

# *Frederick Area School One to One Program*

## *Frederick, South Dakota*

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### **Frederick Area School Technology Program**

The focus of the Learning With Technology Program at Frederick High School is to prepare students for their future, a world of digital technology and information. As we enter the twenty-first century, excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and the learning tool of these twenty-first century students is the iPad or laptop computer. The individual use of iPads and laptops is a way to empower students to learn at their full potential and to prepare them for the real world of college and the workplace. Technology encourages students to solve problems and think critically by stimulating analytical thinking. Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Learning with iPads and laptops integrates technology into the curriculum anytime, anyplace.

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The policies, procedures and information within this document apply to all devices used at Frederick High School, including any other device considered by the superintendent to come under this policy.

Teachers may set additional requirements for technology use in their classroom.

#### 1. Specifications

The device selected for use at the Frederick Area School are as follows:

##### Grades K-6

##### **The New 2021 8<sup>th</sup> Generation iPad**

**Operating System:** Latest iOS

**Processor:** A9 chip with 64-bit desktop-class architecture

**Hard Drive:** 32 GB

**Screen:** 10.2-inch Retina display

**Battery:** Up to 10 hours of battery life

##### Grades 7-8

##### **Laptop: Lenovo ThinkPad 11e Yoga Gen 6**

**Operating System:** Windows 10 EDU

**Processor:** 3.9GHz the Intel Core i5-8200Y

**Memory:** 8GB DDR4

**Hard Drive:** 128GB SSD

**Screen:** 11.6" Touch Display Laptop

**Battery:** 46 Wh Lithium-Ion

Grades 9-12**Laptop:** Lenovo ThinkPad 11e Yoga Gen 6**Operating System:** Windows 10 EDU**Processor:** 3.9GHz the Intel Core i5-8200Y**Memory:** 8GB DDR4**Hard Drive:** 128GB SSD**Screen:** 11.6" Touch Display Laptop**Battery:** 46 Wh Lithium-Ion**2. Receiving Your iPad or Laptop**

iPads and laptops will be distributed each fall on the second day of school. Parents & students must sign and return the **Technology Computer Protection Plan**, and the **Acceptable Use Policy/Student Account Agreement (from the Student Handbook)** documents before the device can be issued to their child. The Technology Protection Plan outlines three options for families to protect the device investment for the school district. Please review the Technology Protection Plan included in this handbook.

Devices will be collected at the end of each school year for maintenance, cleaning, and software installations. Students will retain their original device each year while enrolled at FHS.

**3. iPad or Laptop Care**

Students are responsible for the general care of the iPad or laptop they have been issued by the school. Devices that are broken or fail to work properly must be taken to the technology team.

**3.1 General Precautions and use agreement**

- No food or drink is allowed next to your device while it is in use.
- I will take good care of my device and know that I will be issued the same device each year.
- I will never loan out my device to other individuals.
- I will charge my battery daily.
- I understand that my device is subject to inspection at any time without notice and remains the property of the Frederick Area School District.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to pay for the replacement of my power cords, or device case in the event any of these items are lost or stolen.
- I agree to return the district device and power cords in good working condition.
- Cords, cables, and removable storage devices must be inserted carefully into the device.
- Students should never carry their iPads or laptops while open, unless directed to do so by a teacher.
- Protective coverings must be used when transporting devices.
- iPads and laptops must remain free of any writing, drawing, stickers, or labels that are not the property of the Frederick Area School District.
- Devices must never be left in a car or any unsupervised area.
- Students are responsible for keeping their iPads and laptop battery charged for school each day.
- Devices should always be at room temperature before booting. If they are cold, condensation will form and can destroy it.

### 3.2 Carrying iPads

The protective cases provided with iPads have sufficient padding to protect the iPad from normal treatment and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

- iPads should always be within the protective case when carried.
- Some carrying cases can hold other objects (such as folders and workbooks), but these must be kept to a minimum to avoid placing too much pressure and weight on the iPad screen.

### 3.3 Screen Care

The iPad and laptop screens can be 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 place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- Clean the screen with a soft, dry cloth or anti-static cloth. Microfiber cloths work best.

## 4. Using Your Device at School

iPads and laptops are intended for use at school each day. In addition to teacher expectations for technology use, school messages, announcements, calendars, and schedules will be accessed using the device. Students must be responsible to bring their device to all classes, unless specifically advised not to do so by their teacher.

### 4.1 Devices Left at Home

If students leave their device at home, they must immediately phone parents to bring them to school. Repeat violations of this policy will result in disciplinary action.

### 4.2 Devices Undergoing Repair

Loaner devices may be issued to students when their device is left for repair with the technology team.

### 4.3 Charging Your Battery

Devices must be brought to school each day in a fully charged condition. Students need to charge their devices each evening.

In cases where use of the device has caused batteries to become discharged, students may be able to connect their device to a power outlet in class but not all rooms are able to support the electrical needs of every student.

### 4.4 Screensavers

- Inappropriate media may not be used as a case.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.
- Passwords on screensavers are not to be used.

### 4.5 Sound

Sound must be always muted unless permission is obtained from the teacher for instructional purposes.

#### 4.6 Printing

Students may use printers in lounges (with teachers' permission) during class or breaks.

### 5. Managing Your Files & Saving Your Work

#### 5.1 Completing/Saving Work with MS Office and OneDrive

Students will have their own network user account and Microsoft OneDrive account with ample space to back up school-related work.

The devices may be set up with Microsoft OneDrive or Office 365 in which students should utilize to save their work. When using these applications, your files will be kept safe and secure.

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 reason for work not submitted. With the use of Microsoft OneDrive, work is accessible anywhere there is an internet connection.

### 6. SOFTWARE ON DEVICES

#### 6.1 Originally Installed Software

The software originally installed by FASD must remain on the devices in usable condition and be easily accessible at all times.

The iPad is supplied with the latest iOS operating system and with additional software. The laptop is currently utilizing Microsoft Windows 10. From time to time the school may add software applications for use in a course. The licenses for this software require that the software be deleted from tablets 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 school has not exceeded its licenses.

#### 6.2 Additional Software

It is the responsibility of individual students to be aware of additional software programs and files loaded onto their laptop tablet. Students are responsible for maintaining the integrity of software required for facilitating academic activities.

- Any additional software must be appropriate for the school environment and may not infringe on the productivity of the classroom setting.
- Students are responsible for ensuring that only licensed software is loaded onto their devices.
- Violent games and computer images containing obscene or pornographic material are banned.

#### 6.3 Inspection

Students may be selected at random to provide their iPad or laptop for inspection.

#### 6.4 Procedure for re-loading software

If technical difficulties occur or illegal software is discovered, the iPad or laptop will then be wiped and re-imaged. The school does not accept responsibility for the loss of any data deleted due to a wipe and re-image.

#### 6.5 Software upgrades

Upgrade versions of licensed software are available from time to time. Students will be instructed to upgrade their software from the school's network periodically.

## 7. Keeping Your Device & Data Secure

### 7.1 Identification

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

- Record of serial number and machine name tag
- Individual User account name and password

### 7.2 Password Protection

Students are expected to password protect their devices by setting a complex start-up password and keeping that password confidential.

### 7.3 Storing Your Device

When students are not monitoring devices, they should be stored in a classroom. Nothing should be placed on top of the iPad or laptop, when stored in the classroom. Students are encouraged to take their devices home every day after school, regardless of whether or not they are needed. iPads or laptops should not be stored in a student's vehicle at school or at home.

### 7.4 Devices Left in Unsupervised Areas

Under no circumstances should devices be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, locker rooms, library, unlocked classrooms, bathrooms and hallways. Any device left in these areas is in danger of being stolen or broken.

Unsupervised devices will be confiscated by staff and taken to the main office. Disciplinary action may be taken for leaving your iPad in an unsupervised location.

## 8. Technology Technical Support

The Technology team coordinates the repair work for technology devices. Services provided include the following:

- Hardware maintenance and repairs
- Password changes
- User account support
- Operating system or software configuration support
- Application information
- Re-imaging hard drives
- Updates and software installations
- Coordination of warranty repairs
- Distribution of loaner devices

## 9. REPAIRING OR REPLACING YOUR iPad/laptop

### 9.1 Warranty/Repair

Apple does not warrant the iPads from defects in materials and workmanship. The school will repair the iPad in the case of normal use, mechanical breakdown or faulty construction and will provide replacement parts necessary to repair the iPad or iPad replacement. The school does not warrant against damage caused by misuse, abuse, accidents, or software intrusion.

### 9.2 School District Protection

School District Protection is available for students and parents to cover device replacement in the event of theft or accidental damage by fire. The protection cost is \$25.00 annually for each iPad/Laptop with a maximum cost of \$50.00 per family with a \$200.00 maximum charge for each subsequent claim. The school district protection warranty does not warrant against damage caused by misuse, abuse, accidents, or software intrusion.

Students or parents may wish to carry their own personal insurance to protect the device in cases of theft or accidental damage by fire. Please consult with your insurance agent for details about your personal coverage of the iPad/PC.

### 9.3 Claims

All insurance claims must be reported to the main office. Students or parents must file a police or fire report and bring a copy of the report to the superintendent's office before a device can be repaired or replaced with School District Protection.

Fraudulent reporting of theft, loss, or accidental damage by fire will be turned over to the police and insurance company for prosecution. A student making a false report will also be subject to disciplinary action.

The District will work with the Brown County Sheriff's Department to alert pawnshops and police departments in the area to be aware of this district-owned equipment.

### 9.4 Damage

Students will be expected to fill out and turn in an **Initial Device Checkout** sheet when they receive their device. When and/or if any damage occurs, students will be expected to fill out and turn in a **Device Damage Report** for each incident. A picture of the device will be taken to go along with the documentation of the damage. Any unreported/undocumented damages can/will result in fines being assessed when the device is checked in at the end of the school year.

The **Initial Device Checkout** and/or **Device Damage Report** needs to be signed by one of the following when it is turned in. (Mrs. Brotzel, Mr. Kusters, Mrs. Ringgenberg)

### DEVICE PROTECTION

The Frederick Area School District recognizes that with the implementation of the technology initiative there is a need to protect the investment by both the District and the Student/Parent. The following outlines the various areas of protection: warranty, and insurance.

**INSURANCE FOR THEFT OR FIRE:** Following are the three options that are available for these types of losses, and the Student/Parent must commit to one by checking the appropriate box.

No Insurance

You agree to pay for the replacement of the Device at a cost not to exceed \$600.00+ Shipping should the Device be stolen, lost or damaged by fire.

Personal Insurance

You will cover the device under your own insurance policy and in the case of a theft, loss or damage by fire, you agree to pay the District the amount received from your insurance company plus any additional amount needed to cover the device replacement not to exceed \$600.00 + Shipping.

School District Protection

You choose to pay the school district an annual protection payment for coverage of **theft or damage by fire** in the amount of \$25.00 or \$50.00 for family coverage when there are two or more children in high school using devices. The \$25.00 payment is non-refundable and covers the 1<sup>st</sup> claim. This protection coverage has a \$200.00 maximum additional charge per each subsequent claim. This annual coverage begins upon receipt of the payment and ends at the conclusion of each school year. The school district protection warranty does not warrant against damage caused by misuse, abuse, accidents, or software intrusion.

**ADDITIONAL INFORMATION:** In cases of theft, vandalism and other criminal acts, a police report, or in the case of fire, a fire report **MUST be filed by the student or parent** for the protection coverage to take place. A copy of the police/fire report must be provided to the principal's office.

The \$200.00 additional charge is the responsibility of the student/parent and must be paid before the computer can be repaired or replaced.

### **INTENTIONAL DAMAGE/MISUSE/ABUSE:**

**Students/Parents are responsible for full payment of intentional or accidental damages to devices. Warranty or School District Technology Protection DOES NOT cover intentional or accidental damage of the Devices.**

Student Name: \_\_\_\_\_ (Please Print)

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Student Pledge for Tablet/Laptop Use

1. I will take good care of my device and know that I will be issued the same device each year.
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 battery daily.
6. I will keep food and beverages away from my device since they may cause damage to the device.
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 the bag or an approved case.
9. I will use my device in ways that are appropriate and educational.
10. I will not place decorations (such as stickers, markers, etc.) on the district device.
11. I understand that my device is subject to inspection at any time without notice and remains the property of the Frederick Area School District.
12. I will follow the policies outlined in the device *Handbook* and the *Use of Technology Resources Policy* while at school, as well as outside the school day.
13. I will file a police report in case of theft, vandalism, and other acts covered by insurance.
14. I will be responsible for all damage or loss caused by neglect or abuse.
15. I agree to pay for the replacement of my power cords, or device case in the event any of these items are lost or stolen.
16. I agree to return the district device and power cords in good working condition.

By signing this document, I agree to the terms listed and verify that I have received:

1. iPad or laptop
2. AC adapters or charger

Student Name: \_\_\_\_\_ (Please Print)

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_