

School District of DeSoto
School Board Action
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APPROVED



**1:1 Student Device Procedures
and Information Handbook**
for Desoto County High School

Adrian H. Cline
Superintendent

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Important Note: “Device” is a broad term, and is meant to represent a number of electronic devices. Depending on your student’s grade level and/or other factors, the device your student receives may be a Chromebook, a laptop, a tablet, or some other device.

INTRODUCTION

The DeSoto County School District has established this 1:1 Student Device Program to supplement our current educational curriculum and to prepare our students for their own use of technology in the future. We believe this program will enhance the educational opportunities available to our students and also prepare our students for their future. Learning results from the continuous interaction among students, educators, parents and the extended community. However, technology use does not diminish the vital role of our teachers. It provides the teacher with additional “tools” to stimulate learning and student growth. The device program integrates technology into the curriculum. The policies, procedures and information within this document apply to all devices used at the District, including any other device considered by the Administration to come under this procedure. Teachers may set additional requirements for device use in their classroom.

Use of the District’s technology resources is a privilege, not a right. The privilege of using the technology resources provided by the District is not transferable or extendible by students and to people or groups outside the District, and terminates when a student is no longer enrolled in the District.

SECTION 1: DEVICE DISTRIBUTION AND COLLECTION

A. District Distribution of Devices to Students

Devices will be issued to students at the beginning of the school year and students will keep the same device all year long. At the conclusion of the school year the device will be collected and inspected to ensure it is still in good working order. A log will be maintained to ensure that students receive the same device each year during their time at DeSoto County High School. Beginning with the graduating class of 2022, students that owe no fees and successfully graduate from DeSoto County High School, will be allowed to purchase their chromebook from The District for \$1.

Parents and students must sign and return the Student Network/Internet Agreement and the Student/Parent Device Agreement (a copy of which is at the end of this Handbook) when a device is issued to their student. Failure to sign the agreement may cause the student not to be issued a device to take home.

B. Storing District Devices

Students will take their issued device home every night, be responsible ensuring that it is charged, and bring it back to school every day. If a student fails to charge a device or bring it to school they have the same consequences associated with not coming to class prepared. A limited number of spare devices will remain in each classroom for extreme circumstances.

SECTION 2: TAKING CARE OF THE DISTRICT'S DEVICE

Students are responsible for the general care of the device they have been issued by the District. The District will offer the option to pay a ten dollar technology fee to cover one incident of accidental damage to a student device. Also, The District will offer the option to purchase a case for the device at a discounted rate. Devices that are broken or fail to work properly must be reported by Help Desk ticket to the school's Computer Resource Technician "CRT." In the case of intentional damage, students/parents are responsible for the repair or replacement cost of the device, whether they cause damage to their own, or to another student's device.

A. General Device Precautions

- No food or drink is allowed next to a District device at any time. Cords, cables, and removable storage devices must be inserted carefully into the device.
- Students should never carry their devices while the screen is open, unless directed to do so by a teacher.
- Devices should be shut down (powered off) before moving them to conserve battery life.
- Devices must remain free of any writing, drawing, stickers, or labels that are not the property of the District.
- Devices must never be left in any unsupervised area.
- Students are responsible for keeping the device's battery charged for school each day.

B. Taking Care of the Device Screen

The device screens can become 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 device when it is closed.
- Do not place anything near the device that could put pressure on the screen.
- Do not poke or scratch the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or flash drives).
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not "bump" the device against walls, desks, cabinets, floors, etc. as it could break the screen.

SECTION 3: USING THE DEVICE AT SCHOOL

Devices are intended for use at school each day. In addition to teacher expectations for device use, students may access the student portal, school and District websites, calendars, and grades.

A. Device Malfunctioning

If the 1:1 device is not functioning properly, teachers should notify the school's CRT via a Help Desk ticket. In the ticket the teacher should give the computer number, student ID of the student whose computer it is, and the problem they are having.

B. Device Undergoing Repair

If a student has paid the technology fee and needs a repair they will be issued a loaner device. In the case of intentional damage, students may not be issued another device for use at home until they have paid for the repair/replacement of the damaged device.

C. Charging the Device Battery

Students need to charge their devices each evening. Failure to charge the device, could result in the inability to use the device the next day during class activities. It is the students responsibility to ensure proper storage and charging of the devices.

D. Screensavers/Backgrounds

The following rules apply to screensavers and backgrounds on the District devices:

- Inappropriate media may not be used as a screensaver or background.
- The presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures is prohibited and will result in disciplinary actions.

E. Sound, Music, Games, or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Students may bring in their own headphones/earbuds to plug into the devices, or use District-provided headphones/earbuds.
- Internet Games are not allowed on the devices. NO games may be installed on the devices, unless installed by the District.
- Do not save games or programs to the hard drive. All software must be District provided.

SECTION 4: MANAGING FILES AND SAVING WORK

A. Saving to the Device

Students may be responsible for assigned schoolwork to be saved. Students may need to use additional storage devices (such as an external flash drive, external hard drive, etc.) to back-up work/files.

B. Connecting to the Network

The District makes no guarantee that the 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.

SECTION 5: SOFTWARE ON DEVICES

A. Originally Installed Software

The software originally installed by the District must remain on the device in usable condition and be easily accessible at all times. From time to time the District may add software applications for use in a particular course/subject. The licenses for this software may require that the software be deleted from devices at the completion of the course. Periodic checks of devices will be made to ensure that students have deleted software that is no longer required in class and that the District has not exceeded its licenses.

B. Virus and Spyware Protection

The device has anti-virus and anti-spyware protection software. This software may scan the hard drive and removable media drive (flash drives, etc.) for known viruses on boot up. The virus/spyware software will be upgraded from the network. The District's servers are also installed with anti-virus and anti-spyware protection software.

C. Additional Software

Students are not allowed to load extra software on their devices.

D. Inspection

Students may be selected at random to provide their device for inspection. Students may also be selected upon reasonable suspicion by an administrator or teacher of a violation of this device handbook and be required to provide the device for inspection.

E. Reloading Software

If technical difficulties occur or illegal software is discovered, the hard drive will then be reformatted or reimaged by a technician. Authorized software will be installed and the data files reinstated. The District does not accept responsibility for the loss of any software deleted due to a reformat and reimage.

F. Software Upgrades

Upgrade versions of licensed software are available from time to time. Students may be required to check in their devices for periodic updates by the CRT.

SECTION 6: Protecting and Storing Your Device

A. Device Identification

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

- Record of serial number
- Device Name/Number
- Student's Name

B. Storing your Device

When students are not using their devices, they should remain in their backpack or case.

C. Devices Left in Unsupervised Areas

Under no circumstances should devices be left in unsupervised areas or lockers. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, library, or unlocked classrooms. 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 office. Repeat violations of this procedure will result in:

- 1st offense: Warning
- 2nd offense: Parent notified, loss of personal device for **one day**, and the student must use the classroom desktop computer to finish any classwork for the day.

- 3rd offense: Parent notified, loss of personal device for **one week**, and the student must use the classroom desktop computer to finish any classwork for the week.

SECTION 7: Technical Support

There are CRTs located at each school. These District personnel will coordinate the repair work for devices. Services provided include the following:

- Hardware maintenance and repairs
- Operating system or software configuration support
- Application information
- Reimaging hard drives
- Updates and software installations
- Coordination of warranty repairs
- Distribution of loaner devices and batteries

SECTION 8: STUDENT USE OF DISTRICT TECHNOLOGY

A. User Terms and Conditions

The use of District technology resources is subject to the following terms and conditions:

- The use of technology resources must be for educational and/or research purposes consistent with the mission, goals, and objectives of the District along with State and Federal regulations. In compliance with federal law, the District shall make reasonable effort to restrict access to inappropriate materials and shall monitor the on-line activities of the end users in the District environment.
- User accounts are considered the property of the District. Network administrators may review District-owned technology to maintain system integrity and to insure that users are using the system responsibly.
- Users should not expect that anything stored on District devices or networks will be private.

B. Computer Device Violations:

Prohibited technology resources activities include, but are not limited to, the following:

- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Downloading or transmitting multi-player games, illegally obtained music, or video files (including YouTube, Google/Yahoo! Video, etc.) using the District network.
- Vandalizing, damaging, or disabling property of the District or another individual or organization.
- Accessing another individual's materials, information, or files without permission.
- Using the network or Internet for commercial, political campaign, or financial gain purposes.
- Releasing files, home address, personal phone numbers, passwords, or other vital accessing information to others.
- Promoting or soliciting for illegal activities.
- Attempting to repair, remove or install hardware components reserved for an

authorized service technician.

- Violating copyright or other protected material laws.
- Subscribing to mailing lists, mass e-mail messages, games, or other services that generate several messages that can slow the system and waste other users' time and access.
- Intentionally wasting District resources.

C. Consequences for Violations

Infractions of any procedure in the sections above will result in the following consequences:

- 1st offense: Referral to the dean, Parent notified, loss of personal device for **one day**, and the student must use the classroom desktop computer to finish any classwork for the day.
- 2nd offense: Referral to the dean and disciplinary action deemed appropriate by Administration and the District's Code of Conduct.
- 3rd offense: Referral to the dean and loss of personal device privileges for the remainder of the year.

D. Computer Network Violations:

- Attempting to log on to the Internet or network (servers, routers, switches, printers, firewall) as a system administrator.
- Sending, accessing, uploading, downloading, or distributing pornographic or sexually explicit materials.
- Installing, enabling, launching, or creating programs that interfere with the performance of the network, internet, or hardware technology resources.
- Creating, uploading, or transmitting computer viruses.
- Attempting to defeat device or network security.
- Attempting to add a non-District issued device to the District's network.

Infractions of any policy, procedure or attachment included in this Student Device Handbook or the District's Code of Conduct will result in the following consequences:

Suspension of device computer, referral to law enforcement authorities, and possible suspension.

SECTION 9: ACCEPTABLE USE OF 1:1 DEVICES

The District is pleased to be able to offer access to District devices (which provide the necessary programs required by classes) and the District network (which provides access to electronic mail), the student data storage, and the Internet. To gain access to these District resources, students and parents must sign and return the Student Network/Internet User Agreement and the Student and Parent Device Agreement form included in this handbook. Many responsibilities and rules are involved with the use of District devices, Internet access, and access to District technology. These include:

A. Parent/Guardian Responsibilities

- Read the entire Device Handbook
- Talk to your child(ren) about values and the standards that your children should follow on the use of the Internet
- Be cognizant of your child(ren)'s use of the District device

B. School District Responsibilities

- Provide Internet access at District facilities
- Provide Internet blocking of inappropriate materials (to the extent to which the District is able to do so)
- Provide network data storage areas
- Review, monitor, and restrict information stored on or transmitted via the District owned equipment and to investigate inappropriate use of resources
- Provide staff with guidance to aid students in doing research and help assure student compliance of this acceptable use policy
- Report any concerns, problems, damage, or loss regarding the device as soon as possible to the school's CRT

C. Student Responsibilities

- Use devices and District technology in a responsible and ethical manner
- Obey general school and District rules concerning behavior and communication that apply to use of District technology and resources
- Use all technology resources in an appropriate manner so as to not damage District 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 the District designed Internet system is at the student's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Help the District protect our technology system by contacting an administrator, teacher, and/or CRT about any security problems encountered
- Monitor all activity on their account(s)
- Always log off the device after they are done working to protect their accounts and files. If a student does not log off, any e-mail or Internet activity under their name will be considered their responsibility.
- Return their device to the classroom's cart or safe zone when directed to do so and/or at the end of each school day.

D. Student Activities Prohibited

Students are required to use District devices for school-related work. Below is a listing – although not exhaustive – of activities that are prohibited when using District technology and/or devices.

- Illegal installation or transmission of copyrighted materials
- Any action that violates existing District Board of Education policy or the District's Code of Conduct (both of which are available electronically at the District's website)
- Any action that violates public law

- Any action that is in violation of the District’s Code of Conduct
- Use of chat rooms
- Use of sites selling term papers, book reports and other forms of student work
- Social Media/Messaging services – i.e. AOL IM, MSN Messenger, ICQ, Twitter, Facebook, Instagram, Snapchat, Pinterest, etc.
- Internet/Computer Games
- Use of outside program disks
- Use of outside data disks without prior approval from the District
- Changing device settings
- Downloading and executing files – i.e. MSN Messenger, games, etc.
- Spamming (i.e. sending mass or inappropriate e-mails)
- Gaining access to another student’s accounts, files, and/or data
- Password sharing
- Use of the District’s internet/e-mail accounts for financial or commercial gain or for any illegal activity
- Use of anonymous and/or false communications such as Messenger or Yahoo
- 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, e-mail, 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 District equipment will not be allowed
- Transmission of or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients

E. Device Care

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

- Device batteries must be charged overnight to be ready for use each morning. (See Section 3(C))
- Only labels or stickers approved by the District may be applied to the device. Students will not modify or remove any labels applied by the manufacturer or the District.
- Devices that malfunction or are damaged must be reported to the schools’ CRT. (See Section 3(A)) The District will be responsible for repairing devices that malfunction. Devices that have been repeatedly damaged from normal use or are repeatedly accidentally damaged will be repaired with minimal or no cost to the student. Students will be entirely responsible for the cost of repairs to devices that are damaged intentionally.
- Devices that are stolen must be reported immediately to the Teacher, Principal, District IT Department and local law enforcement.

F. Additional Device Rules

- Students must comply with trademark and copyright laws and all license agreements. If you are unsure of what is protected, ask a teacher or parent.
- Plagiarism is a violation of the District's 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 the District's Code of Conduct and all applicable policies and procedures. Violation of applicable state or federal law may result in criminal prosecution or disciplinary action by the District.

Devices owned by the District are for educational purposes ONLY. Discipline consequences may vary depending on the severity of the offense. The District reserves the right to remove device privileges in their entirety without resorting to the above steps depending on the specifics of the student's violation.

G. Cyberbullying

The District will not tolerate cyberbullying. See the District's Code of Conduct, which further defines and details discipline regarding cyberbullying.

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DeSoto County School District
Student Network/Internet User Agreement

Computer Usage Policy

All students will be given access to the District's network and the Internet. In addition, student work may be published on the Internet. The District provides access to the District's network and the Internet. Access to the Internet provides students with thousands of databases, libraries, and websites. Although valuable information can be gained through these sites, students and parents are warned that some materials accessible via the Internet may contain information which is inaccurate, illegal, defamatory or offensive to some people. Although filtering software is utilized, it is not 100% effective in blocking inappropriate material. Teachers attempt to monitor and direct student activity; however students may find ways to access other materials. We do believe that the educational benefits of the Internet exceed the disadvantages. Student's use of the device and the Internet will be monitored. Information put on the District network should not be regarded as private. It is important that students keep passwords secure and private, and not share passwords with other students. Students should avoid the sharing and transmission of personal information. Parents and guardians are responsible for guiding and conveying standards for their children to follow when using media and internet resources. Therefore, the District respects each family's right to decide whether or not to grant permission for access. Students are ultimately responsible for appropriate behavior on the District's computer network, just as they are responsible for their behavior in the District. Violations may result in a loss of access as well as other disciplinary or legal action. At times the District or a teacher may wish to post student's work or picture on the school or District website.

Student Network/Internet User Agreement and Parent Permission Form

In order to use networked resources all students must sign and return this form and obtain parental permission. The activities listed below are not permitted:

- Accessing, producing, posting, sending or displaying offensive messages or pictures
- Using obscene language
- Damaging or modifying devices, systems or networks
- Plagiarizing or violating copyright laws
- Accessing others' folders or files, or restricted areas of the District's network
- Engaging in any illegal activities, gambling, or accessing material advocating illegal acts or violence.
- Harassing, insulting or attacking others.
- Accessing chat rooms or e-mail unless assigned by a teacher for a valid educational purpose.
- Intentionally wasting limited resources such as disk space
- Downloading anything including but not limited to: games, software applications, shareware, information or freeware without teacher approval.
- Using the network for commercial purposes, financial gain, or fraud.
- Any activity that violates the District Acceptable Use policy.
- Any activity that violates the District Code of Conduct.

Student Name (please print): _____

Student Signature: _____ Date _____

Parent Signature: _____ Date _____

DeSoto County School District
Student and Parent Device Agreement
2018-2019

Important Note: “Device” is a broad term, and is meant to represent a number of electronic devices. Depending on your student’s grade level and/or other factors, the device your student receives may be a Chromebook, a laptop, a tablet, or some other device.

Student Agreement:

- I will not use the issued device for non-academic purposes (games, downloads, chat rooms, instant messaging, viewing websites not related to the assignment, etc.).
- I will charge the issued device’s battery nightly and will NOT loan out the device, power adapter, cords, disks, or software to other individuals.
- I will keep the issued device off the floor where it could be stepped on or tripped over. I will keep food and beverages away from the device since they may cause damage to the device.
- I will not disassemble any part of my issued device or attempt any repairs.
- I will not deface the issued device in any way. This includes, but is not limited to, attaching stickers, marking painting, drawing, marring any surface of the device, or remove labels applied by The District or manufacturer.
- I understand that obscene language and/or materials, including music, screen savers, backgrounds, and/or pictures are prohibited.
- I understand that my device is subject to inspection at any time without notice and remains the property of the district.
- I will follow the expectations outlined in the Parent/Student Device Handbook, the DeSoto County School District Student Network/Internet User Agreement, and the District’s Code of Conduct. As such, the student is subject to all discipline measures for violation of same.

By signing this District Student and Parent Device Agreement, the student agrees to the above.

Student Name (please print): _____

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Parent Agreement:

I acknowledge that my student and I are to follow the expectations in the Parent/Student Device Handbook, and DeSoto County School District Student Network/Internet User Agreement, and the District’s Code of Conduct. I agree that the use of the device by my student is in accordance with this agreement, policies, and District’s Code of Conduct and that my student is subject to discipline for violation of the expectations outlined in these documents.

By signing this District Student and Parent Device Agreement, the parent agrees to the above.

Parent Name (please print): _____

Parent Signature: _____ Date: _____