

# Wood Oaks Technology Device Program Guidelines

## Overview

The Student Technology Device Program at Wood Oaks Jr. High School is designed to help students succeed academically as well as to help prepare them for their future. It is crucial that students care for and use their devices in accordance with these guidelines. During the school year, each student will have full use of a District-owned device for purposes relating to his/her participation in the District 27 instructional program. Students will be required to complete orientation on the care and use of the device when the device is issued. Each student and the student's parent/guardian must sign and submit the Device Acceptance and Agreement Form.

The device issued to each student will remain the property of Northbrook School District 27. As with all materials issued to students by the District, the student is responsible for the daily/ordinary care of the device.

## 1. Technology Device Guidelines

### 1.1 Using the Device at School and Home

- All students are expected to comply with District 27 Acceptable Use Policy regarding technology use. The Acceptable Use Policy covers student etiquette, obscenities, network use, cyber bullying, and overall personal conduct. Students are subject to disciplinary action for inappropriate use of the network and/or the device. The guidelines are included in the Student Handbook.
- Students are required to bring their device to school every day with a fully charged battery. Students need to charge their devices each evening as part of their homework. (The battery cannot be overcharged).
- Students are prohibited from sending non-school related e-mails or chat messages from their devices.
- Using the device to secretly communicate with anyone else is prohibited, regardless of the method used.
- Out of consideration for other learners, the sound volume must be muted at all times unless permission is obtained from the teacher for instructional purposes. Headphones are prohibited in class, unless directed by a faculty member.
- Students may not lend or trade their devices with anyone.
- Illegal use or transfer of copyrighted materials is not allowed.
- The devices are populated (All necessary software will be pre installed) with files necessary for normal operation and educational purposes. Deletion of certain files can result in computer failure and can interfere with one's ability to complete class work.
- Devices should be shut down at the end of the school day.
- Devices are configured to access all school printers (all classroom printers, all student printers).
- Students will not be allowed to use a family or personally owned laptop or other technology at school or on the District network. Only a District-owned device is permitted for use at school on the District network.

### 1.2 Personal Security

- Each device is identified by a specific number and is assigned to a specific carrying case. This is to ensure that students always have their assigned device. All labeling should remain on the device at all times. Devices should never be switched from case to case or from student to student.
- Students should never share their usernames or passwords at anytime for any reason.
- The device is for school use only, not for personal use.

### **1.3 File Management**

- All will utilize the Google Apps suite of tools. Student files are saved to their personal online storage and accessible on any internet enabled device.

### **1.4 Device Storage**

- During the school day, the device either needs to be in the direct possession of the student or stored in a secured locker. Unattended/unsecured devices are in danger of being lost or stolen. The student and parent(s) are financially responsible if a device is lost or stolen.
- Unsupervised devices will be confiscated by staff. Disciplinary action may be taken for leaving a device in an unsupervised or unsecured location.

### **1.5 General Care and Precaution**

- Students should always place devices away from food and drink.
- Care should be exercised when plugging in and removing power cords, cables, and external storage devices.

Devices should remain free from any type of defacement; this includes but is not limited to marking, painting, drawing, stickers, glitter, or marring the surface in any way.

- Liquid cleaning solution should not be directly applied to the device screen or keyboard.
- Devices should not be exposed to direct sunlight, extreme temperatures, or ultraviolet light. Do not leave a device in the car or on the playground. Such exposure to extreme heat or cold could result in damage.

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## **2. Ownership**

### **2.1 Change in Student Status during the School Year**

- In the event a student withdraws from the District prior to the last day of school, the device and all peripherals must be returned to District 27 prior to the withdrawal.
- The Technology User Fee for the school year will be reimbursed on a prorated basis.

### **2.2 Graduation**

- **Upon graduation, student devices will be turned into the district for repurposing.**
- **All student work at the end of 8th grade will be deleted over the summer. Students**

**will have a chance to download and archive their documents. This will be the responsibility of the student to do.**

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### **3. Maintenance and Support**

#### **3.1 Maintenance**

Regular maintenance and repair of the device will be conducted solely by Northbrook School District 27 personnel. Under no circumstances should students, parents, or third party entities attempt any repairs on the devices. The devices will be turned in over summer break to be updated and physical damage will be assessed. Devices will be collected during winter, spring, and summer breaks for maintenance. Students will not be permitted to use the District devices during any of the breaks.

#### **3.2 Repair**

Student devices will be repaired by District staff. In the event of a repair, students will be issued a replacement device. The replacement device will be assigned to that student permanently. Parents are not charged a deductible for repairs.

#### **3.3 Chronic Abuse**

Students displaying disregard for their devices may lose take-home privileges. Students will receive a warning prior to this action taken.

#### **3.4 Device left at home**

If a student leaves the device at home, a loaner laptop will be provided, as appropriate, for use during the school day only. Students will need to return the loaner laptop at the end of the day.

#### **3.5 Lost or Stolen**

In the event that equipment is lost or stolen, the student must immediately notify the Technology Department personnel or School Administration. Parents may want to file a report with the Northbrook Police Department. The parent may be responsible for the cost of the lost netbook and any necessary peripherals such as power cord.

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## **4 Software**

### **4.1 Software Installation**

- Students are prohibited from installing any software or software updates on the devices. All software installation must be performed by Northbrook School District 27 Technology Staff.

#### **4.2 Virus Protection**

- Virus protection software is included in the operating system.

#### **4.3 Filtering**

- Each device is equipped with a sophisticated filtering program that complies with the Children's Internet Protection Act. At no time should the filter be tampered with or disarmed.
- Parents are encouraged to closely monitor student use at home.

#### **15. Responsibility/Liability**

- The Northbrook School District 27 Acceptable Use Policy governs the use of the devices.
- Students' devices are the property of the District and are subject to inspection or search at any time there is cause to believe the student has violated the Device Guidelines or Northbrook School District 27 Acceptable Use Policy. Devices may not be used for any inappropriate or illegal purpose.
- As consistent with the Student Code of Conduct, students are subject to disciplinary action for inappropriate use of the network and/or the device.

#### **16. Questions**

- If you have any additional questions, please contact Mr. Rob McElligott at Ext. 5530 or Mrs. Beake at Ext. 5533.