



Device Guidelines, Procedures, and Information

2020-2021

The focus of the 1:1 device program at Gull Lake High School is to provide tools and resources to the 21st Century Learner. Excellence in education requires that technology be seamlessly integrated throughout the educational program. Increasing access to technology is essential for the future. The individual use of a device is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

Learning results from continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with a device integrates technology into the curriculum anytime, anyplace.

The guidelines, procedures and information within this document apply to all devices used at Gull Lake High School. Teachers may set additional requirements for use in their classroom.

1. Receiving Your Device and Check-In

1.1 Receiving Your Device:

Devices will be distributed each fall during the first days of school. Students and parents/guardians must sign and return copies of the *Device Agreement* and *Acceptable Use Policy* documents before the device can be issued.

1.2 Device Check-In:

For graduating seniors, devices will be turned back in prior to final exams so they can be examined for serviceability. If a student transfers out of the Gull Lake School District during the school year, their device will be returned at that time.

1.3 Check-In Fines:

Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Gull Lake School for any other reason must return their individual school device on the date of termination. If a student fails to return the device at the end of the school year or upon termination of enrollment, that student will be subject to criminal prosecution or civil liability. The student will also pay the cost of the device. Failure to return the device will result in a theft report being filed with the Police Department.

Furthermore, the student will be responsible for any damage to the device, consistent with the District's Device Repair Cost and must return the device and accessories in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the device.

2. 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 reported **immediately** to the GLHS Media Center Help Desk for evaluation and completion of necessary documentation.

2.1 General Precautions:

The device is school property and all users will follow these guidelines 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 must remain free of any writing, drawing, stickers, or labels that are not the property of the Gull Lake School District.
- Device must never be left in an unlocked locker, unlocked car or any unsupervised area.
- Students are responsible for keeping their device's battery charged for school each day.

2.2 Carrying Devices:

The protective case on the device has been designed in accordance with Military Specifications (MILSPEC). This does not mean that the device is indestructible, but rather it is not as easily broken. The screens are still made of glass and will shatter if not treated with care.

Some carrying cases (i.e. backpacks) can hold other objects (such as folders, textbooks and workbooks), but these must be kept to a minimum to avoid placing too much pressure and weight on the device's screen. Most screen breakage occurs from devices being placed in backpacks, which are then tossed, packed tightly, stepped on, tripped over, etc...

2.3 Screen Care

The device's screen 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 when it is closed.
- Do not place anything near the device that could put pressure on the screen.
- Do not place anything inside the case 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.

3. 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**. All aspects of the Student Code of Conduct and Acceptable Use Policy are applicable to the use of device and other electronic devices.

3.1 Devices Left at Home:

If students leave their device at home or lose device privileges, they are responsible for getting the course work completed as if they had their device present.

3.2 Device Undergoing Repair:

Loaner devices **may** be issued to students when they leave their device for repair. Parents/students will be expected to sign a repair form and acknowledge damages and potential cost. There **may** be a delay in receiving a loaner device.

3.3 Charging Your Device

Devices must be brought to school each day in a fully charged condition.

3.4 Screensavers:

- Inappropriate media may not be used as a screensaver or background photo.
- Presence of violent guns, violent weapons, pornographic materials, inappropriate language, alcohol, drug, tobacco, and gang related symbols or pictures will result in disciplinary actions.

3.5 Sound, Music, Games or Programs:

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Music that is downloaded legally is allowed on the device and can be used at the discretion of the teacher.

3.6 Home Internet Access:

Students are allowed to set up wireless networks on their device. This will assist them with device use while at home. The Acceptable Use Policy will apply to the use of the District's device even when a student takes the device off-campus and accesses the Internet.

4. Managing Your Files & Saving Your Work

4.1 Saving to the Device/Home Directory:

It is recommended students utilize cloud-based storages, such as Google Apps and Google Drive. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Device malfunctions are not an acceptable excuse for not submitting work.

5. Acceptable Use

The use of the Gull Lake School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Gull Lake School District is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the Gull Lake School District. All users should be aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. **Students shall have no expectation of privacy when using their device or in the contents of their device.**

The District's device and network is not an invitation to users for dissemination of information in a "public forum." The district will maintain its technology resources, including the device, as a "nonpublic forum." A "nonpublic forum" is an area, which is neither traditionally open to public expression nor designated for such expression by the government. The district owns the information contained in its technology resources, like the device, and may take steps to monitor and regulate the content contained in the agreement.

If a person violates any of the User Terms and Conditions, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The Gull Lake School District's Acceptable Use Policy as well as the Student Handbook shall be applied to student infractions.

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

5.1 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.
- Should you want your student to opt out of having a device, you will need to sign the Device Agreement Form indicating this and understand that your student is still responsible for meeting the course requirements.

5.2 School Responsibilities:

- School will provide internet filtering of inappropriate materials as able.
- School will provide network data storage areas. These will be treated similar to school lockers. Gull Lake School District reserves the right to review, monitor, and restrict information stored on or transmitted via Gull Lake School District owned equipment and to investigate inappropriate use of resources.
- School will provide staff guidance to aid students in doing research and help assure student compliance of the Acceptable Use Policy.

5.3 Student Responsibilities:

Students will use computer/devices in a responsible and ethical manner.

- Students will use their device in a manner consistent with the Board of Education's Policies 7540 and 7540.03, Acceptable Use Policy, the Student Handbook, and this Agreement.
- Students will use all technology resources in an appropriate manner so as not to damage school equipment. This “damage” includes, but is not limited to, the loss of data resulting from delays, non-deliveries, miss-deliveries or service interruptions caused by the student’s own negligence, errors or omissions. Use of any information obtained via Gull Lake School District’s designated Internet system is at your own risk. Gull Lake School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Students will help the Gull Lake School District protect its computer system/devices by contacting an administrator about any security problems they may encounter.
- Students will monitor all activity on their account(s).
- Students should always turn off and secure their device after they are done working to protect their work and information.
- If a student should receive email containing inappropriate or abusive language or if the subject matter is questionable, he or she is asked to print a copy and turn it into the office.
- **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.
- **Plagiarism is a violation of the Gull Lake High School 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.

5.4 Student Activities Strictly Prohibited:

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing Board policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of sites selling term papers, book reports and other forms of student work.
- Messaging or content sharing services of any kind for non-school related activities.
- Internet/computer games during instructional time.
- Installation of profiles, applications, or connections that intentionally bypass the district's network including but not limited to virtual private networks or proxies.
- Spamming – sending mass or inappropriate emails.
- Gaining access to another student's accounts, files, and/or data.
- Use of the school's Internet/email accounts for financial or commercial gain or for any illegal activity.
- Inappropriate use of anonymous and/or false communications such as Facebook, Twitter, Snapchat, Yik Yak, etc.
- Students are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up Internet accounts including those necessary for chat rooms, eBay, email, etc.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software, or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing the Gull Lake Community School's web filter through a web proxy.
- Use or possession or hacking software is strictly prohibited and violators will be subject to disciplinary action. Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action by the District.

- Passwords should be used for security purposes but must be disabled when asked by a Gull Lake Community School Staff Member.

5.5 Device Care:

Students will be held responsible for maintaining their individual device and keeping them in good working order. Students will be responsible for damages to their device.

- **Devices must be charged.**
- Only labels or stickers approved by the Gull Lake School District may be applied to the device. .
- Devices that malfunction or are damaged must be reported to the GLHS Media Center Help Desk. The school district will be responsible for repairing devices that malfunction. Devices that have been damaged will be repaired with the cost being borne by the student. Students will be responsible for the entire cost of repair or be responsible for full replacement cost.
- Devices that are stolen or lost must be reported immediately to the Main Office or Media Center Help Desk. Devices not recovered will require a report filed with the Police Department.

5.6 Student Discipline:

If a student violates any part of the above guidelines, he or she will be subject to consequences as listed in the Acceptable Use Policy and the Gull Lake High School Student Handbook. Devices are a privilege; students misuse will result in restrictions and/or loss of device use.

6. Protecting & Storing Your Device

6.1 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 number and correlated asset tag.
- Gull Lake School label.

6.2 Storing Your Device:

Gull Lake Community Schools recommends the student use their locker to secure and store their device. Nothing should be placed on top of the device when stored in their locker. Students are encouraged to take their device 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. If a student needs a secure place to store their device, they may check it in for storage with the Helpdesk in the Media Center. ***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. Extreme cold will cause severe screen damage.***

6.3 Devices Left in Unsupervised Areas:

Under no circumstances should devices be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, locker rooms, library, unlocked classrooms, dressing rooms and hallways. Any device left in these areas is in danger of being stolen. If a device is found in an unsupervised area, students should return it to school personnel, Media Center Help Desk, or front office. Violations may result in loss of device privileges and/or other privileges.

7. Repairing or Replacing Your Device

7.1 School Device Repair Cost:

In the event of device damage, the individual student will incur the cost of repair or complete replacement value of the device. Costs possibly incurred by the student include cases, chargers, cables, screens or full device replacement.

7.2 Replacement and Repair Costs:

Other Costs: The district does not cover lost items such as protective sleeves and cables. Lost items such as sleeves and cables will be charged the actual replacement cost.

Full Device Replacement \$225 Charger \$35

Personal Home or Homeowners Insurance Coverage

If students or parents wish to carry their own additional personal insurance to protect the device in cases of theft, loss, or accidental damage, they should consult their insurance agent for details about their personal coverage of the device. Most insurance companies will require a rider for electronics and only provide so much coverage and generally a higher deductible.

Gull Lake School District Student Pledge for Device Use

- 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 daily.
- I will keep food and beverages away from my device.
- I will not disassemble any part of my device or attempt any repairs.
- I will use my device in ways that are appropriate, meet Gull Lake School District expectations, and are educational.
- I will not place decorations (such as stickers, markers, etc.) on my device or provided case; I will not deface the serial number or any district tagging.
- I understand that I have no expectation of privacy in my device or its contents, and both are subject to inspection at any time without notice and remain the property of the Gull Lake School District.
- I will follow the guidelines outlined in the *Device Guidelines*, the Student Code of Conduct and the *Acceptable Use Policy* while at school, as well as outside the school day.
- I will not record video or take pictures of others without their consent or permission.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to return the device and accessories in good working condition.
- I will not circumvent intended district network settings.

Gull Lake High School
2020-2021 Device Agreement

I agree to the stipulations set forth in the above documents including the *Device Guidelines, Procedures, and Information*, the *Acceptable Use Policy*, and the *Student Pledge for Device Use*, all found online at www.gulllakecs.org/glhs/information

Student Name (please print): _____

Student Signature: _____ Date: _____

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____ Date: _____

At this time, I decline my student having the device for the 2020-2021 school year.

Student Name (please print): _____

Parent/Guardian (please print): _____

Parent/Guardian Signature: _____ Date: _____

Graduating seniors are to return the device to Gull Lake Community Schools at the end of the school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Gull Lake School District for any other reason must return their school device on the date of termination.