

6/28/17 (Revised)

Renville County West

1:1 Policy, Procedures, And Information

2017-18

Renville County West 1:1 Program

Children's lives are constantly engaged in mobile digital technologies—tablet computing, games, cellphones, and smartphones. If we as educators can carefully manage and capitalize on these technologies, we could *significantly* boost their learning. Mobile devices are part of the routine of children's lives today. The question is no longer whether we should use these devices to support learning, but how and when to use them.

The personalization and socialization of online tools have *captivated* the students of today. They have the ability to build large networks of friends; share their thoughts, feelings, and goals; and communicate as they wish. They have the ability to interact with other learners at their convenience, with time and place presenting no hurdle. "The Journal"

Students have become so invested in mobile devices that our society has coined a new term for them, "*digital natives*". They only know a world where this is possible. It is a world where anytime and anyplace makes learning possible via cellular and WiFi networks.

So what is all of this doing for K-12 education at Renville County West? Nothing short of disrupting and transforming the established teaching and learning paradigm. Education is facing two distinct challenges today: Students *want* and *desire* to learn in different ways and students *want* and *need* to learn in different ways. The availability and use of Mobile technology is helping to solve those two challenges facing education today:

The digital natives at Renville County West, through the RCW one to one program, will now have the tools to shape their own education in once *unimagined* ways.

thejournal.com/Articles/2011/02/08/Why-Mobile-Is-a-Must.aspx?Page=2

Renville County West would like to acknowledge GFW Schools for pioneering the iPad program and creating excellent policy for other schools, including RCW, to model.

The policies, procedures and information within this document apply to all mobile devices used at RCW High School, including any other device considered by the Administration to come under this policy. Teachers may set additional requirements for use in their classroom.

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1. RECEIVING YOUR 1:1 Device CHECK-IN

1.1 Receiving Your 1:1 Device

1:1 Devices will be distributed on the first day of school. Parents & students must sign and return the 1:1 Device Protection Plan and Student Pledge documents before the 1:1 Device can be issued to their child... Please review the 1:1 Device Protection plan included in this handbook.

2. 1:1 Device

1:1 Devices will be returned during final week of school so they can be checked for serviceability. If a student transfers out of the RCW School District during the school year, the 1:1 Device will be returned at that time

3. *Check-in Fines*

Individual school 1:1 Devices and accessories must be returned to the RCW Technology Department at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at RCW for any other reason must return their individual school 1:1 Device on the date of termination. If a student fails to return the 1:1 Device at the end of the school year or upon termination of enrollment at RCW, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the 1:1 Device, or, if applicable, any insurance deductible. Failure to return the 1:1 Device will result in a theft report being filed with the Renville Police Department.

Furthermore, the student will be responsible for any damage to the 1:1 Device, consistent with the District's 1:1 Device Protection plan and must return the computer and accessories to the RCW Technology Department in satisfactory condition. The Student will be charged a fee for any needed repairs, not to exceed the replacement cost of the 1:1 Device.

2. TAKING CARE OF YOUR 1:1 Device

Students are responsible for the general care of the 1:1 Device they have been issued by the school. 1:1 Devices that are broken or fail to work properly must be taken to the Technology Department for an evaluation of the equipment.

2.1 General Precautions

The 1:1 Device is school property and all users will follow this policy and the RCW acceptable use policy for technology. Only use a clean, soft cloth to clean the screen, no cleansers of any type. Cords and cables must be inserted carefully into the 1:1 Device to prevent damage. 1:1 Devices must remain free of any writing, drawing, stickers, or labels that are not the property of the RCW School District.

1:1 Devices must never be left in an unlocked car or any unsupervised area. It is recommended that personal locks should be used for lockers. 1:1 Device's should never be brought in to the locker room, bathroom. Students are responsible for keeping their 1:1 Device's battery charged for school each day.

If students use "skins" to "personalize" their 1:1 Devices they must not take off any RCW labels.

2.2 Carrying 1:1 Devices

The protective cases provided with 1:1 Devices have sufficient padding to protect the 1:1 Device from normal treatment and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

1:1 Devices should always be within the protective case when carried.

Some carrying cases can hold other objects (such as folders and workbooks), but these must be kept to a minimum to avoid placing too much pressure and weight on the 1:1 Device screen.

2.3 Screen Care

The 1:1 Device screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

Do not lean on the top of the 1:1 Device when it is closed.

Do not place anything near the 1:1 Device that could put pressure on the screen.

Do not place anything in the carrying case that will press against the cover.

Clean the screen with a soft, dry cloth or anti-static cloth.

Do not "bump" the 1:1 Device against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

3. USING YOUR 1:1 Device AT SCHOOL

1:1 Devices are intended for use at school each day. In addition to teacher expectations for 1:1 Device use, school messages, announcements, calendars and schedules may be accessed using the 1:1 Device computer. Students must be responsible to bring their 1:1 Device to all classes, unless specifically instructed not to do so by their teacher.

3.1 1:1 Devices Left at Home

If students leave their 1:1 Device at home, they are responsible for getting the course work completed as if they had their 1:1 Device present. If a student repeatedly (3 or more times as determined by any staff member) leaves their 1:1 Device at home, they will be required to “check out” their 1:1 Device from the Technology Department for 3 weeks.

3.2 1:1 Device Undergoing Repair

Loaner 1:1 Devices may be issued to students when they leave their 1:1 Devices for repair in the Technology Department. There may be a delay in getting a 1:1 Device should the school not have enough to loan.

3.3 Charging Your 1:1 Device’s Battery

1:1 Devices must be brought to school each day in a fully charged condition. Students need to charge their 1:1 Devices each evening. Repeat violations (minimum of 3 days-not consecutively) of this policy will result in students being required to “check out” their 1:1 Device from the help desk for 3 weeks. Second offense will result in the loss of 1:1 Device privileges for 3 weeks. In cases where use of the 1:1 Device has caused batteries to become discharged, students may be able to connect their 1:1 Devices to a power outlet in class.

3.4 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, and gang related symbols or pictures will result in disciplinary actions. Passwords are not to be used.

3.5 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 1:1 Device and can be used at the discretion of the teacher. Internet Games are not allowed on the 1:1 Devices. If game

apps are installed, it will be with RCW staff. All software/Apps must be district provided. Data Storage will be through apps on the 1:1 Device and email to a server location.

3.6 Home Internet Access

Students are allowed to set up wireless networks on their 1:1 Devices. This will assist them with 1:1 Device use while at home. Printing at home will require a wireless printer, proper settings on the 1:1 Device and the correct app.

4. MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving to the 1:1 Device/Home Directory/Cloud

Students may save work to the home directory/Cloud on the 1:1 Device. It is recommended students save documents to the cloud. Storage space will be available on the 1:1 Device—BUT it will NOT be backed up in case of re-imaging. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. 1:1 Device malfunctions are not an acceptable excuse for not submitting work.

4.2 Network Connectivity

The RCW 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.

5. SOFTWARE ON 1:1 DEVICES

5.1 Originally Installed Software

The software/Apps originally installed by RCW must remain on the 1:1 Device in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular course. The licenses for this software require that the software be deleted from 1:1 Devices at the completion of the course. Periodic checks of 1:1 Devices will be made to ensure that students have not removed required apps.

5.2 Additional Software

Students are not allowed to load extra software/Apps on their 1:1 Devices. RCW will synchronize the 1:1 Devices so that they contain the necessary apps for school work. Students will not synchronize 1:1 Devices or add apps to their assigned 1:1 Device, to include home syncing accounts.

5.3 Inspection

Students may be selected at random to provide their 1:1 Device for inspection.

5.4 Procedure for re-loading software

If technical difficulties occur or illegal software, non RCW installed apps are discovered, the 1:1 Device will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image.

5.5 Software upgrades

Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in their 1:1 Devices for periodic updates and Syncing.

6. ACCEPTABLE USE

The use of the RCW School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the RCW 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 RCW 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 RCW 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.

6.1 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 an 1:1 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). Students opting out will follow a school district implemented check out procedure.

6.2 School Responsibilities are to:

Provide Internet and Email access to its students.

Provide Internet Blocking of inappropriate materials as able.

Provide or designate network or cloud data storage areas.

These will be treated similar to school lockers. RCW School District reserves the right to review, monitor, and restrict information stored on or transmitted via RCW 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.

6.3 Students are Responsibilities for:

Using computers/devices in a responsible and ethical manner.

Obeying general school rules concerning behavior and communication that apply to 1:1 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 students own negligence, errors or omissions.

Use of any information obtained via RCW School District’s designated Internet System is at your own risk. RCW School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Helping RCW 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 1:1 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 report it to the office.

Returning their 1:1 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 RCW for any other reason must return their individual school 1:1 Device computer on the date of termination.

6.4 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

Use of chat rooms, sites selling term papers, book reports and other forms of student work.

Messaging services-EX: MSN Messenger, ICQ, etc.

Internet/Computer Games

Use of outside data disks or external attachments without prior approval from the administration

Changing of 1:1 Device settings (exceptions include personal settings such as font size, brightness, etc.)

Downloading apps

Spamming-Sending mass or inappropriate emails

Gaining access to other student's accounts, files, and/or data

Use of the 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 or any other messenger type applications or services.

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 RCW web filter through a web proxy

6.5 1:1 Device Care

Students will be held responsible for maintaining their individual 1:1 Devices and keeping them in good working order.

1:1 Device batteries must be charged and ready for school each day.

Only labels or stickers approved by the RCW School District may be applied to the computer.

1:1 Device sleeves/cases furnished by the school district must be returned with only normal wear and no alterations to avoid paying a sleeve replacement fee.

1:1 Devices that malfunction or are damaged must be reported to the Technology Department. The school district will be responsible for repairing 1:1 Devices that malfunction. 1:1 Devices that have been damaged from student misuse, neglect or are accidentally damaged will be repaired with cost being borne by the student. Students will be responsible for the entire cost of repairs to 1:1 Devices that are damaged intentionally.

1:1 Device damage: Students are responsible for any and all damage.

1:1 Devices that are stolen/lost must be reported immediately to the Office and the Police Department. The student will be responsible for replacement costs.

6.6 Legal Propriety

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

Plagiarism is a violation of the RCW 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.

Use or possession of hacking software is strictly prohibited and violators will be subject to RCW Student/Parent Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

6.7 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 checkin/checkout their 1:1 Devices from the Technology Department daily for three (3) weeks and /or cleared and blocked as well as disciplinary actions at the discretion of the administration.

2nd offense – Disciplinary actions to be determined at the discretion of the administration. (student still responsible for all required work)

3rd offense –Loss of 1:1 Device privileges for a length of time determined by the administration and the Technology Department.

7. PROTECTING & STORING YOUR 1:1 DEVICE COMPUTER

7.1 1:1 Device Identification

Student 1:1 Devices will be labeled in the manner specified by the school. 1:1 Devices can be identified in the following ways:

Record of serial number

RCW Label

7.2 Storing Your 1:1 Device

When students are not using their 1:1 Devices, they should be stored in their lockers. The RCW School District recommends the 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 1:1 Device, when stored in the locker.

Students are encouraged to take their 1:1 Devices home every day after school, regardless of whether or not they are needed. 1:1 Devices should not be stored in a student's vehicle at school or at home.

If a student needs a secure place to store their 1:1 Device, they may check it in for storage with the Technology Department or High School/Elementary Office.

7.3 1:1 Devices Left in Unsupervised Areas

Under no circumstances should 1:1 Devices be left in unsupervised areas.

Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, locker rooms, Technology Department, unlocked classrooms, dressing rooms and hallways. Any 1:1 Device left in these areas is in danger of being stolen. If a 1:1 Device is found in an unsupervised area, it will be taken to the Technology Department or the office. A student will be charged \$10.00 to retrieve their 1:1 Device that has been turned into the Technology Department or the office due to not being supervised.

8. REPAIRING OR REPLACING YOUR 1:1 Device

8.1 School District Protection

School District Protection is available for students and parents to cover 1:1 Device replacement in the event of accidental damage.

The protection cost is \$50.00 annually for each 1:1 Device with a maximum cost of \$150.00 per family.

This plan will include one replacement; additional replacements will cost the student/parent the full value of a 1:1 Device (approx. \$350). Parents will need to purchase this accidental damage program through the Renville County West office before your student is allowed to check out a 1:1 Device.

8.2 Claims

All claims must be reported to the high school office. Students or parents must file a police or fire report and bring a copy of the report to the principal's office before a 1:1 Device can be repaired or replaced with School District Protection Plan.

9. COST OF REPAIRS

Students will be held responsible for ALL damage to their 1:1 Devices including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value. Lost items such as sleeves, charging devices and cables will be charged the actual replacement cost. Not using school supplied case or cover will be deemed intentional damage and will void accidental damage coverage.

RCW SCHOOL DISTRICT 1:1 Device PROTECTION PLAN

The RCW School District recognizes that with the implementation of the 1:1 Device initiative there is a need to protect the investment by both the District and the Student/Parent. The following outlines the various areas of protection: warranty, accidental damage protection.

School District Protection

School District Protection is available for students and parents to cover 1:1 Device replacement in the event of accidental damage. The protection cost is \$50.00 annually for each 1:1 Device with a maximum cost of \$150.00 per family. This plan will include one replacement; additional replacements will cost the student/parent the full value of a 1:1 Device (approx. \$350). Parents will need to purchase this protection through the Renville County West office before your student is allowed to check out a 1:1 Device.

No Insurance

You agree to pay for the replacement of the 1:1 Device at a cost not to exceed \$350 should the 1:1 Device be stolen, lost or damaged in any way. A deposit of the full amount will be provided before a 1:1 Device is checked out to your student.

Renville County West Public Schools

1:1 Device Agreement

Student Responsibilities

I agree to abide by the RCW School District Acceptable Use Policies and Procedures in the parent/student handbook and abide by all local, state and federal laws.

I agree that the use of District technology is a privilege, and that I am responsible for the proper care of the 1:1 Device that is assigned to me, as well as any other District technology I am allowed to use.

I agree to keep all accounts and passwords Assigned to me secure and will not share these with any other students. This includes passwords for email and network access.

I agree that I will never share personal information over the internet. In addition, if I am asked for personal information or harassed in any way I agree to report it to my parents, teacher or staff member.

I agree that I will not install, download or otherwise utilize any software not authorized by the District Technology Department.

I will not remove programs or files from the 1:1 Device.

I will honor my family's values when using the 1:1 Device.

I will treat the 1:1 Device with care by not dropping it, leaving it outdoors or using with food or drink nearby.

I will bring my 1:1 Device fully charged to school every day.

I agree that email (or any other computer Communication) should be used only for appropriate, legitimate, and responsible communication.

I will return the 1:1 Device when requested and upon my withdrawal from Renville County West Schools.

I will keep my 1:1 Device protected with a case or sleeve at all times.

I will not deface the 1:1 Device, decorate (such as stickers, markers, Etc.) or modify the serial # or RCW Property sticker.

I understand that internet is unfiltered once leaving the school building and that I am to use the internet responsibly.

Student Signature

Date

Renville County West Public Schools

1:1 Device Agreement

Parent Responsibilities

I will supervise my student's use of the 1:1 Device at home.

I will discuss our family's values and expectations regarding the use of the internet and email at home and will supervise my student's use of internet and email.

I will not attempt to repair the 1:1 Device, nor will I attempt to clean it with anything other than a soft cloth. I will report to the school any problems with the 1:1 Device. I will not load or delete any software from the 1:1 Device.

I will make sure my student recharges the 1:1 Device battery nightly. I will make sure my student brings the 1:1 Device to school every day. I understand that if my student comes to school without his/her 1:1 Device there may be disciplinary actions.

I agree to make sure that the 1:1 Device is returned to the school when requested and upon my student's withdrawal from Renville County West Schools.

I understand that once the 1:1 Device leaves the school building that use of the internet is unfiltered.

I understand the District may utilize third parties to provide resources and services to students, and those third parties may collect information that is subject to the Children's Online Privacy Protection Act. By signing below you authorize the District to provide consent to those third parties under COPPA. Information provided to third parties will be limited to a student's name, District-provided email address, and birthdate.

By signing below, I hereby give my permission for the District to issue my child email and network account, to allow my child to use District technology, and to consent on my behalf to the collection of COPPA information by third parties.

Parent Signature

Date

