

Fordville-Lankin Public School Device Policy Handbook 2021-2022

The focus of the 1:1 program within Fordville-Lankin Public Schools is to meet the needs of 21st Century Learners and increase student achievement by using technology as a tool to transform teaching strategies and engage students in their learning. Issuing students, a computer gives students the tools to have instant access to the world of information and to become producers, as well as consumers of information. Students in grades 7-12 will be issued a laptop device to use for the school year. Grades 9-12 can take the device home upon agreement to the policies herein, while grades 2-8 will leave the devices at school unless the school imposes distance learning.

Student laptops and all accessories are checked out for student use and are property of Fordville-Lankin Public School District. The use of technology resources is a privilege, not a right

The policies, procedures, and information within this document apply to any technology device used within Fordville-Lankin Public Schools. Teachers may set additional requirements for use in their classrooms.

1. RECEIVING YOUR PERSONAL DEVICE

1.1 CHECKOUT

Personal devices will be distributed each fall. Students entering grades 9-12 will be provided a laptop loaded with applications. Parents and students must sign and return copies of the Student Pledge and Acceptable Use Policy documents before the device can be issued to their child.

1.2 CHECK-IN

Personal devices and accessories will be returned during the final week of school. If a student graduates early, withdraws, is expelled, or terminates enrollment at Fordville-Lankin Schools during the school year, the individual must return their device and accessories in their original condition on the day of departure from the district. If a student fails to return the device and accessories at the end of the school year or upon termination of enrollment at Fordville-Lankin Public Schools, the student will pay the replacement cost of the device and accessories; otherwise, the item is considered stolen, and that student will be subject to criminal prosecution or civil liability.

1.3 INSPECTION

During the school year, students will be selected at random to provide their district issued personal device for an unannounced inspection. The school has device monitoring software that allows the Fordville-Lankin School to monitor the student's internet access.

2. TAKING CARE OF YOUR DEVICE

The device and accessories issued are school property and students are responsible for their general care.

2.1 GENERAL PRECAUTIONS LAPTOP

- Do not attempt to remove or change the physical structure of the computer. Examples include removing the keys, interfering with the charging port, careless use of the headphone port, and damage to the cover or plastic casing.
- The computer must remain free of stickers or any other markings that are not the property of Fordville-Lankin Public Schools. Do not remove or interfere with the serial number or any identification placed on the computer.
- Keep the equipment clean. For example, don't eat or drink while using the device.
- Do not leave the computer in a place that is experiencing extreme hot or cold conditions (i.e., car in summer or winter).
- While in use make sure laptop is on solid level surface (i.e., table, desk).
- Turn off and secure your computer after you are done working to protect your work and information.

2.2 CARRYING CASE

- The school will provide a protective case for transporting the computer.
- When transporting computer put it in the case.
- Do not overstuff the case used to transport the laptop; extreme pressure on the laptop can cause permanent damage to the screen and other components. No books or other heavy items should be placed on your laptop.

2.3 SCREEN CARE

- Use a soft, dry, lint-free cloth in most cases when cleaning the computer. If necessary, the cloth may be dampened slightly to assist in the cleaning areas that do not appear to be coming clean with the dIY cloth. Computer screens show fingerprints and smudges easily but be sure to follow proper cleaning procedures. Never use cleaning products with acetone or ammonia. Screens are expensive to replace, so it is imperative that they are cleaned appropriately (as listed above) or with cleaners that have been approved by the school technology coordinator or administration office.

- Do not grab and squeeze the computer screen as this can damage the screen and other components.
- Avoid extreme pressure on the laptop as it can cause permanent damage to the screen and other components.

2.4 DEVICE HOMEROOM

- Laptops must not be left in unsupervised areas (unlocked vehicle, hallway, lunchroom, locker room, etc.) Any device left in these areas is in danger of being stolen.
- To avoid leaving laptop in an unsupervised location, devices can be left in a secure classroom.
- Any student not taking the device home is required to leave the device in the Technology Room.

2.5 FEES AND DAMAGE

- If device or device accessory damage has occurred, all repair or replacement costs will be the responsibility of the student. The district will cover only hardware failures not due to negligent use. The district will have the damage repaired or replaced by an authorized dealer and bill the student for the costs. Families are welcome to check with their personal insurance company about coverage.
- Examples of damage include but are not limited to: cracked screens, broken or lost cases, broken or lost keyboards, stripped or lost cords.
- Reports of damage must be reported immediately. Students must fill out a damage form that can be found in the office. Return this completed form to the school office.
- All repairs or replacements must be completed by the end of the school year prior to device check-in.

2.6 THEFT

- Devices that are stolen must be reported immediately to the Office, who will inform the Police Department. The student must also fill out an incident form and return it to the Technology Coordinator.

2.7 DEVICE IDENTIFICATION

- Student devices will be labeled by the school. Removal of these tags will constitute in student discipline.

3. USING YOUR DEVICE

Laptops are intended for use at school each day. Students must be responsible to bring their device to all classes, unless specifically instructed not to do so by their teacher,

3.1 DEVICES LEFT AT HOME

- It is imperative that students bring their device to school each day for their learning. If a student leaves their device at home, they are responsible for getting the course work completed.

3.2 DEVICES UNDERGOING REPAIR

- Loaner laptops or iPads may be issued to students when they turn in their devices for repair to the Technology Coordinator. There may be a delay in getting a loaner should the school not have enough to loan.

3.3 CHARGING YOUR DEVICE'S BATTERY

- Students are responsible for having their devices charged for school each day.
- Ensure your device has air circulation while charging.

3.4 SCREENSAVERS/BACKGROUND PHOTOS

- Inappropriate media may not be used as a screensaver or background photo.
- Inappropriate media includes but is not limited to: presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.

3.5 ACCOUNTS

- Students can only log onto their devices with their Fordville-Lankin School accounts provided by the school.
- Fordville-Lankin Public Schools will choose the password/passcode for security.
- Never share your password/passcode or account with peers. You have full responsibility for the use of your account.
- Do not use another's account or represent yourself as someone else.
- Password/passcode sharing with parents and/or guardians is recommended.

3.6 SOUND, MUSIC, GAMES, AND APPS

- Sound must always be muted unless (1) permission is obtained from the teacher for instructional purposes or (2) headphones are used with the teacher's permission.
- School appropriate and legally downloaded music is allowed on the device and can be used at the discretion of the teacher.
- During school hours (8:30-3:30pm), game/movie apps or sites are only allowed with teacher permission, including study hall.

3.7 PRINTING

- Laptop users will have access to a printer in the media center.

3.8 HOME INTERNET ACCESS

- Students are allowed to access their home wireless networks on their devices with parental supervision.
- The school filtering solution that is hosted on the school network will filter content accessed through school wireless network. The district makes no guarantee that their network will be up and running 100% of the time; therefore, parents are still expected to monitor the student's activity in addition to the filter being provided.

4. MANAGING YOUR FILES AND SAVING YOUR WORK

4.1 SAVING TO THE DEVICE

- Students are solely responsible for any data stored on the device. It is the sole responsibility of the student to backup such data as necessary. Storage space will be available on the devices, BUT devices will NOT be backed up in case of restoring or reimaging. Students are encouraged to use cloud-based storage services. Students are provided with two secure cloud-based storage are: Google Applications for Education and the State K 12 Office 365. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Device malfunctions are not an acceptable excuse for not submitting work.

4.2 NETWORK CONNECTIVITY

- Fordville-Lankin Public Schools 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 DEVICES

5.1 ORIGINALLY INSTALLED SOFTWARE

- The software/apps originally installed by Fordville-Lankin Public Schools must always remain on the device in usable condition and be easily accessible. During the school year, our district may add software applications for use in a particular course. The licenses for this software require that the software be deleted from devices at the completion of the course. Periodic checks on devices will be made to ensure that students have not removed required software/apps.

5.2 ADDITIONAL SOFTWARE

- Due to the nature of virus possibilities on laptops, students are not allowed to download and install programs onto the laptop. The Technology Coordinator will install all laptop software. Misuse of software/apps or inappropriate software/apps will result in disciplinary action.

6. NETWORK USE AND PERSONAL CONDUCT POLICY

The following is a list of rules and guidelines that govern the use of Fordville-Lankin Public School's computer and network resources, Network Resources in this document refers to all aspects of the school's owned equipment, including computers, printers, scanners, and other peripherals, as well as email, Internet services, servers, network files and folders, and all other technology-related equipment and service. These rules apply to any use of the schools' network resources whether this access always occurs while on or off the school's grounds.

6.1 STUDENT WILL

- Use the devices for school purposes only.
- Use appropriate language and be respectful to others. This includes no cyberbullying.
- Observe and respect license and copyright agreements.
- Keep passwords and personal information confidential.

6.2 STUDENTS MAY NOT USE NETWORK RESOURCES:

- To create, send, share, access or download material, which is abusive, hateful, threatening, harassing or sexually explicit.
- To alter, add or delete any files that affect the configuration of a school device.
- To access the data or account of another user (altering the device or files of another user is vandalism).

- To copy district software (copying school-owned software programs is considered theft).
- To attempt to change any Fordville-Lankin Public Schools' network or server configuration.
- To give home addresses or phone numbers to anyone on the Internet that may be potentially unsafe (this protects users from becoming potential victims of those with criminal intent).
- Give passwords to anyone.
- To post anonymous messages
- To forward email commonly known as "SPAM", Unsolicited Email (UCE), or "junk email".
- To instant message or chat during class unless relative to academic related expectations.
- Record staff or students without their consent or knowledge, this includes: Webcams, laptops, cameras, cell phones, or any other digital device.

7. STUDENT DISCIPLINE

Any student who violates the rules and expectations relative to this handbook and technology use will be subject to disciplinary action. Consequences may include: a letter or a phone call to parents or guardians, detention, or suspension depending on the violation or degree of misuse. Students who violate the rules may also lose access to the device for a time period or have their devices restored to the original settings. Serious violations will result in the students' use of technology restricted and/or revoked.

There may be issues that arise which are not covered in this policy. Fordville-Lankin School will handle each situation case by case with possible disciplinary action.

Fordville-Lankin Public Schools Student Pledge for Use of Personal Device

1. I will take good care of my device.
2. I will never leave the device unattended.
3. I will never loan out my device to other individuals.
4. I will know where my device is at all times.
5. I will charge my device's battery daily.

6. I will keep food and beverages away from my device since they may cause damage to it.
7. I will not disassemble any part of my device or attempt any repairs.
8. I will protect my device by only carrying it while in a protective case.
9. I will use my device in ways that are appropriate, meet Fordville-Lankin Public School's expectations, and are educational.
10. I will not place decorations (such as stickers, markers, etc) on the device or case owned by the district.
11. I will not deface the identification label on any device.
12. I understand that my device is subject to inspection at any time without notice and remains the property of Fordville-Lankin Schools.
13. I will follow the policies outlines in the Personal Device Handbook and the Acceptable Use Policy while at school, as well as outside of school.
14. I will report any case of theft, vandalism, and other acts to Fordville-Lankin Public School's administration so that a police report can be filed.
15. I will be responsible for all damage or loss and understand the repair/replacement procedures.
16. I agree to return the device and accessories in good original working condition.

ZOOMING ETIQUETTE



- 1) Be mindful of what's in your surroundings.
 - A. No reference of alcohol, tobacco, guns etc.
- 2) Dress in appropriate clothing as if you were at school
- 3) No attendance for Zoom call can result in grading at the discretion of the teacher
- 4) Contact school or teacher if problem with the call
- 5) If a student is going to be absent from a Zoom call a parent/guardian must notify the school.
 - A. Attendance is required
- 6) Mute microphone (background noise can be distracting)
- 7) Position camera so that you can be seen, and video must be turned on
- 8) Prepare before the call begins
 - A. Bring notebook, textbooks, pencils, etc. to the call before it starts
- 9) Plan ahead
 - A. Take books home when distance learning starts
 - B. Assignments need to be turned in by due date

After reading this form in its entirety, sign and return this sheet to the office.

I agree to the stipulations set forth in the above documents including the Student Personal Device Handbook, the Acceptable Use Policy, and Student Pledge for Use of Personal Device.

Student Name (Please Print) _____

Student Signature _____ Date _____

Parent Name (Please Print) _____

Parent Signature _____ Date _____

School device and accessories must be returned to the Fordville-Lankin Public School in the original condition at the end of each school year. Student who graduates early, withdraw, are suspended, or expelled, or terminate enrollment at Fordville-Lankin Public Schools for any other reason must return their individual school device and accessories on the date of termination.

Fordville-Lankin Public Schools

School Issued Device Policy 2021-2022