

Category: 8000 STUDENTS	Policy Number: 8637
Policy Title: SNAKE RIVER 1:1 DEVICE PROGRAM	Effective Date: January 8, 2018

The Snake River School District is committed to being a student-focused community of instruction and learning where students reach their full potential as individuals, as learners, and as respectful contributing members of our global economy and society. The 1:1 Device Program gives students the tools to have instant access to the world of information and also to become producers rather than just consumers of information that is available through the use of technology.

Snake River School District is creating the 1:1 initiative to transform teaching and learning. This initiative promotes 21st Century skills such as critical thinking, collaboration, communication, creativity and technology proficiency. The District provides students with education technology services. These services include, but are not limited to, the use of technology devices, school accounts, and the Internet.

Snake River School District retains sole right of possession of the device and grants permission to the student to use the device according to the guidelines set forth in this document. Moreover, Snake River administrative staff retains the right to collect and/or inspect the device at any time; and to alter, add or delete installed software or hardware in an effort to keep device configurations the same. Students will be issued a device, device charger and protective case. Snake River School District will retain a record of the property tag and serial number of the device and the name of the student it is assigned to. Ownership by the student is not granted until graduation. If a student leaves the district prior to graduation they may buy the device at a prorated cost, or it must be returned within a week of withdrawing from school.

Students will be required to read Policy 8636, Responsible Use, and sign accompanying form. All rules in that policy will be enforced. Students will also abide by the rules listed in 8637P1, Snake River 1:1 Device Program Procedure.

Discipline

Any student who violates the rules and expectations relative to the procedure and technology use will be subject to disciplinary action. Consequences may vary depending on the violation or degree of computer misuse. Students who violate the rules may also have their devices restored to the original settings. Serious violations will result in the students' use of technology restricted and/or revoked. Students and parents should reference Policy 8070, Code of Conduct, for all disciplinary steps.

Device Damage

If a device is damaged, the school must be notified within 24 hours of the incident as stated in the procedure. If the device charger is damaged or lost, the student is responsible for the replacement cost as stated in Policy 5335, Fines for Loss of Property. Money will be paid to the school to an account setup for the 1:1 Program.

Expectation of Privacy

Students have no expectation of confidentiality or privacy in respect to any usage of the device, regardless of whether that use is for school related or personal purposes. The school may, without prior notice or consent, log, supervise, access, view, monitor and record use of student device at any time for any reason. By using this device, students agree to such access, monitoring and recording of their use. (See Policy 8636, Responsible Use) Ultimately the device is the property of the school, and the school has the right to determine what is appropriate and search the computer if necessary at any time.

REFERENCES:

- Policy 5335, "Fines for Loss, Damage or Destruction of Books, Equipment or Property"**
- Policy 8070, "Code of Conduct"**
- Policy 8636, "Responsible Use of Internet, Computer, and Network Resources for Students"**
- Procedure 8636F1:, "Internet, Electronic Devices, and Network Service Student User Agreement"**
- Procedure 8637P1, "Snake River 1:1 Device Program Procedure"**

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MISSION STATEMENT: The Snake River School District is committed to being a student-focused community of instruction and learning where students reach their full potential as individuals, as learners, and as respectful contributing members of our global economy and society.

THE VISION FOR TEACHING AND LEARNING AT SNAKE RIVER HIGH SCHOOL

The SRHS 1:1 Device Program gives students the tools to have instant access to the world of information and also to become producers rather than just consumers of information that is available through the use of technology.

This program will provide each Freshman starting with the Class of 2017-2018 daily access to a device during the school year. Each freshman year after the 2017-2018 school year will receive a device to be used during the 4 years while attending high school. Students are responsible for care and proper use of the device with cooperation of parents and guardians. Students that transfer into the district may be assigned a device at the discretion of the administration. Ownership of the device may be earned upon graduation.

The purpose of the 1:1 initiative is to transform teaching and learning. This initiative promotes 21st Century skills such as:

- Critical thinking
- Collaboration
- Communication
- Creativity
- Technology proficiency

PART ONE: STUDENT AND PARENT RESPONSIBILITIES

The following is a list of rules and guidelines that govern the use of the Snake River High School issued device:

- Policy 8636 (Responsible Use)
- Policy 8637 (1:1 Program)
- Policy 5335 (Fines for Loss, Damage or Destruction of Books, Equipment or Property)

Items issued to Student

The Responsible Use Agreement must be signed and returned before a student will be issued a device. Snake River School District #52 retains ownership of the device and grants permission to the student to use the device according to the guidelines set forth in this document. Moreover, Snake River administrative staff retains the right to collect and/or inspect the device at any time; and to alter, add or delete installed software or hardware. Students will be issued a device, charger, and protective case. Snake River School District #52 will retain a record of the property tag and serial number of the device and the name of the student it is assigned to. Ownership by the student is not granted until graduation.

Students will:

- Bring his/her device to school fully charged daily.
- Leave the device in the school provided protective case.
- Bring their devices to all classes, unless specifically advised not to do so by their teacher.
- Make arrangements for the device to be brought to school if forgotten. Students without a device may use one from the lending pool upon availability and at the discretion of the administration.
- Mute their sound. Earbuds or headsets must be used at all times unless the teacher directs otherwise.
- Ensure that loss, theft and/or damage is reported to the school within 24 hours of the incident or to helpdesk@snakeriver.org if school is closed.
- Be able to purchase additional chargers from the district if desired.

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Students will NOT:

- Attempt to record and/or take pictures of staff or students without their explicit consent or knowledge. This includes, but is not limited to: webcams, microphones, cameras, cell phones, or any device capable of recording. (Policy 8540)
- Access social media or chat electronically during class unless relative to academic related expectations.

Parent Expectations

- Participate with their student as they learn to use this instructional tool to enhance their educational experience.
- While the school system will provide Internet content filtering for the security of their student, parents are ultimately responsible for monitoring student use of the device and Internet at home.
- Parents and/or guardians will ensure that loss, theft and/or damages are reported to the school within 24 hours of the incident or through email to helpdesk@snakeriver.org if school is closed.
- Parents and/or guardians will review with their student/s this policy as well as the Snake River School District Policy 8636 (Responsible Use) and Policy 5335 (Fines for Loss Property).
- Parents and/or guardians are responsible for ensuring the return of the device if device privileges are revoked.
- The device will be returned if the student withdraws from school. It can be purchased at a prorated cost if the student desires to take it with him/her.

Discipline

Any student who violates the rules and expectations will be subject to disciplinary action. Consequences may vary depending on the violation or degree of device misuse. Students who violate the rules may also have their device restored to the original settings. Serious violations will result in the students' use of technology being restricted or revoked. Students and parents should refer to the Code of Conduct (Policy 8070) for all disciplinary steps.

PART TWO: DEVICE GENERAL USE AND CARE

Students, parents, and/or guardians are expected to follow the guidelines listed in this document and take any additional reasonable precautions to protect the assigned device.

General Care

- Do not remove, block, or otherwise interfere with the serial number, asset tag or any identification placed on the device. If stickers are defaced or removed the student will be assessed a fine. (See Policy 5335 - Fines for Loss of Property)
- The student will be responsible for keeping the equipment clean and in good working order.
- Insert and remove cords, cables, and removable storage devices carefully.
- Do not do anything to the device that will permanently alter it in any way.
- Shutdown and close the lid of the device when it is not in use.

Personal Health and Safety

- Avoid resting the device directly on your lap for long lengths of time.
- Avoid lengthy use involving repetitive tasks (such as typing and use of track-pad).
- Take frequent breaks as well as alter your physical position (typing while standing, sitting, leaning, etc.) to minimize discomfort.

Keep Your Device Away from All Liquids

Keep food and liquid away from your device. Exposure to liquids, especially sugary drinks, will damage a device and result in potentially large repair costs.

Carrying the Device

- Books in backpacks will put extreme pressure on the device that can cause permanent damage to the screen and other components.
- Do not grab and squeeze the device as this can damage the screen and other components.
- Remove all plugged in items (e.g. USB flash drives, mouse receivers, SD cards, ear buds etc.) from the ports prior to transporting.
- Never lift or carry the device by the screen.
- Always transport the device with care and with the screen closed.

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Cleaning the Device

- Use a soft, dry, micro-fiber lint-free cloth when cleaning the device. If necessary, the CLOTH may be dampened slightly with water to assist in cleaning areas that do not appear to be coming clean with the dry cloth. Device screens tend to show fingerprints and smudges easily. Using proper cleaning procedures and care will keep your screen looking new.
- Never use cleaning products with solvents, acetone, or ammonia.
- Read and follow any maintenance alerts from the school technology personnel or the administration office.
- Screens are expensive to replace, so it is imperative that they are cleaned appropriately (as listed above).

Charging of the Device

- Charge your device every school night. Make sure device is fully charged every day before coming to school.
- If storing or transporting the power charger, it is recommended that it be loosely wrapped to avoid damage to the cord over time.

Shutting Down the Device

Power the device completely down (off) when it will not be used for an extended duration.

Software

- The school may add or update applications.
 - It is the responsibility of the student to be aware of additional software apps or extensions loaded onto their device which are required for classes or school activities.
- Students are allowed to install appropriate Chrome web apps and extensions from Chrome Web Store with teacher or technology personnel permission. Students are responsible for these apps. Material deemed as inappropriate will lead to disciplinary action.

Downloading Programs & Personalizing the Device

- Operating system updates are automatically checked for, downloaded, and installed to the device as needed.
- Do not alter or replace the operating system that is loaded on the device.
- Students will not stream/download music, movies, videos, games, or pictures for entertainment purposes while using Snake River School District #52 provided Internet.
- Google Apps that are appropriate for Education can be loaded on the device.
- The protective case of the device may be personalized to make it unique to the student. The Inventory tag, Student Name, and Serial Number of the device must always remain visible.

Device Problems

- Students may access technical assistance by emailing the Technology Help Desk at, helpdesk@snakeriver.org.
- All device repairs are to be made by Snake River School District#52. Any device worked on by an outside source may be determined as intentionally broken where parents/students can be held liable for up to the entire cost of the device.
- It is a student's responsibility to maintain a 100% working device at all times. If the device is not working properly the student needs to first talk to the teacher in the class to determine if minor troubleshooting will take care of the problem. If the problem still exists, take the device to the Technology Help Desk where it can be examined. If the device cannot be fixed immediately, the student may be issued a spare device to use on a temporary basis.
- If a student is away from the school and needs assistance, they can submit an email to the Help Desk at helpdesk@snakeriver.org. Even though response will not be immediate, district personnel capable of finding a solution will be notified and the problem will be taken care of in a timely manner.
- When in doubt, go to IT Help Desk for major issues, or ask a teacher for help on small troubleshooting problems.

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Device Damage

- If a device is damaged, the school must be notified within 24 hours of the incident or helpdesk@snakeriver.org if after hours. The student/student's family may be responsible for damages beyond normal wear and tear of the device, charger, and/or case. Snake River School District #52 reserves the right to charge the student and parent up to the full cost for repair or replacement when damage occurs as per Policy 5335 - Fines for Loss of Property.
- Students will be required to take the device to the SRHS Office if it breaks or fails to work properly. Complete a repair request referencing the problem.
- A student who does not have a device due to a computer being damaged accidentally or intentionally may be issued a device for day use from the lending pool, depending upon availability and administrator's discretion.
- If the device charger is damaged or lost, the student is responsible for the replacement cost.
- When a charge is assessed or a device purchase is desired, money will be paid to the Snake River High School to an Account designated for the 1:1 Program.

Loss or Theft of Device

- Devices that are lost or stolen must be reported to the Technology Department within 24 hours of the incident or by email to helpdesk@snakeriver.org if school is closed.
- If a device is lost or stolen the student will be financially responsible for its replacement.
- If a device is stolen or vandalized the parent and/or guardian shall file a police report within 24 hours of the incident.
- Devices can be tracked and remotely accessed by the Technology Department when necessary.

Expectation of Privacy

Students have no expectation of confidentiality or privacy in respect to any usage of the device, regardless of whether that use is for school related or personal purposes. The school may, without prior notice or consent, log, supervise, access, view, monitor and record use of student device at any time for any reason. By using this device, students agree to such access, monitoring and recording of their use. (See Policy 8636 - Responsible Use)

PART THREE: DEVICE USE AND CARE AT SCHOOL

Student Use in Classrooms

- Students will be required to take their device to each class each day, unless instructed otherwise by the teacher and/or administrator for that specific day.
- Students who access inappropriate sites or sites not related to the class may face disciplinary action from the teacher and/or the administration.
- When the device is not being used in class, it is to be closed, stored, or positioned at the discretion of the teacher.

Student Access to Internet at School

At school, students will have access to the Internet through the Snake River School District #52 network. When not at school students can access the Internet if they have it available to them in their home or other locations. The school's web content filtering system will be in place when students access the Internet outside of the school. Therefore, sites that are blocked at school will also be blocked in other locations where students access the Internet. (See Policy 8636 - Responsible Use)

Charging of Device at School

It is the student's responsibility to have their device charged each day when they come to school. Charging stations may be made available in designated areas in the school or classrooms. Normally, during a typical school day battery life for a fully charged device can be used for classes with no additional charging required.

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Keep Your Device in a Safe Place

- The device and accessories must be stored in a safe place (A locker, when locked, is considered a safe place). Do not leave the device on the floor where it might be stepped on. Do not leave it in a car or anywhere it might be exposed to extreme temperatures.
- Devices left in unattended classrooms or other areas are considered "unattended" and may be confiscated by faculty or staff as a protection against theft. Unattended and unlocked equipment, if stolen - including at school- will be the student's responsibility.
- Never leave devices in school vehicles, in the gym, in a locker room, on a playing field, or in other areas where it could be damaged or stolen.

PART FOUR: DEVICE USE AND CARE AT HOME

Student Access to Internet at Home

Students are allowed device access at any time whenever internet service is available. Parents should monitor their student's time and activities on the device. It is recommended students utilize their device in a centralized location.

Student Access & Monitoring

- The device and case is the property of the school, and the school has the right to determine what is appropriate and search the computer if necessary at any time.
- The District's filter allows the District to block web sites which are deemed as inappropriate for students whether they are accessing the web via the District's network or if they are connected to the Internet at other locations. (See Policy 8636 - Responsible Use)
- Students who access inappropriate sites may face disciplinary action from the teacher and/or the administration.
- If inappropriate sites are accessed by accident (which does occur at times) it is recommended that the student immediately move to another site, and report the incident to an adult.

Responsible Use and Digital Citizenship

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

Respect Yourself

I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.

Protect Yourself

I will ensure that the information, images and materials that I post online will not put me at risk now or in the future. 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 online. I will protect passwords, accounts and resources.

Respect Others

I will show respect to others. I will not use electronic mediums to antagonize, bully, harass or stalk people. I will show respect for other people in my choice of websites: I will not visit inappropriate websites. I will not enter into other people's private spaces or areas. I will not take pictures or videos of students or staff without their consent.

Protect Others

I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.

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Respect Intellectual Property

I will request permission to use copyrighted or otherwise protected materials. I will suitably cite 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 rules.

Protect Intellectual Property

I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their license.