

# MINUTEMAN DISTRICT

*One-to-One Packet*



"Empower our revolution"

## **DIRECTOR OF EDUCATIONAL TECHNOLOGY**

Annamaria Schrimpf

## **DIGITAL LEARNING CURATORS (DLC)**

Allison Barry—Design and Visual Communications Teacher

Justin Fraser-deHaan—Math Teacher

Bruce Girouard—English Teacher

Nina Griffin—Science Teacher

Alissa Landau—Instructional Technology Specialist

Eric Marshall—Science Teacher

Maria Mastrocola—Library Media Specialist

Andie Merkwitz—Special Education Teacher

Terry Regan—Environmental Teacher

Bob Voges—Programming and Web Development



## **GENERAL PROGRAM OVERVIEW**

mPOWER is Minuteman High School's one-to-one program for freshman students. Students will be assigned an individual computer (DEVICE) to be used throughout their enrollment at Minuteman. The focus of the one-to-one program is the use of the DEVICE in teaching and learning, supporting a 21<sup>st</sup>-century learning experience, and empowering our students to be more active participants in their learning. Most of the freshmen at Minuteman take a semester-long Digital Literacy and Citizenship course educating them on the opportunities afforded them using technology. The mPOWER one-to-one program extends the learning throughout their entire educational experience at Minuteman. This program will allow opportunities for the creation of personalized and blended learning environments, enhance the creation of ePortfolios and Senior Projects and digitize the Executive Function program. Increased responsibility for students through this tool will allow them to improve time management, increase organizational skills and advance information retrieval. In both academic courses and career majors, students will use and access electronic resources to engage in and enhance their learning experience through collaboration, curation, communication, and creativity. Minuteman is an Office 365 school which embraces the cloud-based use of software and data storage. This program will prepare our students for both college and career.

## **EQUIPMENT PROVIDED**

HP Probook X360 (DEVICE)

Probook charger

Active Pen

The student will be assigned the same laptop with a unique asset tag (model number and serial number) for his/her entire educational career at Minuteman.

## **EQUIPMENT OWNERSHIP**

The Minuteman Regional Vocational Technical High School District (District) has the sole right of possession and ownership of all DEVICES utilized in the mPOWER initiative, and grants permission to the student to use the DEVICE per the policies and guidelines outlined in this document and Minuteman's "Acceptable Use Policy." Failure to follow the terms of these policies and guidelines may result in disciplinary action, including but not limited to confiscation of any and all DEVICES lent to the student and revocation of student access to District technology, as well as any other disciplinary action deemed appropriate. The District reserves the right to monitor and log the use of its technology and network by users and examine user files and materials as necessary. Moreover, the District administrative staff retains the right to collect and/or inspect the DEVICE at any time. All information accessed, generated, or stored on the DEVICE is considered public information, and as such, there is no reasonable expectation of privacy while using District computers, networks, or technology.

## **DEVICE USE AND CONDUCT**

Network Resources in this document refers to all aspects of District software and hardware including but not limited to computers, printers, scanners and other peripherals, as well as email, Internet services, servers, network files, folders, and all other technology related equipment and services on-premises or in the cloud (e.g. Office 365, ASPEN). These rules apply to any use of the school's Network Resources whether this access occurs while on or off campus.

### **STUDENTS MAY NOT...**

- Alter, add or delete any files that affect the configuration of a school DEVICE.
- Allow anyone else to use his/her DEVICE, except parents or guardians who may utilize the DEVICE for the sole purpose of monitoring a student's use or classwork.
- Allow parents or guardians to use the DEVICE for personal or business.
- Conduct any commercial business unless it is directly related to a course offered by the District in which the student is enrolled, (e.g., Marketing, Culinary).
- Install, download or use any non-approved software onto District DEVICE or violate any copyright or licensing agreements.
- Copy District software (copying District owned or licensed software programs is considered theft).
- Change or alter usernames assigned by the District.
- Take photos or videos of staff or students without their consent or knowledge; including but not limited to:
  - Webcams
  - Laptops
  - Cameras
  - Cell phones
  - Alternatively, any digital devices
- Use network resources for illegal activity.
- Remove District Asset Tags, serial number or any identification that is placed on the DEVICE.
- Attempt to remove or change the physical structure of the DEVICE, including the keys, screen cover or plastic casing.
- Leave the DEVICE unattended in classrooms or other areas. The DEVICE will be confiscated by faculty or staff as a protection against theft. If confiscated, the student will receive a warning before getting the DEVICE back. If the DEVICE is confiscated a second time, the student may be subject to consequences. Unattended and unlocked equipment, if stolen – including at school – will be the student's responsibility.
- Treat the DEVICE in an abusive or negligent manner, resulting in damage, loss or theft.

### **STUDENTS NEED TO...**

- Secure and take full responsibility for the care of the DEVICE at all times.
- Keep his/her DEVICE fully charged and ready for use each school day.

## **DIGITAL CITIZENSHIP**

Individuals who utilize District technology resources are expected to abide by the principles of digital citizenship and literacy.

## **STUDENTS ACCESS TO THE INTERNET**

- At Minuteman, students will have access to the Internet through the Minuteman network. When not at school, students can access the Internet on their District DEVICE if they have Internet

access available to them. The District will not provide students with Internet access outside of school.

- In compliance with the Children’s Internet Protection Act (“CIPA”), the District makes every effort to monitor DEVICES and will continue to do everything feasible to keep students safe when using technology. Content filtering is installed on all of the DEVICES. Filtering technology is not perfect. It is possible that restricted content may not always be stopped by filtering technology. The District does not have control of content posted on the Internet, nor does it have control of incoming email.
  - The DEVICE’s content filter will be in place when students access the Internet both in and out of school. Therefore, sites that are “blocked” at school could also be “blocked” in other locations where students access the Internet.
  - Opening emails, attachments and links from an unknown sender/source could potentially harm the DEVICE or connected resources. Adhering to best practice is not to open emails or attachments from an unknown source.
  - Sites and content accessible via the Internet may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal or otherwise inconsistent with the mission of the District. The District expects students to use technology appropriately and follow all policies and guidelines when using the Internet and believes that parent/or legal guardian supervision of technology use outside of school is of critical importance to ensuring student safety and compliance with District policies and federal, state, and local law. Students found in violation of the Acceptable Use Policy will be subject to disciplinary action.
- If a student encounters inappropriate or harmful content or activity, the student should close the lid immediately and notify supervisory personnel or other appropriate personnel of what occurred.
- For qualifying families, affordable Internet is available for home access through Comcast. Click on the link below for details. <https://www.internetessentials.com/>

### **LOSS OR THEFT OF A DEVICE**

A DEVICE that is lost, stolen, or vandalized need to be reported to Minuteman’s Educational Technology Department immediately. In addition, a stolen or vandalized DEVICE should be reported to the Dean’s office.

The DEVICE should never be taken into the locker rooms, bathrooms, or other changing areas. It is the student’s responsibility to keep the DEVICE in a secure location at all times when not in his/her possession.

### **EARBUDS/HEADPHONES**

The use of earbuds/headphones in class and/or during directed study is at the teacher/supervisor’s discretion. Earbuds/headphones are not provided by the District.

### **STUDENT PRINTER USE**

Students may have access to designated printers throughout the building.

The District expects that the need to print materials on paper will be reduced as a result of a student’s ability to send assignments and other materials to the teachers electronically through the DEVICE.

## **RECEIVING YOUR DEVICE**

Parents/Guardians and students MUST sign and return the District Student and Parent Agreement Form before the DEVICE can be issued to a student. These one-to-one DEVICE guidelines outline information for families to protect the DEVICE investment for the District and comply with CIPA. Once distributed, students will be responsible for the security and care for their issued DEVICE until collected by the District upon graduation or early separation from Minuteman.

## **RETURNING YOUR DEVICE**

All District-owned DEVICES issued to students must be returned to Minuteman's Educational Technology Office under the following circumstances.

- The student agrees to make the DEVICE available for upgrades and servicing upon request.
- The student agrees to return the DEVICE permanently as part of their Senior Sign-out procedure upon Graduation.
- Any student who is leaving the district must return district-owned DEVICE as part of their sign-out procedure.

Any DEVICE not returned as described above will be considered as stolen property, and law enforcement agencies may be notified.

## **DEVICE**

### ***Care***

Students are expected to follow all the specific guidelines listed in this document and take any additional reasonable precautions to protect their assigned DEVICE. Loss or damage resulting from failure to abide by the guidelines may result in limited use of the DEVICE. A DEVICE that is broken, or fails to work properly, must be taken to the Educational Technology Office as soon as possible so that they can be taken care of properly. ***Do not take District-owned DEVICE to an outside computer service for any repairs or maintenance.***

### ***Problems***

If the DEVICE is not working properly, the student needs first to talk to the teacher in the class to determine if some minor troubleshooting will take care of the problem. If the problem still exists, the student must take the DEVICE to the Educational Technology Office. If the DEVICE cannot be fixed immediately, the student may be issued a different DEVICE to use on a temporary basis.

Even though the response may not be immediate, district personnel capable of finding a solution will be notified, and the problem will be taken care of in as timely a manner as possible.

### ***Technical Support***

Technical support will be available through the Educational Technology Office. Services provided include the following:

- Hardware maintenance and repairs
- Password resets
- User account support
- Coordination and completion of warranty repairs
- Distribution of loaner DEVICE

**NOTE: ALL REPAIRS must be completed by Minuteman HELP DESK STAFF**

# MINUTEMAN DISTRICT ONE-TO-ONE STUDENT AND PARENT AGREEMENT FORM

**Student Responsibilities** - Your DEVICE is an important learning tool and is for educational purposes. You and your parents/guardians must be willing to accept the following responsibilities to take your DEVICE home each day.

- I/we understand that the DEVICE is my responsibility.
- I/we understand that DEVICE use is a privilege, not a right.
- I/we will not leave my DEVICE unsupervised and will do everything I can to prevent it from damage.
- I/we will honor the District One-to-One DEVICE Guidelines and the Acceptable Use Policy.
- I/we will not view, create, send, or download inappropriate material.
- I/we will bring the DEVICE to school every day with a fully charged battery.
- I/we will treat the DEVICE as a valuable piece of equipment and will report any mechanical or technical issues to a teacher immediately.
- I/we will not attempt to add, delete, access, or modify other user accounts on the DEVICE.
- I/we will take no action that could interfere with the District network.
- I/we will report inappropriate use to my teacher or an administrator.
- I/we will return the DEVICE when requested by the Educational Technology Department or upon separation from the school.
- I/we will notify the Educational Technology Department and the Dean's Office immediately in case of theft or damage caused by fire.

**I/we agree to the terms above and accept responsibility for the Minuteman-owned DEVICE. I understand that I am accepting responsibility and am responsible for the total cost of any damage, destruction, or loss of the assigned DEVICE due to my negligence.**

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**Student Printed Name**

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**Student Signature**

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**Date**

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**Parent Printed Name**

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**Parent Signature**

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**Date**

## MINUTEMAN STUDENT HANDBOOK

### 7-3 Minuteman Agreement for Internet Use and Social Media

This document defines Minuteman Regional Vocational Technical School District's role and policy as it relates to the acceptable use of computers by those who use these resources. This policy applies to all staff, volunteers and students, including: high school, postgraduate, afterschool, career exploratory, summer school, continuing education, and visiting groups from outside our school district.

Technology resources that can be available to users include, but are not limited to: computers, networks, data storage areas, electronic mail (e-mail), instant messaging, voice and video services, and Internet-ready devices. Access to the computer systems and networks owned and operated by Minuteman impose certain responsibilities upon users in accordance with existing policies and local, state, and federal laws. Users accept the responsibility for utilizing services in ways that are ethical and that demonstrate academic integrity and respect for others who share this resource.

As a user:

- I understand that the use of the Internet, school computers, and technology resources is for educationally relevant purposes and the ongoing operations of the district and its mission.
- I understand that all files stored on the district's technology resources including e-mail and voice mail messages are governed by the "public record" statute and therefore can be requested at any time.
- I understand that these guidelines apply whether I am using a school computer or my own computer on the district's network or a school computer off site. All non-Minuteman computers used on Minuteman's network must be cleared with the Educational Technology Department.
- I understand that the Educational Technology Director, his/her designee, or the Superintendent and his/her designee, in order to maintain system integrity, may view content of any electronic file or communication at any time.
- I understand that any illegal activities, including, but not limited to: violation of copyright laws and any unauthorized access, attempted access or use of the district's or any other computing and/or network system is strictly prohibited.
- I agree not to exceed any disk quota on digital storage space provided to me on the district's technology resources including school email system.
- I will not intentionally interfere with the normal operation of a District computer or network, including the propagation of computer viruses or sustained high volume network traffic.
- I will not add or remove system components or alter the configuration of the district systems to avoid or circumvent the district's content filtering, monitoring or security systems.
- I will not alter or change the functionality of the district's computer systems by installing unauthorized or unlicensed software.

- I will not visit Internet sites/Social Media, send, forward, post or publish any material that is likely to be offensive, obscene, hateful, harassing, defamatory, threatening or compromising to the confidentiality of a student or staff member or any other person.
- I will not upload, download, or otherwise transmit any software, copyrighted materials without approval of the district.
- I understand that I am only to use email, instant messaging (chat) and social networking services that are sanctioned or provided by the district.

In addition, users are expected to exercise reasonable judgment in interpreting these guidelines and in making decisions about the appropriate use of Minuteman's technology resources. Any person with questions regarding the application or meaning of these guidelines should seek clarification from the district's Educational Technology Director, as appropriate.

Violation of the tenets of the above agreement may result in disciplinary action, including written warnings, revocation of access privileges, suspension for students, termination for staff, and including legal action by the authorities in accordance with the collective bargaining agreement district policies, the student handbook and the protections of legal statutes.

The Minuteman Vocational Technical School District is CIPA (Child Internet Protection Act) compliant.