



Caledonia-Mumford Middle/High School

**24/7 Device Policy, Procedures, and Information
2023-2024**

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I. CALEDONIA-MUMFORD MIDDLE/HIGH SCHOOL DEVICE PROGRAM

Caledonia-Mumford believes excellence in education requires seamless technology integration throughout the educational program. To support that vision, Caledonia-Mumford Central School District provides each student with a device to assist with learning and preparation for college and career readiness.

This document explains the district's policies and procedures for all devices used at Caledonia- Mumford Middle/High School. In addition, this document does not limit the additional requirements that a classroom teacher may add.

II. RECEIVING DEVICE AND DEVICE CHECK-OUT

A. Receiving Your Device

Students can receive a device from classroom teachers, at an open house, or during student orientation. Parents and students must sign and return the Student Device Policy. This policy is provided to each student at the beginning of every school year. This document is provided with the back-to-school paperwork, and the signed agreement must be completed through the ParentSquare document portal, or a printed copy of the Acceptable Use Consent Form located in the Technology Student AUP letter can be returned to the school.

Each student will receive a Chromebook, charger, and carrying case. The Chromebook will be assigned to the individual student and will be used for four years until a new device is issued. Every year the devices will be collected by the IT Department and inspected. The device will be returned to the students at the beginning of each new school year.

B. Check-Out

The school device, charger, and case **must** be returned to the Caledonia-Mumford Technology Department at the end of each school year. Any students who graduate early, withdraw, are suspended, expelled, or terminate enrollment at Caledonia-Mumford must return their school device on the departure date.

If a student fails to return the device at the end of the school year or upon the departure date of enrollment at Caledonia-Mumford Central School District, the student will be subject to paying the replacement cost of the device or, if applicable, any insurance deductible. Failure to return the device will result in a theft report filed with the Caledonia Police Department as criminal or civil liability case.

Furthermore, the student will be responsible for any damage to the device, consistent with the District's Device Protection Plan, and must return the computer and accessories to the Caledonia-Mumford Technology Department in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the device. Any repairs or replacements not paid promptly will be added to the "**Money Owed**" district list.

III. TAKING CARE OF YOUR DEVICE

Students are responsible for the general care of the device the school has issued. Any devices that are broken or failing to work properly must be taken to the **Technology Department**.

A. General Precautions

1. Devices are **school property**, and all users must follow **Caledonia-Mumford Acceptable Use and Student Chromebook policies**.
2. Cords and cables must be inserted carefully into the device to prevent damage.
3. Devices must never be kept in an unlocked locker, car, or unsupervised area.
4. Students are responsible for keeping their device's battery charged for school each day.
5. Avoid exposing the device to high temperatures, such as a locked car on a warm day. Heat is destructive to devices.
6. Students are **NOT** allowed to decorate the Chromebook or case. **NO stickers, decals, or writing should be on a device or case**. The Caledonia-Mumford Central School District labels all cases and devices, assigning each device number to the appropriate student. Inventory for these devices is maintained in the Technology Department.
7. Clean the screen with a soft, dry cloth or anti-static cloth. A mixture of water and white vinegar may be sprayed on a soft cloth and used to clean the screen as an alternative. Do not use any other chemicals on the screen.
8. Report any breakage or repairs to the technology department as soon as possible for a replacement or repair of the device.

B. Use of the School-Assigned Device

Devices are intended for use at school each day. In addition to teacher expectations for device use, school messages, announcements, calendars, and schedules are accessible with the device. All students are responsible for bringing their devices to their classes unless specifically instructed not to do so by their teacher.

C. Devices Left at Home

If students leave their devices at home, they are responsible for getting the coursework completed as if they had their devices present. If a student repeatedly (3 or more times as determined by any staff member) leaves their device at home, they will receive Saturday morning detention.

D. Device Undergoing Repair

Loaner devices may be issued to students when they leave their devices for repair in MS Room 111. There may be a delay in getting a device should the school not have enough to loan.

E. Charging Device

Chromebooks must be brought to school each day in a fully charged condition. Students need to charge their devices each evening. Repeat violations (minimum of 3 days-not charging consecutively) of this policy will result in students being required to return their device to MS Room 111 at the end of each day for five consecutive school days. The second offense will result in losing device privileges for three weeks. The district offers charging stations throughout the building and in the library.

F. Screensavers/Background Photos

1. Inappropriate media may not be used as a screensaver or background photo.
2. The presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols, or pictures will result in disciplinary actions.
3. Screen or device protection passwords are not to be activated on a school device. Only passwords issued by the school are to be used for login purposes.

G. Sound, Music, Games, or Programs

1. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
2. Music is allowed on the device and can be used at the teacher's discretion.
3. Internet Games are **not** allowed on the devices.
4. All software/apps are pre-installed by the IT Department. Data Storage will be on the hard disk space of the device, apps on the device, web-based storage (Google), or using Gmail to email materials and assignments.

H. Printing

Printing will be available for students. Teachers can direct the student on which printers are set up for student use.

I. Home Internet Access

Students are allowed to connect to their wireless networks at home. We ask for caution when connecting to an unsecured or public wifi hotspot.

IV. MANAGING YOUR FILES AND SAVING YOUR WORK

A. Saving to the device/Home Directory

Students may save work to the home directory. However, it is strongly encouraged to save student work on Google Drive. The Chromebooks are **NOT** backed up; if a re-image needs to happen for any reason, files could be lost. We strongly encourage saving all files to Google Drive to ensure student work is not lost due to mechanical failure or accidental deletion.

B. Network Connectivity

The Caledonia-Mumford School District makes no guarantee that its 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.

V. SOFTWARE ON DEVICES

A. Originally Installed Software

The software/Apps originally installed by Caledonia-Mumford must remain on the device in usable condition and be accessible at all times.

The school may occasionally add software applications for a particular course. The district will install and/or remove the software if licensed software is required per the teacher's request.

B. Additional Software

Students are **not** allowed to load software/apps on their devices. Caledonia-Mumford will synchronize the devices with the necessary schoolwork apps.

The Caledonia-Mumford IT Department reserves the right to inspect any student device randomly to ensure that students have not removed the required apps and the device is working correctly.

C. Procedure for Re-Imaging of Device

If technical difficulties, illegal software, and/or unapproved apps are discovered, the device will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a reformat and reimage of the device.

D. Software Upgrades

The district will upgrade versions of licensed software/apps available from time to time. Students may be required to check their devices for periodic updates and syncing.

VI. ACCEPTABLE USE

Please refer to **Caledonia-Mumford Central School District Policy #7315** Board of Education approved in 2016 for the specific detail outlining the **Student use of Computerized Information Resources**.

Using the Caledonia-Mumford School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Caledonia-Mumford 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 Caledonia-Mumford School District. This policy is provided to make all users aware of the responsibilities associated with the 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 **Caledonia-Mumford School District's Student Code of Conduct** shall be applied to student infractions.

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

A. Parent/Guardian Responsibilities

1. Please discuss online behavior's ethics, standards, and expectations with your children.
2. Should you want your student to opt out of having a device, you must sign a form indicating this and understand that your student is still responsible for meeting the course requirements (which may take longer).

B. School Responsibilities

1. Provide Internet and email access to students.
2. Provide Internet blocking of inappropriate materials as possible.
3. Provide network data storage areas. Data storage will be treated similarly to school lockers.
4. Caledonia-Mumford School District reserves the right to review, monitor, and restrict information stored on or transmitted via Caledonia-Mumford School District-owned equipment and investigate inappropriate resource use.
5. Provide staff guidance to aid students in researching and help assure student compliance with the acceptable use policy.

C. Students Responsibilities

Please refer to **Caledonia-Mumford Central School District Policy #7315** Board of Education

1. Using computers/devices responsibly and ethically.
2. Obeying general school rules concerning behavior and communications that apply to electronic device use.
3. Appropriately using all technology resources not to damage school equipment.
This “damage” includes, but is not limited to, the loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by the student's own negligence, errors, or omissions. Use of any information obtained via Caledonia-Mumford School District’s designated Internet System is at your own risk. Caledonia-Mumford School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
4. Helping Caledonia-Mumford School District protect our computer system/device by contacting an administrator about any security problems they may encounter.
5. Monitoring all activity on their account(s).
6. Students should always turn off and secure their devices after they are done working to protect their work and information.
7. If a student should receive an email containing inappropriate or abusive language or the subject matter is questionable. In that case, they are asked to print a copy and turn it into the office.
8. Returning their device to the Technology Department at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Caledonia-Mumford Central School for any other reason must return their individual school devices on the departure date.

D. Student Activities Strictly Prohibited:

1. Illegal installation or transmission of copyrighted materials
2. Any action that violates existing Board policy or public law
3. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
4. Use of chat room sites selling term papers, book reports, and other forms of student work.
5. Use of any VPN to bypass the school's network
6. Internet/Computer Games
7. Use outside data disks or external attachments without prior approval from the administration
8. Changing device settings (exceptions include; personal settings such as font size, brightness, etc.)
9. Downloading apps
10. Spamming-Sending mass or inappropriate emails
11. Gaining access to other students’ accounts, files, and/or data

12. Use of the school's internet/email accounts for financial or commercial gain or any illegal activity
13. Use of anonymous and/or false communications such as Snapchat, Twitter, etc.
14. Students are not allowed to give out personal information, for any reason, over the Internet.
15. This includes but is not limited to, setting up internet accounts, including those necessary for chat rooms, eBay, email, etc.
16. Participation in credit card fraud, electronic forgery, or other forms of illegal behavior
17. 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.
18. Transmission or accessing obscene materials, offensive, threatening, or otherwise intended to harass or demean recipients.
19. Bypassing the Caledonia-Mumford web filter through a web proxy.

E. Device Care

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

1. Device batteries must be charged and ready for school each day.
2. Devices that malfunction or are damaged must be reported to the Technology Department. The school district will be responsible for repairing devices that malfunction. Devices damaged from student misuse, neglect, or accidentally damaged will be repaired with the cost borne by the student. Students will be responsible for the entire cost of repairs to devices that are damaged intentionally.
3. Device damage: Students are responsible for any and all damage.
4. Devices stolen must be reported immediately to the Office and the Police Department.

F. Legal Propriety

1. 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.
2. Plagiarism is a violation of the Caledonia-Mumford Central School District Code of Conduct. 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.
3. Use or possession of hacking software is strictly prohibited, and violators will be subject to the **Caledonia-Mumford Student/Parent Handbook**. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

G. 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 turn in their devices to the Technology Department at the end of the day. They will pick them up in the Technology Department in the morning. This practice will be followed daily for five days.

2nd Offense - Ten-day suspension of device privilege (student still responsible for all required work)

3rd Offense - Loss of device privileges for a time determined by the administration.

VII. PROTECTING And STORING YOUR DEVICE

A. Device Identification

Student devices will be labeled in the manner specified by the school. Devices can be identified in the following ways:

1. Record of the serial number
2. GV/WFL BOCES Bar Code Label

B. Storing Your Device

When students are not using their devices, they should be stored in their lockers. The Caledonia-Mumford Central School District recommends the students use either a lock provided by the school district or obtain a personal lock and provide the office with a key or combination to the personal lock. Nothing should be placed on the device when stored in the locker. Students are encouraged to take their devices home every day after school, regardless of their needs. Devices should **not** be stored in a student's school or home vehicle.

C. Devices Left in Unsupervised Areas

Under no circumstances should devices be left in unsupervised areas. Unsupervised areas include the school grounds, campus, 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, it will be taken to the main office.

D. Theft or Vandalism

In cases of theft, vandalism, and other criminal acts, a police report, or in the case of fire, a fire report **MUST** be filed by the student or parent for the protection coverage to occur. The principal's office will provide a copy of the police/fire report.

INTENTIONAL DAMAGE: Students/Parents are responsible for full payment of intentional device damages. Warranty, Accidental Damage Protection, or School District device Protection **DOES NOT** cover intentional device damage.