

Our goal in St. Anthony-New Brighton (SANB) Public Schools is to help students demonstrate digital responsibility, technological awareness, and the ability to use technology in academic and professional settings. Our digital initiative is intended to foster an engaging curriculum, a dynamic learning environment, and prepare students for a changing world.

**Digital Learning Expectations:**

1. Use technology to access and share information
2. Use technology to collaborate and communicate with others
3. Use technology to craft, refine and share learning with a wider audience
4. Use technology as a means to create and innovate

**Expectations for Digital Citizenship:**

Being a responsible citizen in our schools, communities and digital spaces requires responsibilities adapted for a complex world.

We embrace the following conditions of being a digital citizen:

- Respect myself. I will carefully consider the information and images I post online. I will not post personal information about my life, experiences, experimentation, or relationships. I will not be obscene.
- Protect myself. I will ensure that the information I post online will not put me at risk. I will not publish details about myself, my contact information, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me. I will protect passwords, accounts, and resources.
- Respect others. I will show respect to others. I will not use technology to bully, harass, tease, or stalk other people. I will show respect for others through my choice of websites. I will not visit sites or display images that are inappropriate or disrespectful. I will not abuse my rights of access.
- Protect others. I will protect others by reporting abuse and not forwarding inappropriate or hurtful materials or communications and not visiting sites that are inappropriate or disrespectful.
- Respect & protect intellectual property. I will suitably use and cite any and all content (websites, books, media, etc.) according to copyright or creative commons licensing. I will request to use the software and media that others produce.

**Board Policy**

Consent to the digital device agreement also includes adherence to Board Policy 524: Internet Acceptable Use and Safety Policy. In instances where the student has put his/her own safety or

the safety of others at risk (i.e. sharing lewd images, bullying), digital learning device privileges will be revoked immediately.

Access to SANB Public Schools' owned technology is a privilege and not a right. At any point access to devices, Internet and other technology resources can be revoked.

**Student Digital Responsibility includes, but is not limited to:**

**Accessing/Posting Inappropriate Material**

Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying materials (including photos of students and staff) that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal is a violation of this agreement.

**Personal Safety**

Do not send any message that includes your personal information such as: home address, personal phone numbers and/or last name for yourself or any other person. Do not send information regarding your schedule (where you are/will be, times, dates, etc.).

**Privacy**

Students and families need to know that files stored on school-owned computers are not private. Network and Internet access is provided as a tool for educational purposes only. SANB Public Schools has the right to monitor, inspect, copy, review, and store at any time, without prior notice, any and all usage of the computer network and Internet access including transmitted and received information. All files are the property of SANB Public Schools and no user shall have any expectations of privacy regarding such files. Students may be selected, at any time, to provide their digital learning device for inspection.

**Password Protection**

Students' Google password protects your device. Never share your passcode, steal or use another person's passcode.

**Online Etiquette**

Follow the guidelines of accepted behaviors within each school's handbook. Do not use technology to bully anyone, or pass along obscene material or material which is based on slurs or stereotypes relating to race, gender, ethnicity, nationality, religion or sexual orientation.

**Blogging and/or Podcasting**

Use of blogs, podcasts, emails, texting, social media or other tools are considered an extension of the classroom. Expectations for behavior and online etiquette will apply regardless of the tools being used or the setting in which speech takes place.

**Plagiarism/Copyright/Licensing**

Plagiarism is the act of representing or using someone else's words or ideas as your own. Students are required to give proper credit to all Internet sources used in academic

assignments, whether quoted, paraphrased, or summarized. This includes all forms of media on the Internet, such as graphics, movies, music and text. Students must adhere to copyright law regarding software, authorship and copying information. All students should also adhere to the Creative Commons licenses where the author/artist denotes what media may be shared, remixed or reused.

### **Photos and Video**

Students should only take pictures or videos of staff or students with staff permission. Any student use of cameras in SANB Schools should be part of a class or club activity.

### **Malicious Use/Vandalism**

Any malicious use, disruption or harm to the district's technology, networks and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses, is a violation of this agreement. No student shall obtain or try to obtain other students' accounts, files, and/or data. Students are NOT to manipulate the operating system or remove or attempt to remove or circumvent the management system installed on each digital learning device. Using or possessing hacking software is a violation of this agreement. Students who attempt to hack or "jailbreak" any SANB Public Schools digital learning device will be in violation of this agreement. The use of anonymous proxies, VPNs, or similar software to circumvent content filtering is strictly prohibited.

### **Classroom Expectations**

Failure to follow teacher direction in regards to the use of devices/tools/websites during class is a violation of this agreement.

### **Student Discipline**

If a student violates any part of the above policy, he/she will be subject to disciplinary action. The disciplinary action for a violation could range from having all digital learning device privileges revoked up to appropriate legal action. The student may also be subject to other disciplinary action as outlined in the SANB Rights and Responsibilities for Student Behavioral Expectations handbook.

### **Tech Support**

If technical difficulties arise with a digital learning device, or inappropriate content is discovered, the device may be restored by district technology department staff. If staff needs to restore the digital learning device, the district is not responsible for the loss of content put on the device by the student. It is strongly encouraged that all important data is regularly backed up to Google Drive.

### **Digital Learning Device General Precautions**

- The digital learning device is SANB Public Schools' property.
- The digital learning device must remain free of any writing, drawing, stickers, or labels that are not issued and placed onto the device by SANB Public Schools staff.
- Cords and cables must be inserted carefully into the device to prevent damage.

- Never expose a device to extreme cold or heat, direct sunlight, or prolonged periods of time in places that are not at a normal room temperature.
- Digital learning devices must be kept in a secure location at all times. It is the student's responsibility to know where their device is.
- If the digital learning device is either lost or stolen students should report that information to the office or technology staff as soon as possible. The digital learning devices contain software that can be activated to track and possibly recover missing devices. The district will coordinate with law enforcement to track missing or lost devices in partnership with the student/family.

### **Transporting To & From School**

- The device should be charged using the charger provided and brought to school ready to use each day.
- Do not place your device in a book bag that contains food, liquids, heavy or sharp objects.
- iPads should always remain in their protective cases. No part of the case should be removed.
- When school is in an in-person model, iPads will be left at the school in the student's classroom. They will not be allowed to be transported to and from school.

### **Digital Learning Device Screen & Cleaning**

- The screens are sensitive to pressure and therefore can be damaged; they are scratch resistant, not scratch proof.
- The screens are made of glass and can either break or shatter.
- Do NOT use liquids to clean the device. This includes, but is not limited to: window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives.
- PLEASE USE: A soft, dry cloth or anti-static cloth.

### **Digital Learning Device Maintenance**

- Do NOT attempt to try to repair the internal workings of any digital learning device yourself.
- If your device is not working, call or email the school office as soon as possible and have technology department staff examine it. If your device needs to be worked on for an extended period of time, you will be issued a temporary device until yours is working properly. For cases of hardware failure or other damage, a replacement device will be provided.
- Each digital learning device has identifying labels which must not be removed or altered in any fashion.

### **Storing Documents**

There will be limited storage on the device and academic files take priority over personal. Students should backup their files to Google Drive. The district is not responsible for saving, restoring or backing up documents, music, or photos that students may be storing on the digital learning device.

## Applications and Content

Students may load music and photos on their district-owned digital learning device as long as all content complies with the Acceptable Use Policy. Applications or content that does not have an educational purpose, is not in compliance with the Acceptable Use Policy, or is disruptive to the educational process or at home may be removed from the device. If technology department staff need to restore a digital learning device for any reason, the district is not responsible for any content put on the device by the student.

## Use of online educational applications

The Children's Online Privacy Protection Act (COPPA) requires that parents and guardians of children under the age of 13 provide written consent for the accessing and use of many online services, including academic applications that will be used at school.

The district reviews the use of online services to ensure that student data is maintained in a secure manner, that personally identifiable student data is not shared with third parties, and that our use is compliant with district policies related to student privacy and records.

## Turn In

Student digital learning devices and accessories will be checked in at the end of each school year at a date and time determined by school administration. Exceptions to the requirement for turning in a device may be available at the district's discretion. Students who graduate early, transfer, withdraw or are expelled will return the device and accessories at the time of withdrawal. Failure to return the property in a timely fashion may result in the involvement of law enforcement.

## Device Insurance

St. Anthony-New Brighton Public Schools digital initiative is designed to provide a powerful and personalized learning experience for all students.

The district recognizes the need to protect our investment in digital learning devices and to protect families from expenses from theft or damage of the device assigned to the student. Therefore, the district is offering families a choice of two protection plan options. Parents will be given a Digital Learning Device Protection Plan & Use Agreement Form. Parents must choose one of the two options in order for their student to participate in the digital learning device program.

### Option 1: SCHOOL INSURANCE

Families may purchase an annual \$35 per year (iPad) or \$25 per year (Chromebook) non-refundable insurance policy from the district. Insurance covers up to two incidents annually.

### Option 2: NO INSURANCE

Families may choose to not insure the digital learning device and will be responsible for the full value of the device or repairs. Estimated repair or replacement costs are listed below. Device repairs must be completed by the district.

**Additional Details**

Payment for insurance can be made directly to the district on Skyward. The Digital Learning Device Permission Form needs to be completed prior to your student receiving his or her device.

The insurance option is available for up to two weeks after the device is checked out to the student..

If a student is withdrawn from the SANB Public Schools for any reason, this insurance agreement becomes null and void on that date. There are no refunds once this agreement becomes active on the date the digital learning device is issued. Devices not returned on the date of withdrawal will be reported stolen.

Financial assistance is available to families who need it and qualify for Free and Reduced Lunch. Please contact your child’s school office for help with this.

Annual Standard Student Rates for 2021-2022	Effective Coverage/Expiration Dates
1 year Term - \$30 (iPad) or \$20 (Chromebook)	Effective Date: Based on the receipt of signed agreement. Expiration Date: One year after the effective date
Covered <i>(Some items may require a deductible)</i>	Not Covered
<ul style="list-style-type: none"> <li>● Cracked Screen - \$50 deductible</li> <li>● Missing or Broken Keys</li> <li>● Liquid Spill</li> <li>● Full Immersion</li> <li>● Internal damage to Product</li> <li>● Mechanical malfunction</li> <li>● Display Failure</li> <li>● Hard Drive Failure</li> <li>● Battery Failure</li> <li>● Wi-Fi Failure</li> <li>● Port Failures</li> <li>● Motherboard Failure</li> <li>● Won't Charge</li> <li>● Won't Power On</li> <li>● Power Surge</li> <li>● A.C Adapter</li> <li>● Lost or misplaced</li> </ul>	<ul style="list-style-type: none"> <li>● Deliberate or negligent damage to the digital learning device.</li> <li>● The case</li> <li>● Charger</li> <li>● Cord</li> </ul> <p>***Removing the case from the iPad voids the insurance.***</p>

<ul style="list-style-type: none"><li>● Flood</li><li>● Fire</li><li>● Vandalism</li><li>● Mischief</li><li>● Power Surge by Lighting</li><li>● Burglary, Theft, Stolen.</li></ul>	
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The district is not liable for any loss, damage (including incidental, consequential or punitive damages) or expenses caused directly or indirectly by the equipment. Replacement or repair fees will be assessed for lost or damaged devices.

**NOTICE: Caution Against Fraud**

Any person who, with intent to defraud or knowing that he/she is facilitating a fraud against an insurer, submits an application or files a claim containing a false or deceptive statement is guilty of insurance fraud, a federal offense.

**Additional Resources**

[Digital Learning Device Permission Form](#)

[Policy 524 and 524.1](#)

[Policy Acknowledgement Form](#) - this form is located on Skyward