

Atlantic High School's Student Technology 1:1 Device Program

Introduction

Atlantic High School has embarked on a 1:1 Technology Initiative that provides students at Atlantic High School laptop devices for use at school and home. The goal of the 1:1 Technology Initiative is to give students access to technology and to provide teachers more opportunities to differentiate their instruction through blended learning instruction and increased time to learn. If you are participating in the 1:1 Technology Initiative, your teacher will monitor and give permission for you to use your device at certain times in class. During these permitted periods, students are only permitted to use their device exclusively for programs, websites, and tools specified by your teacher.

General Terms & Conditions

Atlantic High School guidelines are provided here so that students and parents are aware of the responsibilities they accept when they use District owned computer devices, digital system and technology resources.

In addition to following these guidelines, students must follow the Student Code of Conduct, the Acceptable Use Policy (AUP) and all applicable Atlantic High School rules. Prior to issuance each student and parent/guardian in the 1:1 Technology Initiative must have sign the AUP form and a Student Technology Asset Responsibility Form on file each year. Parents may opt out of their child taking home an Atlantic High School device as part of the 1:1 Technology Initiative.

Students are also expected to use common sense, and good judgment, to protect their technology device both on and off campus when applicable. Failure to follow these terms and conditions may result in disciplinary action, loss of technology device privileges and /or financial responsibility for loss or damage.

Termination of Agreement and Return of Device

Your right to use and possess the device terminates no later than the last day of the school year, unless terminated earlier by the principal, or upon student withdrawal from Atlantic High School. You are required to return the device to Atlantic High School upon termination of this agreement.

Terms and Conditions

1. The technology device is property of Atlantic High School. Atlantic High School may recall the device, or place additional restrictions of the use or possession of the device, at any time and for any reason, with or without prior notice. If instructed to do so for any reason by any Atlantic High School teacher or administrator, the student or the student's parent/guardian will immediately surrender the device.
2. Students are expected to use common sense and good judgment when using the device. This applies to any social networking and network searching. Students will need to remember that they are representatives of Atlantic High School as they use school technology and are held accountable to its values and principles. Any question as to specific expectations can be found in the Volusia County Code of Conduct that every student and parent are required to read and sign at the beginning of each school year.
3. The student and the student's parent/guardian acknowledge that they are responsible for ensuring that the student's use of the technology device to access the internet meets the following requirements:
 - a. Atlantic High School cannot guarantee the security of the asset when it is not on Atlantic High School's network. Use of the device to access other networks (home network, public Wi-Fi, etc.) may result in unwanted exposure to material that is not appropriate for students. Students should be supervised by a parent or guardian when using the system outside of Atlantic High School's network.
 - b. The student and student's parent/guardian will hold Atlantic High School and its employees harmless for any harm that may come to the student or any other person as a result of the student's off-campus internet activities or use of this device.
 - c. Atlantic High School employs Internet filtering and other forms of device management to minimize each student's exposure to inappropriate content or applications. It is the student's and parent's responsibility to comply with the AUP regarding Internet use.
4. Should the student inadvertently gain access through the technology device to any confidential information about other students or Atlantic High School staff members, including but not limited to course work or grade information, the student will immediately report the incident to the school administrator or Atlantic High School IT department.

5. Students may seek assistance of their parents/guardians, siblings and friends in the use of the technology device. Although Atlantic High School does not recommend the use of the student device by family members, they acknowledge there may be some necessity to do so. In this case, the parents and student understand that anyone else using the device falls under the same expectation of use as the student and any damages incurred will still remain the student's responsibility. The student will not loan the technology device to any other person, including another Atlantic High School student, without prior written authorization from the principal.

Technology Device Care and Maintenance

General Care:

1. Do not attempt to modify or repair your device or its operating system or installed software in any way.
2. Do not "decorate" your device in any way (e.g. stickers, markers, or paint).
3. Do not open the device housing, as doing so may void the warranty and this may warrant payment by the student.

Carrying the Computer:

1. Always close the lid before moving your technology device.
2. Closing the lid sends the technology device into standby. To prevent permanent damage to the hard drive, you **should wait for your system to enter standby before moving it.**
3. For prolonged periods of inactivity it is advised to shut down completely before closing the lid. This helps conserve battery life.
4. Sleeves have been provided for each device. You must use it for transporting the device to help prevent damage. Do not overfill your bag or put items in it that may scratch or otherwise damage the technology device.
5. Always place your technology device gently on surfaces (table, floor, ground, etc.).
6. Touch tablet devices with rugged cases must remain in place at all times (for transport or normal use).

Taking Care of the Screen:

1. Take caution with the screen. The screens are very susceptible to damage from excessive pressure. In particular, avoid grasping the technology device by the screen with any force, especially the top of the screen.
2. You may clean the screen as you would a camera lens or a good pair of glasses. You may use anti-static cloths or lens cleaners designed specifically for camera lenses and glasses often sold as moist towelettes.
3. Do not use glass cleaners, sprays, soaps, or any substance to clean your screen unless approved in advance in writing by the IT Department.
4. Never sit on your technology device. Screens are easily broken and do not bend.
5. Do not touch the screen with your fingers or hard objects.

Daily Logistics:

1. At school, the technology device should be in your immediate vicinity, locked securely in your locker, or securely locked in a classroom or other secure location with a teacher's or administrator's express permission.
2. You remain responsible for the security of your technology device during after-school activities. Keep it with you or safely locked up.
3. Avoid using your technology device in areas which may lead to damage or theft.
4. Never leave your technology device in a public space.
5. Do not leave your technology device in an unlocked and unoccupied vehicle.
6. Do not leave your technology device in a vehicle overnight.
7. Do not leave your technology device in direct sun or in temperatures of 90 degrees Fahrenheit or above.
8. Do not place your technology device on the floor or in sitting areas such as couches or chairs.
9. Do not leave your technology device near any water source, such as a sink, bathtub, or pool.
10. Do not use the technology device while at potential hazardous locations such as: the cafeteria, gym, or sports field.
11. Each device should be kept in its protective case when not in use. This is especially important if students choose to leave their device in student lockers where the weather elements may affect the device.

For the technology device 1:1 program to be a success, we all need to be conscientious of our surroundings. If you see an "unattended" technology device, be a good citizen and take it to the main office or nearby classroom. Avoid rough-housing as this may lead to someone's technology device being damaged.

Maintaining your Battery:

1. For students authorized to take home an Atlantic High School 1:1 computer device, you are expected to come to school with a fully charged battery. Each night when you go to sleep, so does your technology device. Plug it in at night to ensure

a full charge. Keep in mind that there are a limited number of charging ports available at school and it is your responsibility to arrive each day with a fully charged battery.

2. To conserve battery life and protect hardware, technology devices should not be used on school buses or other transportation.
3. When you plug your technology device in at school, be mindful not to cause a tripping hazard.
4. Once a month it is a good idea to allow your battery to completely drain and then fully recharge.

General Technology Rules & Guidelines:

1. Back up your data *frequently* using Microsoft Office 365. Microsoft Office 365 is a new program made available to Atlantic High School by the Volusia County School District.
2. Students shall not give out or attempt to discover personal information about themselves or others; this includes any demographic information such as physical address, full name, account sign-on and/or passwords.
3. Do not delete, uninstall, or attempt to circumvent any hardware, software, drivers, filters, or other programs or devices installed on the technology device by AHS.
4. Do not tamper with computer hardware or software, attempt to override or bypass internet filters, change network profiles or configurations, or "hack" or otherwise obtain unauthorized access to any networks, computers, files, or programs.
5. Do not use your technology device for any illegal purpose or in violation of Atlantic High School AUP.

Expectations:

1. Although Atlantic High School has an Internet safety plan in place, students are expected to notify a staff member whenever they come across information or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable. This includes any inappropriate material inadvertently accessed.
2. Students who identify or know about a security problem are expected to convey the details to their teacher or administrator without discussing it with other students.
3. Systems provided for student use are provided as-is. Atlantic High School cannot be held responsible for lost productivity or data loss that may occur if the system is improperly used or if the software or hardware malfunctions.

Technology device Repairs/Troubleshooting:

Atlantic High School has access to a Technical Support Specialist who is trained to handle repairs of the student technology devices. The student should report a device issue that needs repair to his/her teacher who will in turn submit a web ticket. The student will be notified when the device is to be turned in for repair. **(Students and parents/guardians are not authorized to repair or reconfigure the technology device.)**

Turn-In Policy:

Students will be required to turn in their assigned technology devices no later than the last day of school. The Principal will establish the student device turn-in date each year. Technology will be re-imaged during the summer. Students should be aware any data on the device will be removed and cannot be recovered. All District technology items provided to students, including but not limited to the technology device, carrying cases, carrying straps, power cords, etc. will be required to be returned in the same condition as it was when received.

Lost, Stolen or Damaged Devices:

Students should report immediately to their school teacher or administrator when their assigned technology device becomes damaged, lost or, stolen. The student's parent or guardian will be responsible to refund Atlantic High School net book value of the device or the cost to repair the device (as applicable). Students may choose to fill out an Appeal Form to the Technology Committee to avoid payment if they feel the loss or theft was not due to negligence. However, they must abide by the decision of the Technology Committee and Principal. Both the Loss/Damaged Form and the Appeal Form are available in the front office, the media center, and in the Tech Pod.

Student Device Maintenance Fee:

Atlantic High School in year one (2015-2016) of the 1:1 Technology Initiative requires Parents/Guardians to purchase a maintenance fee to cover upkeep, network upgrades, warranty and technology expenses.

Atlantic High School's maintenance fee for student devices does not cover any student device peripherals: (1) the device power cord and adapter and (2) the device case and cover. Parents and/or guardians will be responsible for the replacement value of these items if lost, stolen or damaged beyond normal use.

The Student Device maintenance fee terms and conditions are listed below:

1. Atlantic High School requires each student to pay a maintenance fee to receive a student device. Payment may be made online through the school store or through the bookkeeper with cash or check. The following *adjusted fee* options are listed below for the remaining 2015-2016 school year:

Maintenance Fee 2015-2016 School Year only	In school use only	In school and at home
General Student	\$40	\$40
Free or Reduced Lunch eligible Student	\$20	\$20

2. Student 1:1 Devices and their respective book value and replacement costs are listed below:

Device	Device Net Book Value (2015 -16) (includes Power Adapter)	Replacement cost for Case or Cover	Replacement cost for the Power Adapter
Lenovo Thinkpad	299.00	12.49	35.00

3. If a Student Device is lost or stolen:
 - a. The Parent/Guardian must notify the school within 2 business days following the loss and submit a completed Atlantic High School device damage/loss form to their school.
 - b. The Parent/Guardian must file a police report for the loss (lost or stolen) within 2 business days of the occurrence.
 - c. The Parent/Guardian must provide the school a copy of the Police report within 10 business days following the date of the police report.
 - d. Students will be offered the use of another school device when available until Atlantic High School is fully compensated by the student's parent(s) and/or guardian(s). Students will need to pay another maintenance fee, which may be returned based upon appeal process.
 - e. The first replacement device, eligible to go home, will be acquired soon after the parent(s) and/or guardian(s):
 - i. Provide payment to Atlantic High School for the Net Book Value for the device;
 - ii. And provide payment for the replacement cost of the device case/cover (as applicable).
 - f. Students will not be assigned a second replacement device if the first two devices were either lost or stolen or damaged (requiring major repair, greater than \$100) for any given school year. In these cases the student will use a spare device during class only (if available).
4. If a Student Device is damaged:
 - g. The Parent/Guardian must report the incident to the school within first 2 business days following the damage and submit a completed Atlantic High School device damage/loss form to their school.
 - h. The Parent/Guardian must deliver the damaged device to the school within the first 2 business days following the incident.
 - i. When available students will be offered the use of another school device (sometimes called a spare) only for use in class. Students will not be authorized to take the spare computer (device) home until Atlantic High School is fully compensated by the student's parent(s) and/or guardian(s).
 - j. The first replacement device, eligible to go home, will be acquired soon after the parent(s) and/or guardian(s) either:
 - i. Provide payment to their school for the Net Book Value for the device or cost of repair whichever is less.
 - ii. And, provide payment for the replacement cost of the device case or cover (as appropriate).
5. If a student fails to return or loses the device case/cover or power adapter, the Parent or Guardian is responsible to reimburse Atlantic High School for the replacement cost of those items. The cost of each is listed above.

Parents/Guardians/Students will not be liable for device defects that are covered by the device warranty.