

Student Technology

Congratulations! This year, the Long Lake School District will issue you a laptop or tablet to help you with your studies. With your laptop or tablet you can instantly search and research topics on the Internet, collaborate and work together with other students, and complete homework digitally anywhere with an internet connection. This document will provide you with information on taking care of your device, how you should [and should not] use your device, and expectations your teacher has of you and your device throughout the school year.

Students in Pre-Kindergarten through Grade Four will receive Tablet computers to be used in the classroom. Students in Grades Five through Twelve will receive Laptop computers to be brought to and from the school campus and the student's home.

Treat your device with respect and ownership, and it will serve you well through your student career. Negligence and destruction of your assigned device will not be tolerated, as detailed further in this handbook.

Your device is to be used at *your teacher's discretion* while class is in session. A teacher is not required to use or allow use of these devices in his or her classroom. The fact that it is in your possession is not a right to use when and however you see fit. Different teachers will have different uses and ideas for how you can best use these devices to aid in instruction and learning. Your teacher will let you know when it is appropriate to use your Device through the use of the Lids-Up/Tablets-up commands, as explained below.

Nomenclature and Definitions

The following terms are referenced by this document in the context of instructional technology. Students are expected to understand and follow these terms and commands when given by the classroom's teacher.

Laptop: A mobile computer with integrated keyboard and screen, usually hinged between the screen and the keyboard (e.g., Google Chromebook, Lenovo Thinkpad, Acer Aspire)

Tablet: A mobile computer with a touch-screen interface, (e.g., Apple iPad, Microsoft Surface)

Device: Laptop and tablet computers, categorically

Lids-down/Tablets-down: Command issued by a teacher, instructing the students to close their laptop screens or turn the tablet face-down to minimize distraction from the teacher

Lids-up/Tablets-up: Command issued by a teacher, instructing students to open their laptops, or flip tablets face-up, in preparation of use

App Store: For iPads, the iTunes Appstore (<http://www.apple.com/itunes/charts/free-apps/>). For Chromebooks, the Chrome Web Store (<https://chrome.google.com/webstore/category/apps>). These are marketplaces for mobile device applications (apps).

E-mail Account: *firstinitiallastname@longlakecsd.org* hosted through NERIC Exchange is the email account to be used for all official school correspondence.

Google Account: Long Lake Google Apps for Education accounts are in the format of *firstname.lastname@longlakecsd.com*. These accounts are used for document creation and sharing.

Before you receive your Device

There are three requirements which must be met prior to a student being allowed to take his or her assigned device home:

1. A student and his or her parent/guardian must attend an annual Technology Orientation to cover topics including, but not limited to: digital citizenship, Internet safety, device care, insurance options, and student/parent expectations.
 - If unable to attend the annual Tech Orientation night, the student's parent/guardian must schedule a face-to-face meeting with: himself or herself, the student, and the Principal or member of the IT department for the required instruction before the assigned device is presented to the student.
2. The Laptop Computer Protection and Student Pledge forms found in this Student Handbook must be completed and signed by both student and parent/guardian.
3. The device must have accidental damage insurance coverage up to \$250.

Any student who has not yet met these requirements will properly sign out a laptop computer from the High School computer lab upon the start of the school day, and return it prior to the end of the school day.

Taking care of your assigned Device

General Precautions

Students are responsible for the general care of the laptop they have been issued by the school.

Laptops that are broken or fail to work properly must be taken to the technology Help Desk

- Devices will remain in their District provided cases
- No food or drink is allowed next to your laptop while in use.
- Students should never carry their Laptops while the screen is open or one-handed, unless directed to do so by a teacher.
- Devices must remain free of any writing, drawing, etching, stickers, etc.
- Devices must never be left in a car or any unsupervised, undesignated area.
- Students are responsible for keeping their Device's battery charged for school each day.
- Non District-owned devices are not to be brought in by students, while they have a District-assigned Device available.
- Magnets should be kept a safe distance from all electronics

Screen Care

Laptop and Tablet screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure.

- Laptop/Chromebook 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 laptop screen.
- Do not lean on the top of the Device, open or closed.
- Do not place anything near the Device that could put pressure on the screen.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Clean the screen with a soft, dry cloth or anti-static cloth.

Taking care of your assigned Device (continued)

Managing Files & Saving Work

- The student is responsible for managing and not sharing usernames and passwords for any school related accounts. The student is responsible for ALL actions that occur on his/her account.
- Saving to the Cloud: all student work will be saved on the assigned @longlakecsd.com Google Account (Google Drive, Docs, etc.).
- Students may also choose to backup their work using removable file storage such as USB thumbdrives or external hard drives owned by the student.
- It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Computer malfunctions are not an acceptable excuse for not submitting work.

Device Insurance

- Devices must be fully insured for accidental damage and theft before they leave the Long Lake Central School District campus.
- For the 2016-17 school year, insurance is available with a \$0 deductible at the cost of \$25 for the year, paid by the student's parent/guardian.
- Some homeowners'/renters' insurance policies may already cover mobile electronic devices, please contact your insurer for more information. If covered, please provide Insurance information on the aforementioned District Device Acceptance form
- Families with more than one student will pay at most \$50 per household. Families who receive free/reduced lunch may have the \$25 premium waived.
- Premiums will be paid by the District for those households above the family cap and those waived as described above.

Acceptable Use

General

- Students are responsible for their ethical and educational use of the technology resources of the Long Lake Central School District
- Access to Long Lake Central School District technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow the Acceptable Use Policy.
- Wilful transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- Students will not attempt to install or load non-approved applications or programs.
- Do not open, use, or change computer files that do not belong to you.
- Comply with trademark and copyright laws and all license agreements. Plagiarism is a violation of the LLCSD disciplinary procedures. 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.

Acceptable Use (continued)

Internet Safety

- Do not go into chat rooms, send group emails, or send chain letters without permission.
- Do not reveal your or another person's: name, phone number, address, social security number, or password.
- If you inadvertently access a web site that contains obscene, pornographic, or otherwise offensive material notify a teacher or principal immediately so that site can be blocked from further access. This is not merely a request; it is a responsibility.

At Home

- Laptops must be charged overnight, and brought to school each day fully charged.

During School

- If students leave their laptop at home, they must immediately phone parents to bring them to school. Repeat violations of this policy will result in disciplinary action.
- Loaner laptops may be issued to students when they leave their laptops for repair at the Technology Help Desk pending the availability of "warranty pool" laptops.
- Teachers may assign homework which is to be completed online. Please meet these requirements as soon as possible to prevent low marks in categories such as classroom participation and homework completion.
- Inappropriate media such as, but not limited to: weapons, pornographic materials, inappropriate language, alcohol, drug, or gang related symbols or pictures may not be used as a screensaver or wallpaper. Possession of such may result in disciplinary action.
- Non-instructional use such as listening to music while working or playing games during downtime are only allowed with *explicit permission* from the classroom teacher.
- Students may be selected at random or upon suspicion to provide their Device for inspection. The inspection may be completed by technology personnel, administration, or a faculty member.

Violations

Prohibited technology resource activities include, but are not limited to, the following:

- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Downloading or transmitting multi-player game, music, or video files using the school network.
- Vandalizing, damaging, or disabling property of the school or another individual or organization.
- Accessing another individual's materials, information, or files without permission.
- Using the network or Internet for commercial, political campaign, or financial gain purposes.
- Releasing files, home address, personal phone numbers, passwords, or other vital information to others.
- Promoting or soliciting for illegal activities.

Acceptable Use (violations -- continued)

- Attempting to repair, remove or install hardware components reserved for an authorized service technician.
- Violating copyright or other protected material laws.
- Subscribing to mailing lists, mass email messages, games, or other services that generate several messages that can slow the system and waste other users' time and access.
- Intentionally wasting school resources.

Consequences

- Possible consequences for not following the details of this document include, but are not limited to: verbal/written warning, suspension of technology access, reclamation of assigned device, suspension from school and/or notification of law enforcement; depending on severity of the infraction.
- Final say over punitive and disciplinary actions always remains at the discretion of the Principal

Device Responsibilities

Everyone

The District administration, instructional staff, parent/guardians, and students are all required to be familiar with the content presented in this Student Handbook.

District

- The District is responsible for providing Web Content Filtering, and wireless internet access to staff and students on the School District Campus.
 - Although the student may connect to his or her household's internet or any public wireless internet, the district is not responsible for tech support outside the Campus.
- The District will host an annual "Tech Orientation"

Parent/Guardians

- Participation in Tech Orientation
- Ensure your student's device is properly insured against accidental damage

Students

- Care for your assigned device
- (M/HS) Bring your computer to school, fully charged, every school day

Feedback

A Public document space (Google Docs) will be available for collecting concerns and comments on this policy, which will be reviewed by the Long Lake Technology committee on a routine basis. Link(s) and details will be made available on the www.longlakecsd.org website.

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Student Pledge for Laptop Use

1. I will take good care of my device and know that I will be issued the same laptop each year.
2. I will never leave the laptop unattended.
3. I will never loan out my laptop to other individuals.
4. I will know where my laptop is at all times.
5. I will charge my laptop's battery daily.
6. I will keep food and beverages away from my laptop as they may cause damage
7. I will not disassemble any part of my laptop or attempt any repairs.
8. I will protect my laptop by not removing the device from the provided case.
9. I will use my laptop computer in ways that are appropriate and educational.
10. I will not write, carve or put stickers on the laptop computer.
11. I understand that my laptop and accounts are subject to inspection at any time without notice, and remain the property of the Long Lake Central School District.
12. I will follow the policies outlined in this *Student Handbook* both while at school, and outside the school day.
13. I will file a police report in case of theft, vandalism, and other acts covered by insurance.
14. I will be responsible for all damage or loss caused by neglect or abuse.
15. I agree to return the District computer, power cords, and bag in good working condition.
16. I will not reveal my own or anyone else's personal address or phone number
17. I agree to abide by all copyright and license agreements.
18. I agree that no financial transactions of any kind will be allowed on school devices.
19. I understand that access to the Internet will be allowed, as well as, the possibility of student work and photos being published on the Internet.

Student Name: _____ (Please Print)

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

LAPTOP COMPUTER PROTECTION

The Long Lake Central School District recognizes that with the implementation of this laptop initiative there is a need to protect the investment by both the District and the Student/Parent/Guardian. The following outlines the various areas of protection: warranty, and accidental damage insurance.

WARRANTY: This coverage is purchased by the Long Lake School District as part of the purchase price of the equipment. The manufacturer warrants the laptops from defects in materials and workmanship. This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide replacement parts necessary to repair the laptop or laptop replacement. **The warranty does not warrant against damage caused by misuse, abuse, accidents or computer viruses.**

INSURANCE FOR ACCIDENTAL DAMAGE, THEFT, LOSS, OR FIRE: Laptops that are damaged by liquid spills, accidental drops, power surges, fire, are stolen, or are lost are not covered by the manufacturer's warranty outlined above. Following are the two options that are available for these types of losses, and the Student/Parent/Guardian must commit to one by initialing the appropriate box. Your student's assigned device will not be released to him or her until this form is signed and returned.

Personal Insurance You will cover the laptop under your own insurance policy and in the case of accidental damage, theft, loss or damage by fire, you agree to pay the District the amount received from your insurance company plus any additional amount needed to cover the laptop replacement, not to exceed \$500.

Insurer: _____ Policy#: _____

School District Provided Insurance You choose to pay the school district an annual protection payment for coverage of theft, loss or damage by fire in the amount of \$25.00 (or \$50.00 for family coverage when there are two or more children in school using laptop computers). The \$25.00 payment is non-refundable. This coverage has a \$0 deductible per occurrence. This annual coverage begins upon receipt of the payment and ends at the conclusion of each school year.

- families eligible for free/reduced lunches may have the \$25.00 fee waived

By checking this box you are requesting a fee waiver and allow school administration to verify your student's free/reduced lunch status.

ADDITIONAL INFORMATION: In cases of theft, vandalism and other criminal acts, a police report; or in the case of fire, a fire report; **MUST be filed by the student or parent** for the protection coverage to take place. A copy of the police/fire report must be provided to the principal's office.

Student Name: _____ **(Please Print)**

Student Signature: _____ **Date:** _____

Parent/Guardian Name: _____ **(Please Print)**

Parent/Guardian Signature: _____ **Date:** _____