

### Device Policy, Procedures, and Information

The focus of the device program at Western Heights is to provide tools and resources to the 21<sup>st</sup> Century Learner. Excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and one of the learning tools of these twenty-first century students is the personal device. The individual use of personal devices is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

Learning results from the 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 personal devices integrates technology into the curriculum anytime, anyplace. The policies, procedures and information within this document apply to all personal devices used in Western Heights Schools, including any other device considered by the Administration to come under this policy. Teachers may set additional requirements for use in their classroom.

I.	Table of Contents	
A.	Receiving your Device	3
1.	Receiving a Device	3
2.	Fines	3
B.	Taking Care of a Device	3
1.	General Precautions	3
2.	Screen Care	3
C.	Protecting & Storing a Device	3
1.	Device Identification	3
2.	Storing a Device	3
3.	Devices Left in Unsupervised Areas	4
D.	Using a Device at School	4
1.	Screensavers/Background Photos	4
2.	Sound, Music, Games, or Programs	4
E.	Managing Your Files & Saving Your Work	4
1.	Saving to Drive	4
2.	Network Connectivity	4
F.	Acceptable Use	4
1.	Parent/Guardian Responsibilities	5
2.	School Responsibilities	5
3.	Student Responsibilities	5
4.	Student Activities Strictly Prohibited	5
5.	Student Discipline	6

## General Procedures for Device Use

### A. Receiving your Device

#### 1. Receiving a Device

Devices will be distributed each day during first hour and collected during the last hour of each day. **Parents & students must sign and return the all Agreements and Student Pledge documents before the device can be checked out for use.**

#### 2. Fines

Individual school devices and accessories are the property of Western Heights Public Schools. They must be turned in and accounted for on a daily basis.

Failure to return the device to the Western Heights School will result in a theft report being filed with the Oklahoma City Police Department.

Furthermore, the student and their parents will be responsible for any damage to the device, consistent with the District's policy and procedures and must return the computer and accessories to the Western Heights in satisfactory condition. The student and their parents will be charged a fee for any needed repairs, not to exceed the replacement cost of the device.

### B. Taking Care of a 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 turned in to the school for an evaluation of the equipment.

#### 1. General Precautions

- The device is school property and all users will follow this policy and the Western Heights acceptable use policy for technology. Students and parents acknowledge and agree that they have no right of privacy regarding any material or content placed on the device.
- 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.
- Devices must remain free of any writing, drawing, stickers, or labels that are not the property of the Western Heights School District.
- Students should not use "skins" to "personalize" the device and they must not remove any WHPS labels.
- Devices that malfunction or are damaged must be reported to the library. The school district will be responsible for repairing devices that malfunction. Devices that have been damaged from student misuse, neglect, or are accidentally damaged will be repaired with cost being borne by the student and parents. Students and parents will be responsible for the entire cost of repairs to devices that are damaged intentionally.
- Devices that are stolen must be reported immediately to the Office

#### 2. Screen Care

Screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen or the back side of 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.
- Do not "bump" the device against lockers, walls, or other hard objects as it will eventually break the screen

### C. Protecting & Storing a Device

#### 1. Device Identification

Student Devices will be labeled in the following manner: WH Destiny Label associated with Device Serial Number

#### 2. Storing a Device

When students are not using the device, they should be stored in their lockers as long as a lock is placed. The WH School District recommends that students obtain a personal lock and provide the office with a key or combination to the personal lock. Nothing should be placed on top of the device, when stored in the locker. Devices should be stored in a classroom cart and locked when not in the possession of the student.

### **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 lunch room, 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, it will be taken to the library or front office. The student may be subjected to the outlined discipline procedures.

## **D. Using a Device at School**

Personal 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 the device to all classes throughout the school day.

### **1. Screensavers/Background Photos**

- Inappropriate media may not be used as a screensaver or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.
- Student should keep passwords secure, but realize they must unlock the device, app, etc. when asked to by a Western Heights Staff Member.

### **2. Sound, Music, Games, or Programs**

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Music is allowed on the device and can be used at the discretion of the teacher
- Internet Games are not allowed to be used in class. If the Western Heights Staff sees inappropriate apps on a device, they will be removed.
- All software/Apps will be district provided. Apps could be removed at any time during upgrades.
- App purchase is restricted. No explicit content rated apps will be allowed on the devices.

## **E. Managing Your Files & Saving Your Work**

### **1. Saving to Drive**

Students may save work to their Western Heights issued Google Drive account on the device. 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.

### **2. Network Connectivity**

The Western Heights School District makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.

## **F. Acceptable Use**

The use of the Western Heights School District's technology resources is a privilege, not a right. Students and parents acknowledge and agree that they have no right of privacy regarding any material or content placed on a device. The privilege of using the technology resources provided by the Western Heights 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 WH School District.

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 the appropriate disciplinary action shall be applied. The Western Heights School District's Student Code of Conduct shall be applied to student infractions.

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

**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 a form indicating this and understand that your student is still responsible for meeting the course requirements (may take longer).
- Agree to be financially responsible for any damage to or loss of the device up to the full amount of the purchase price.

**2. School Responsibilities**

- Provide Internet and Email access to its students.
- Provide Internet Blocking of inappropriate materials as able.
- Provide network data storage areas.
- These will be treated similar to school lockers. Western Heights School District reserves the right to review, monitor, and restrict information stored on or transmitted via Western Heights School District owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.

**3. Student Responsibilities**

- Use the device in a responsible and ethical manner.
- Obey general school rules concerning behavior and communication that apply to device/computer use.
- Using all technology resources in an appropriate manner so as to not damage school equipment. This "damage" includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the student's own negligence, errors or omissions.
- Helping WHPS School District protect our computer system/device by contacting an administrator about any security problems they may encounter.
- Monitoring 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/she is asked to save the email and contact administration.
- Returning the device to school at the end of each school day. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at WHPS for any other reason must return the device before leaving the school.

**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
- Using the device to threaten or bully other students violates Board Policy and will not be tolerated.
- Use of chat rooms, sites selling term papers, book reports and other forms of student work
- Messaging services- (MSN Messenger, ICQ, etc)

- Changing of device settings (exceptions include personal settings such as font size, brightness, etc)
- Spamming-Sending mass or inappropriate emails
- Gaining access to other student's accounts, files and/or data
- Use of school's internet/E-mail accounts for financial or commercial gain or for any illegal activity
- Use of anonymous and/or false communications such as MSN Messenger, Yahoo Messenger
- 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 WH web filter

#### 5. **Student Discipline**

If a student violates any part of the above policy, he/she will be put on the following disciplinary steps:

- 1st Offense – Student(s) will receive a warning and/or reprimand from the principal that would include parent notification.
- 2<sup>nd</sup> Offense - Student will receive another warning and a consequence of loss of device privileges. (The student is still responsible for completing all required work.)
- 3rd offense –Loss of device privileges for a length of time determined by the administration and the help desk.

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