering.

6.2.3 Provide network data storage

(These will be treated similar to school lockers. USD #269 reserves the right to review, monitor, and restrict information stored on or transmitted via USD #269 owned equipment and to investigate inappropriate use of resources.)

6.2.4 Provide staff guidance to aid students in doing research and help assure student compliance of the Acceptable Use Policy.

6.2.5 Provide user accounts for free information storage in cloud-based (off site/online) applications.

6.2.6 Monitor pictures, video, and audio recordings of any student or staff member and ensure they are being utilized in an appropriate manner.

6.3 Students are responsible for:

6.3.1 Using Tablets in a responsible and ethical manner.

6.3.2 Obeying general school rules concerning behavior and communication that applies to Tablet/computer use.

6.3.3 Using all technology resources in an appropriate manner so as to not damage school equipment.

- 6.3.4 Helping USD #269 protect our system/device by contacting an administrator about any security problems they may encounter.
- 6.3.5 Monitoring all activity on their account(s).
- 6.3.6 Securing their Tablets after they are done working to protect their work and information.
- 6.3.7 Notifying a school employee in the event they receive correspondence containing inappropriate or abusive language or if the subject matter is questionable.
- 6.3.8 Returning their Tablet to the PJH, PHS, or DGS Office at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at USD #269 for any other reason must return their individual school Tablet on the date of termination.

6.4 Student Activities Strictly Prohibited:

- 6.4.1 Illegal installation or transmission of copyrighted materials.
- 6.4.2 Any action that violates existing USD #269 board of education policy or public law.
- 6.4.3 Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- 6.4.4 Inappropriately utilizing photos, video, and/or audio recordings of any person.
- 6.4.5 Changing Tablet settings in an effort to circumvent the filtering system.
- 6.4.6 Downloading inappropriate apps.
- 6.4.7 Spamming/Sending inappropriate emails. Gaining access to other student's accounts, files, and/or data.
- 6.4.8 Vandalism to your Tablet or another student's Tablet.

6.5 Tablet Care:

- 6.5.1 Students will be held responsible for maintaining their individual Tablets, and keeping them in good working order.
- 6.5.2 Tablet batteries must be fully charged and ready for school each day.
- 6.5.3 Tablets that malfunction or are damaged must be reported to the Office. The school district will be responsible for repairing tablets that malfunction and/or repairs covered under warranty. Tablets that have been damaged from student misuse, neglect or are accidentally damaged will be repaired with the first \$100 of repair cost being borne by the student. This would include any damage or loss of the school provided accessories.
- 6.5.4 Students will be responsible for the entire cost of repairs to Tablets that are damaged intentionally, stolen, or lost (See Pg. 7, 8.2).
- 6.5.5 Tablets that are stolen must be reported immediately to the Office and the Rooks County Sheriff's Department.

6.6 Legal Propriety:

- 6.6.1 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.
- 6.6.2 Plagiarism is a violation of the USD #269 Student Handbook. 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.
- 6.6.3 Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action by the District.

6.7 Student Discipline:

If a student violates any part of the above policy, board policy, or PJH, PHS, or DGS handbook policy, he/she may be subject to the following disciplinary steps:

- 6.7.1 Student will check-in/checkout her/his Tablet from the office daily.
- 6.7.2 Required to attend a Tablet policy refresher class.
- 6.7.3 Loss of individual Tablet and be issued a generic loaner Tablet.
- 6.7.4 Loss of Tablet while being required to complete coursework.
- 6.7.5 Disciplinary/Legal action as deemed appropriate.

7. PROTECTING & STORING YOUR TABLET

7.1 Tablet Identification:

Student Tablets will be labeled in the manner specified by the school. Tablets can be identified based on serial number and Palco School District identification number.

7.2 Storing Your Tablet:

When students are not using their Tablets, they should be stored in their locked lockers. Nothing should be placed on top of the Tablet. Eligible students are encouraged to take their Tablets home every day after school, regardless of whether or not they are needed. Tablets should not be stored in a student's vehicle at school or at home. **If a student needs a secure place to store her/his Tablet, she/he may check it in for storage at the Office.**

7.3 Tablets Left in Unsupervised Areas:

Under no circumstances should Tablets be left in unsupervised areas. Unsupervised areas include the school grounds and campus, commons area, the lunchroom, locker rooms, library, unlocked classrooms, dressing rooms and hallways. Any Tablet left in these areas is in danger of being stolen. Disciplinary action at the discretion of the administration will be taken for Tablets left unsupervised and turned into the office.

8. REPAIRING OR REPLACING YOUR TABLET/ COST OF REPAIRS

USD #269 recognizes that with the implementation of the Tablet initiative there is a need to protect the investment by both the district and the student/parent. Therefore, we have set the following guidelines in place:

8.1 Accidental Damage

Students will be responsible for caring for their device and will be expected to return them at the end of the year in good working condition. *Beginning with the 2014-2015 school year students will be assessed a fee of fifty dollars (\$50), twenty five dollars (\$25) of which will be refunded at the end of the school year provided the device is undamaged. Students will be responsible for the first fifty dollars (\$50) of expense for repairs or replacement if the device is accidentally damaged.*

8.2 Intentional Damage

Students/Parents will be held responsible for ALL (full payment) intentional damage to Tablets 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 chargers and cables will be charged the actual replacement cost.

8.3 Warranty Repairs

Warranty repairs will be completed at no cost to the student.

8.4 Vandalism and Theft In cases of theft, vandalism and other criminal acts, a police report **MUST** be filed by the student or parent.

9 SCHOOL RIGHTS:

9.1 USD #269's network, facilities, and/or mobile device are to be used in a responsible, efficient, and ethical manner in accordance with the philosophy of USD #269. Students must acknowledge their understanding of this policy as well as the following guidelines. Failure to adhere to these standards may result in disciplinary action and/or revocation of the offender's mobile device and/or network privileges.

9.2 The administration and/or their designee(s) have the right to inspect any mobile device, application, or peripheral device associated with any or all USD #269 technology. This includes but is not limited to email, documents, pictures, music, or other components associated with all USD #269 technology.

9.3 USD #269 reserves the right to define inappropriate use of technology.