

# KINDRED PUBLIC SCHOOL DISTRICT

## Student Device Policy & Handbook 2020-21

### **The Vision for Teaching and Learning in the Kindred Public School District**

Technology devices 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. KPS will provide each student access to a device or allowing more technology opportunities to students. Technology offers opportunities for exploration and analysis of academic subjects in ways that traditional instruction cannot replicate. Academic work for courses takes priority over use of the computer and other media center equipment.

The Kindred Public School District (KPSD) will transform teaching and learning by:

- Promoting student engagement and enthusiasm for learning.
- Encouraging collaboration among students, teachers, parents, community members through interactive capabilities and opportunities.
- Guiding students in their learning and production of knowledge.
- Allowing students access to information and use information for their learning.

Apple describes it in this way, "Students become pilots of their learning not just passengers along for the ride." Research shows that technology "levels the playing field" for all students, regardless of any families' economic situation.

### **PART ONE: NETWORK USE AND CONDUCT POLICY**

#### **Ownership**

KPSD retains sole right of possession of the device grants permission to the Student to the use of a device according to the guidelines set forth in this document. Kindred administrative staff retains the right to collect and/or inspect the device at any time, including via electronic remote access; and to alter, add or delete installed software or hardware.

#### **Equipment Provided**

Efforts are made to keep all devices configurations the same. All devices include a protective case, software and a power adapter.

#### **Responsibility for Electronic Data**

The student is solely responsible for any data stored on the device. It the responsibility of the student to back up data. KPSD students have access to two secure cloud-based storage areas-GAFE (Google Applications for Educations) and the Office 365.

The following is a list of rules and guidelines that govern the use of the KPSD network resources (including student device). KPSD2 Network Resources refers to all of the school's owned/leased equipment, including computers, printers, scanners, peripherals, as well as email, Internet services, servers, network files and folders, and all other technology related equipment and services. These rules apply to any use of the school's network resources, whether this access occurs while on or off campus.

#### **Students will:**

- Access the system for educational purposes during school hours, (this includes the use of networked printers in the building).
- Use appropriate language and be respectful of others. This includes no cyber-bullying.
- Observe and respect license and copyright agreements.
- Keep passwords and personal information confidential (Student names, telephone numbers, and addresses should not be revealed over the system).
- Return the device to the KPSD Technology Department at the end of the school year for system updates and reimaging.

#### **Students will NOT:**

- Create, send, share, access or download material, which is abusive, hateful, threatening, harassing or sexually explicit;
- Alter, add or delete any files that affect the configuration of a school device;
- Conduct any illegal activity (this includes adhering to copyright laws);
  - access the data or account of another user (altering files of another user is considered vandalism);
- Copy KPSD school software (copying school owned software programs is considered theft).
- Attempt to change any KPSD network or server configuration.
- Give their home address or phone number to anyone on the Internet (this protects users from becoming potential victims of those with criminal intent).
- Use the option that "remembers" your password. Anyone who has access to your account, even for a few minutes, has access to your email, your local data, and any website to which you saved your password.

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- Give password(s) to anyone.
- Record staff or students without their consent or knowledge, this includes:
  - webcam
  - laptop
  - camera
  - cell phone
  - or any other digital device.
- Post anonymous messages.
- Forward email commonly known as "SPAM," Unsolicited Commercial Email (UCE), or "junk email."
- Instant message or chat during class unless relative to academic related expectations.

### **Discipline**

Any student who violates the rules and expectations relative to this Handbook and technology use will be subject to disciplinary action. Consequences may vary from a letter or a phone call home to detentions or suspensions depending on the violation or degree of computer misuse. Students who violate the rules may also lose access to the laptop for a period of time or have their hard drives restored to the original settings. Serious violations will result in the students' use of technology restricted and/or revoked.

## **PART TWO: LAPTOP USE AND POLICIES FOR STUDENT**

### **Computer Damages and Care**

#### **Insurance Program**

- Parents are given the opportunity to purchase insurance for the computer at a rate of \$40.
  - If the parent/guardian opts out of the insurance, they will be responsible for the full cost of any repair and device will remain on school property.
- If a computer is lost or stolen the parent must provide a police report and will be responsible for the \$99 deductible charge
- A list of covered items is available on the KPSD website

#### **Computer Damages**

- Notify the school immediately if a device is damaged. If a student damages a device due to negligence, the student/student's family is responsible for paying repair or replacement costs.
- KPSD reserves the right to charge the Student and Parent the full cost for repair or replacement when damage occurs due to gross negligence as determined by administration. Examples of gross negligence include, but are not limited to:
  - Leaving equipment unattended and unlocked.
  - Lending equipment to others other than one's parents/guardians.
  - Using equipment in an unsafe environment.
  - Using equipment in an unsafe manner.
  - A student who does not have a device due to a computer being damaged accidentally will be allowed to use a device from school.
- A student who does not have a device due to damage will be allowed to use a replacement device. Other options for use in this situation would include access to a school machine during school hours.
- A student who does not have a device due to intentional damage, may be allowed to use another school device. The student who damages their computer case is responsible for replacement. Insurance does not cover protective coverings.

#### **Appropriate Use in Education**

- Students will have technology lessons presented to them throughout the school year. It is important that students are aware of appropriate use of technology for their own protection and security.

#### **Bringing the Device to School**

- Students will bring the device to school daily.
- Teachers will be designing their lessons and classrooms based on students having access to the device.
- When the device is not being used in class it is to be closed or at a 45-degree angle. (Courtesy Mode)
- The device must be kept in the carrying bag at all times when it is not being used.
- Students who accidentally leave their device at home may have access to a limited number of devices that are available in the Media Center. Students would not be able to take this device home with them.

#### **Charging of Computers**

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- Student will bring their device fully charged to school.
- During a normal school day, a typical device fully charged (through a normal electrical outlet) can be used for the entire day for classes with no additional charging required.
- Student will be responsible for the charger. The student will cover the cost to replace lost or damaged chargers.

### **Downloading Programs & Personalizing the Device**

- Programs and software updates are available in Self Service.
- Each device and bag are easily identified by a specific numbering system ("Asset Tag") that is placed on the device by KPSD.

### **Devices from Home**

- Students are not allowed to bring their personal devices from home to use. Devices at KPSD are all formatted with the same basic programs and software.

### **Headphones**

- The use of headphones in class and/or during study times are at the teacher/supervisor's discretion.

### **Student Printer Use**

- Students will have access to a printer.

### **Read all Safety Warnings and information**

- Links will be on the KPSD website; and updated as needed.

## **PART THREE: DEVICE CARE REMINDERS**

### **General Care**

- Treat school devices with as much care as if it was your own property.
- Do not remove or change the physical structure of the computer, including the keys, screen cover or plastic casing. The student will be responsible for 100 percent of the repair or replacement cost.
- Do not remove or interfere with the serial number or any identification placed on the device.
- Keep the equipment clean. Don't eat or drink while using the device.
- Do not alter the device in any way.
- Back up your data to the cloud.
- Do not put stickers or use any type of markers on the computer.
- Always charge your device out of the computer bag and on a hard surface. Allow for air circulation while charging.
- Close the lid of the device when it is not in use.
- Device should be carried in the protective cases. Do not walk from one location to another with an open device.

### **Keep Your Computer in a Safe Place**

- The device bag, with the computer and other equipment, must be stored in a safe place (A locked locker, is considered a safe place). Devices should never be left on the floor or within reach of children or pets.
- Don't leave it in a car or anywhere it might be exposed to extreme temperatures.
- Devices left in bags in classrooms or other areas are considered "unattended" and will 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.
- Do not leave devices in school vans, in the gym, in a locker room, on playing field, or in other areas where it could be damaged or stolen.
- Avoid storing the computer in a car other than in a locked trunk. The locked trunk of a car would be an acceptable storage place as long as it's not excessively hot or cold.

### **Computer Bags**

- Each student device will be provided with a protective case or bag. Devices must be stored in case when being transported. Only case/bags provided are allowed. It is specially designed for the device. Nothing else should be placed in the device bag or pouch or case, but the device.
- Avoid liquid exposure to device. Exposure to liquids will severely damage a device and will result in repair costs. Keep food and liquid away from your device.

### **Device Problems**

- It is a student's responsibility to maintain a 100% working device at all times.
- If the student's device is not working properly the student needs to first talk to the teacher in the class to determine if some minor troubleshooting will take care of the problem. If the problem continues, see Technology Staff.

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- Submit a Technology HelpDesk Ticket at: <https://www.thinkhelpdesk.com/Kindred>

### **Only One User**

- Do not allow anyone else to use your device other than your parent or guardian. Student is responsible for loss or damage that occurs at all times.

### **Cleaning the Device**

- Use a soft, dry, lint-free cloth in most cases when cleaning the device. If necessary, the cloth may be dampened slightly to assist in the cleaning areas that do not appear to be coming clean with the dry cloth. The device screens show fingerprints and smudges, follow proper cleaning procedures to keep your screen looking new. Never use cleaning products with acetone or ammonia.
- Read and follow any maintenance alerts from the school technology personnel or the administration office.

### **Shutting Down or Closing the Device.**

- Shut down the device when it won't be used for an extended duration.
- Wait until the Apple Logo on the cover of the device dims before moving it.
- Close computers before moving from one location to another; iPads should have protective cases closed over display.

### **Carrying the Device**

- Always completely close the lid before moving it, even for short distances.
- Always store and transport the device in the zipped device bag.
- Only store the device (e.g., cords, papers or disks) in the device area on the bag.
- Carry the device bag to and from school in your normal school pack.
- Do not grab and squeeze the device, as this can damage the screen and other components.

### **Personal Health and Safety**

- Avoid extended use of the device resting directly on your lap. The device can generate significant heat and cause temporary or permanent injury. Use a barrier—such as a book or devices made specifically for this purpose—when working on your lap.
- Avoid lap-based computing while connected to the power adapter as this will significantly increase heat production.
- Avoid lengthy use involving repetitive tasks (such as typing and use of the track-pad). Take frequent breaks as well as alter your physical position (typing while standing, sitting, leaning, etc.) to minimize discomfort.
- If possible, set up a workstation at home allows you to situate the screen at eye-level.

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### **DISCLAIMER**

The Kindred Public School District (KPSD) is and will continue to do everything possible to keep students safe when using technology. However, the KPSD does not have total control of the information on the Internet or incoming email. The State of North Dakota does provide content filtering at school, but it does not provide 100% security. Sites accessible via the Internet may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal or otherwise inconsistent with the mission of the KPSD. While the KPSD's intent is to make Internet access available for educational goals and objectives, account holders will have the ability to access other materials as well. The KPSD expects students to use technology appropriately and follow all policies when using the Internet. Students found in violation of the policy will be disciplined.

### **Device Insurance**

Please visit the Kindred Public School website for device insurance policy.