

Argo Community High School D217



Philosophy of the Program

Argo Community High School believes that integrating technology into instruction is essential for preparing students for college or the workplace. Learning to use technology to communicate, connect and collaborate with one another is necessary for success in today's society. One way this goal is achieved is through Argo's One-2-One Learning program, which provides students with a mobile computing device for their use inside and outside of school. The following information explains the responsibilities and expectations that accompany participation in the One-2-One Learning program.

Guidelines:

The One-2-One Learning program will become part of your child's everyday classroom experience. Argo considers use of a school-issued mobile computing device as a privilege. Therefore, the following guidelines must be met in order for each student to continue his/her participation in the One-2-One Learning program without consequence.

A parent/guardian and the student must indicate their acceptance of these policies by initialing each individual guideline and by signing and dating the entire agreement. Students who submit a completed agreement and have the permission of the Argo Community High School staff will be allowed to take a mobile device home while enrolled in a participating class. Staff may withdraw this privilege at any time for failure to adhere to these guidelines.

1. **The device is to be used for school-related purposes only and is a required learning resource.**

The device must not be used for any unlawful or inappropriate activity, commercial endeavors, or any purpose contrary to the school district's educational mission, or the Board of Education's policies. The device is not to be used by anyone other than the student and the parent/guardian.

The student will bring a fully charged device, charger, and stylus to school every school day. The student is responsible for completing his or her work regardless of having this device or not. Use of the device in the classroom will still be allowed solely at the discretion of the teacher. Failure to follow these rules may result in disciplinary consequences. The student **will not** use the device in restrooms or locker rooms.

Initials: _____ Parent/Guardian _____ Student

2. The device is owned and searchable by the district.

Argo Community High School maintains ownership of the device. District 217 has authorized students to possess and use the Property under the One-2-One Learning program so long as they comply with the policies contained in this document and in the student handbook. Under no circumstances does ownership of the device transfer to the student or parents/guardians.

Students have no expectation of confidentiality or privacy with respect to any usage of a school-issued device, regardless of whether that use takes place on campus or off, occurs during school hours or on the student's own personal time, or relates to school-related purposes, to the extent allowed by law. ACHS may, without prior notice or consent, log, supervise, access, view, monitor, and document use of a student device, including by use of monitoring software that allows ACHS employees to view the screens and activity on the computers, at any time for any reason related to the operation of the district, as long as such conduct complies with relevant law. The camera devices on the computers cannot be accessed remotely by the District.

Any unlawful use will be reported to the police and the district will take any and all appropriate actions, including disciplinary action, if a violation is found. Any data files of any kind stored on the device may or may not be returned to the student when the device is surrendered.

Initials: _____ Parent/Guardian _____ Student

3. Content Filtering

ACHS uses software designed to block access to certain internet sites and filter content as required by statute. The content filter is applied both at school and at home. ACHS is aware that not all inappropriate information can be filtered and the district will make an effort to correct any known gaps in the filtering of information without unduly inhibiting the educational use of age appropriate content by staff and students. Users will inform teachers or administrators of any inadvertent access to inappropriate material, in order that there is appropriate modification of the filtering profile. ACHS educates students about appropriate online behavior, including interacting with other individuals on social networking Web sites and in chat rooms including cyber bullying awareness/response.

Parents or guardians are responsible for monitoring student use of the device at home.

Initials: _____ Parent/Guardian _____ Student

4. **Only licensed software may be installed under IT direction onto school devices.**

The student and parent/guardian is not authorized to install or uninstall software on the device. If the student needs a program for school-related purposes, the student must request permission from IT and the IT department will manage the installation and/or removal of any software.

Initials: _____ Parent/Guardian _____ Student

5. **The device must be surrendered immediately upon request, withdrawal or as directed by district staff.**

The device must be maintained and in good working condition when returned. The student may be asked to return the device for any reason, with or without prior notice.

Initials: _____ Parent/Guardian _____ Student

6. **The district will troubleshoot supplied device problems related to usage at district facilities.**

For example, if the device connects to the Internet at school but does not connect elsewhere, the problem will not be addressed by the district. In addition, the district will not support problems that arise when attempting to connect personal devices such as a personal digital camera. The device is not to be serviced by the student or any outside party; all service needs must be performed by, or arranged through, the district's technology department.

Initials: _____ Parent/Guardian _____ Student

7. **The student is responsible for ensuring his/her files are being backed up.**

It is highly recommended that students actively back up their files. Argo Community High School will not ensure that any files lost can be retrieved if lost. The District provides online storage services to every student through Microsoft OneDrive at no cost to the students. It is the student's responsibility to ensure that they are using the OneDrive service as a method of storing their files.

Initials: _____ Parent/Guardian _____ Student

8. The student is responsible for the safe handling and care of the device.

Students accept the responsibility of providing reasonable measures of care and protection for the device. In addition, they will not attempt to repair the device, upgrade the device or circumvent the security mechanisms of the device. Damaged devices need to be returned for evaluation and repair. Damage due to negligence or misuse will result in service, repair and/or replacement charges that will be assessed according to the current rates. (See Appendix A for a fee schedule) The student will not deface or personalize the device. The student will not tamper with or remove any school or manufacturer identification labels and must report to the student helpdesk any missing or unreadable identification labels as soon as possible.

The device must remain in the provided protective case at all times. The student will transport the device safely, including in the classroom, between classes, and outside of school. When on campus and not in use, the device must be secured in the bag provided. The device will not be swung, flung, or tossed at any time. Students must not place books or other heavy objects in the bag with the device.

Initials: _____ Parent/Guardian _____ Student

9. Student responsibilities regarding lost or stolen equipment:

As soon as a student is unable to locate the device, it is considered lost or stolen and must be reported.

If the device is lost or stolen while at school, students must report the loss to a dean immediately.

If the device is lost or stolen outside of the school day, students must contact the school to report it missing:

E-mail: helpdesk@argohs.net Phone: 708-467-5528

Initials: _____ Parent/Guardian _____ Student

10. I have reviewed and agree to abide by the district Acceptable Use Policy that is included in the Student Handbook while using this device.

I understand that discipline, also outlined in the Student Handbook, may be imposed for any inappropriate use of this device.

Initials: _____ Parent/Guardian _____ Student

After initialing each item, sign this page and return all five pages of the original signed copy.

STUDENT ACCEPTANCE:

I have read and understand this document. I understand that violations of this policy and the Acceptable Use Policy of Argo Community HS may result in disciplinary action(s) that may include referral to outside agencies, such as law enforcement, as applicable.

Printed Name: _____ Student ID: _____

Signature: _____ Date: _____

PARENT/GUARDIAN ACCEPTANCE:

I have read and understand this document. I will reinforce the proper use of the device and encourage my student to be responsible. I understand that fees for services, repairs and/or replacements may be charged as outlined in Appendix A. Charges will be assessed for unreturned equipment, missing device or damaged equipment resulting from negligence or intentional destruction or misuse.

Printed Name: _____ Relationship: _____

Signature: _____ Date: _____

Appendix A

Repair/replacement fees

Missing/broken stylus	\$50
Missing/broken keyboard	\$100
Missing/broken charger	\$50
Physical damage to the device.....	\$200
Missing case	\$30
Lost device	Replacement value
Defacing of the device	\$100