



Student/Parent Technology Handbook

1. RECEIVING/RETURNING YOUR DEVICE

a. Devices Are Owned and Issued by the Palos School District 118

Devices are a necessary requirement for access and completion of many learning activities. Their function as a digital textbook and information access tool is necessary for student success. Devices will be distributed at the beginning of the school year and collected at the end of the year.

b. Students will receive:

- Either a Lenovo/HP Windows device or an Apple iPad managed by Palos School District 118
- Charging cable
- Carrying case with student name and ID label

c. Returning your device

Devices and accessories will be turned in during the last two weeks of the school year. If a device and/or accessory is lost, stolen, or not returned, the student/guardian will be charged the full replacement cost. **Law enforcement agencies may be notified if necessary.**

d. Withdrawn students

Students leaving the district must return district owned devices and all accessories prior to withdrawal from Palos School District 118 to the school office.

2. TAKING CARE OF YOUR DEVICE

Students are responsible for the general care of the device that has been issued by Palos School District 118. Devices that are broken, or fail to work properly, must be taken to the Technology Department as soon as possible so that the issue can be properly resolved. ***Do not take district-owned devices to an outside computer service for any type of repairs or maintenance.***

a. General Care

- Devices are expected to remain in their protective case at all times. Although the case will help protect the device, they are not a guarantee to prevent damage, it remains the students' responsibility to care for and protect the device.
- Students are responsible for bringing a fully charged device to school each day.
- All district labels and barcodes must remain on the equipment and not be modified or tampered with in any way.
- Devices and cases must remain free of any personalization, such as: writing, drawing, stickers, etc.
- Be mindful of food, drink, etc. that may come in contact with the device when it is stored or in use.
- Devices should not be left unsupervised; they are in danger of being stolen.
 - If an unsupervised device is found, students should notify a staff member immediately.
- Upon discovery that a device has been stolen, report the information to Building Administration.
- Devices should not be stored in a vehicle for security and temperature control reasons.

b. Carrying Devices

- Transport devices with care.
- Devices should not be carried in a backpack, they should be transported in the provided carrying case.
- No other items should be carried in the carrying case; the case is for the device and power cord only.
- No accessories should be plugged in (power cord, USB drive, iPad keyboard, etc) when in a carrying case.
- Device lids should always be closed when moving.

c. Screen Care

- The device screens can be damaged. The screens are particularly sensitive to damage from excessive pressure. Do not lean or put pressure on the top of the device when it is closed.
- Do not place anything in the carrying case that will apply additional pressure against the cover.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (pens, pencils, papers, etc).
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth.
- Do not use window cleaner, household cleaners, or other sprays, as they contain abrasive chemicals and may damage the device. If needed, a cloth lightly dampened with water can remove smudges.

d. Technical Support

Each school will have tech support that will provide multiple services to support device usage and repair. Services that will be provided at the Help Desk include:

- Troubleshooting/repairs
- Loaning devices to students who have devices in for repair
- Charging of devices
- Assisting students with questions about devices or online tools
- Submission of warranty claims

Support will be provided via email. If you have any questions/issues you can email support at - studenttech@palos118.org

e. Peripherals

The following are authorized to be used with District supplied devices:

- Wireless mouse/keyboard
- Headphones (Bluetooth headphones require setup by the tech staff and will be treated as a low priority and Bluetooth headphones cannot be used with state testing)

***** Game controllers and any other non-educational devices are prohibited.

3. Warranty and Insurance

The district will repair or replace damaged equipment resulting from normal use.

The district will purchase accidental damage insurance for all student devices. This insurance will cover **one** accidental damage claim to the device itself. It does not cover the case or power adapter. The replacement costs for those:

Dell Devices	iPads
Power adapter - \$20	Cord and charging brick - \$25
Case - \$20	Case - \$15

Additional accidental damage claims will be the responsibility of the student to pay for.

If, in the estimation of the insurance company, the damage is not accidental, it will be the responsibility of the student to pay for.

4. USING YOUR DEVICE

a. Devices Left at Home

Students are expected to have their device present daily. Repeat violations may result in disciplinary action.

b. Devices Under Repair

Loaner devices may be issued to students when they leave their device for repair. Students using loaner device will be responsible for any damages incurred to the loaner while in possession of the student. Loaner devices are to be returned when repairs to their device is completed.

c. Charging Your Device

Devices must be brought to school each day fully charged. Repeatedly bringing your device to school uncharged may result in disciplinary actions. The power cord should be kept in student's book bag or at home. You may not have the opportunity to charge your device in the classroom.

d. Account Security

Students are required to use their own Palos School District 118 issued username and password, and keep this password confidential. If you suspect your password is being used by others, contact the Technology Department immediately at studenttech@palos118.org.

e. Backgrounds

Desktop wallpaper and screensavers are set by the School District. They are locked and cannot be changed.

f. Sound

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Headphones may be used at the discretion of the teacher. Students using headphones or sound without permission may result in disciplinary action.

g. Email

Students are provided an email account by the district. Email correspondence will be used for educational purposes only. Digital communication etiquette is expected by all students using all school provided accounts, sites, or applications including but not limited to wikis, blogs, forums, video conferencing, podcasts, and online collaboration sites.

h. Printing

Permission by the teacher is required for printing in school. Students are encouraged to use digital files as much as possible. Printing should be only out of necessity. Students should print in black/white whenever possible. All print jobs are tracked and logged. Excessive or inappropriate printing may result in disciplinary action.

Palos School District 118 has setup a Print Management System to control and track print jobs. Students can print to the "PaperCut" printer which will be installed and configured on their device. Students will then go to a printer, enter their username on the touchscreen, and release their jobs to print. The jobs will then print. Printers are located throughout the buildings.

i. Managing and Saving Your Digital Work with a Device.

- **Microsoft OneDrive**

Students will be issued a Microsoft Office 365 account. These accounts come with an Internet/Cloud based storage (OneDrive) that students will use to store digital work. Files saved to your OneDrive can be accessed from any device, anywhere, and at any time with an Internet connection at <https://portal.office.com>. Prior to leaving the district, or graduating, students are encouraged to transfer any documents to a personal account. Per Microsoft Licensing Agreement, if you are no longer a student in our District, your Microsoft 365 Account is disabled and removed.

- **My Documents**

All digital work should be saved to Microsoft OneDrive.

j. Video/Audio Conferencing Tools

Students are prohibited from accessing or participating in online video/audio conferencing (i.e. Zoom, Teams, Facetime, Google Meets....) without prior approval from a teacher or administrator.

k. School Network

Students are required to use the District Wi-Fi network when at school. Use of a personal hotspot is prohibited.

5. OPERATING SYSTEM ON YOUR DEVICE

Microsoft Windows 11 School Edition is installed on every device. Attempts to remove and/or install another operating system is against board policy and may result in disciplinary action. Updates to Windows 11 will be installed automatically. Students should power down and restart their device weekly for the updates to take effect.

Anti-virus software is installed on each device. Attempts to remove or bypass anti-virus software is against district board policy and will result in disciplinary action.

Use of scripts and/or batch files to modify the behavior of Windows or the device is prohibited.

Students may not use the Internet/technology devices to engage in unethical, hacking, or any other unlawful activities.

6. CONTENT FILTER

The district uses an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). Internet access is filtered both inside and outside the district. Filtering restricts access to inappropriate content, but Palos School District 118 cannot guarantee that all inappropriate content will be blocked. No filter is as reliable as adult supervision. It is the responsibility of parents or guardians to monitor a student's technology usage at home.

7. SOFTWARE

Internet Browser – Microsoft Edge is installed on the student devices. It is the only authorized browser for use on Windows devices. No browser extensions are allowed without prior approved from the tech department.

Safari is the authorized browser on iPad.

Students will not be able to install programs on their devices. This will help ensure that viruses and spyware do not get accidentally installed. If a class requires a specific program to be installed, the teacher will work with the Technology Department in advance.

8. NO EXPECTATION OF PRIVACY

Students have no expectation of confidentiality or privacy with respect to any usage of a device, regardless of whether that use is District-related or personal purpose, other than as specifically provided by law. The district may, without prior notice or consent, log, supervise, access, view, monitor and record the use of student devices (including reviewing files, Internet logs/histories and other materials) at any time for any reason related to the operation of the district and/or for any purpose that furthers the interests of the district. By using the device, students agree to such access, monitoring and/or recording of their use.

9. DEVICE IDENTIFICATION

The district will maintain a log of all devices that includes the device serial number, asset tag, and name and ID number of the student assigned to the device.

10. COPYRIGHT AND FILE SHARING

Students are required to follow all copyright laws around all media including text, images, programs, music, and video. Downloading, sharing, and posting online illegally obtained media is against the District Acceptable Use Policy.

11. APPROPRIATE USES AND DIGITAL CITIZENSHIP

In general, the school issued device should be used for educational purposes, students are to adhere to the Acceptable Use Policy (6:235), and all of its corresponding administrative procedures at all times.

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. **Respect Yourself:** I will show respect for myself through my actions. I will select online names that are appropriate. I will consider the information, images, and other media that I post online. I will consider what personal information about my life, experiences, experimentations, or relationships I post. I will not be obscene.
2. **Protect Yourself:** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
3. **Respect Others:** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk other people. I will show respect for other people in my choices of websites. I will not abuse my rights of access and I will not enter other people's private spaces or areas.
4. **Protect Others:** I will protect others by reporting abuse, not forwarding inappropriate materials or communications; I will moderate unacceptable materials and conversations, and not visit sites that are degrading, pornographic, racist, or inappropriate.
5. **Respect Intellectual Property:** I will request permission to use resources. I will suitably cite any and all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use policy.
6. **Protect Intellectual Property:** I will request to use the software and media others produce. I will use free and open source alternatives rather than pirating software. I will act with integrity.