

Oelwein Community School District

Student Laptop Computer Program

Policy Handbook

2015-2016



August 2015

TABLE OF CONTENTS

Computer Use and Conduct Policy..... pp. 3-5

Laptop Use and Policies for Students pp. 6-8

Laptop Care Reminders pp. 8-11

Technology Acceptable Use Policy.....pp. 12-15

The Vision for Teaching and Learning in the Oelwein Community School District

The 1:1 laptop initiative 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. The goal of the initiative is to provide each 6-12 grader in the district access to a computer daily, and more technology opportunities for students in grades Pre-Kindergarten - fifth grade.

Apple describes it in this way, “Students become pilots of their learning not just passengers along the ride.” Research shows that the 1:1 initiative “levels the playing field” for all students, regardless of the families’ economic situation.

The Oelwein Community School District (OCSD) is taking an aggressive initiative to transform teaching and learning within the district. The 1:1 laptop initiative allows several things to occur for the benefit of student learning, some of these include the following:

- Promoting student engagement and enthusiasm for learning.
- Encouraging collaboration among students, teachers, parents, community members, and people throughout the nation and world through interactive capabilities and opportunities.
- Reducing the use of worksheets and workbooks.
- Guiding students in their learning and production of knowledge.
- Allowing students access to information, along with an opportunity to connect it to their learning in a meaningful manner.

Equipment Ownership

OCSD retains the sole right of ownership of the computer and grants permission to the student to use the computer according to the guidelines set forth in this document.

Equipment Provided

All computers provided to students have ample RAM and hard-disk space, a protective laptop case, software, and other miscellaneous items. OCSD will retain records of the serial numbers of the provided equipment.

Responsibility for Electronic Data

It is the sole responsibility of the student to backup their data as necessary. OCSD provides options for backing up data, but OCSD does not accept responsibility for any such software.

COMPUTER USE AND CONDUCT POLICY

The primary goal of the Oelwein Community School District’s available technology is to enrich the learning that takes place in and out of classrooms. In particular, technology offers opportunities for exploration and analysis of academic subjects in ways that traditional instruction cannot replicate. Academic work for courses always takes priority over any other use of the computer and other media center equipment.

The following is a list of rules and guidelines that govern the use of the Oelwein Community School District’s computer and network resources.

Network Resources in this document refers to all aspects of the school's owned or leased equipment, including computers, printers, scanners and other peripherals, e-mail, Internet services, servers, network file 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 using device on or off campus.**

Students will:

- Access the system for educational purposes during school hours.
- Use appropriate language and be respectful of others. This includes no cyberbullying.
- 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 laptops to the OCSD Media Center at the end of the school year for system updates and re-imaging of the laptop.

Students may NOT use network resources:

- To create, send, share, access or download materials, which are abusive, hateful, threatening, harassing or sexually explicit.
- To download, stream or listen to Internet-based music, video and large image files not for school work, as this slows the performance of the network for all users. The school will monitor the network for violations. This does not include iTunes.
- To send file attachments through the school's email system that are greater than 15MB in size. The transfer process can hinder network speed and access to others.
- To alter, add or delete any files that affect the configuration of a school computer other than the laptop assigned for personal use.
- Attempt to change any OCSD network or server configuration.
- To conduct any commercial business that is not directly related to a class.
- To conduct any illegal activity, which includes adhering to copyright laws.
- To access the data or account of another user. Altering files of another user is considered vandalism.
- To install any software onto OCSD computers.
- To copy OCSD school software. Copying school owned software programs is considered theft.

In addition, students may/must not:

- Give out their home address or phone number to anyone on the Internet. This protects users from becoming potential victims of those with criminal intent.
- Use any option that "remembers" your password. The easiest way to breach security is to allow someone else to use your login account. Anyone who has access to your account, even for a few minutes has access to your email, your local data, your server account, and any website to which you saved your password.
- Give passwords to anyone, except the Oelwein School District Technology Director.
- Video tape staff or students without their consent or knowledge, this includes:
 - webcams
 - laptops
 - cameras
 - cell phones
 - or any other digital devices.

- Post anonymous messages.
- Forward email commonly known as “SPAM”, Unsolicited Commercial Email (UCE), or “junk email”.
- I.M. (instant message) or chat during class unless relative to academic related expectations.

Discipline:

Any student who violates the rules and expectations found in this handbook will be subject to disciplinary action.

Misuse of the computer equipment or network may result in one or more of the following **consequences depending on the severity of the infraction.**

- A suspension of commuter privileges
- A warning - which will be documented in the student information system and a parent may be notified.
- Detention
- In-school or out-of-school suspension for a specified time period depending on the severity of the infraction
- Expulsion from school
- Involvement of local law enforcement

Serious violations may result in the students’ use of technology restricted and/or revoked. Students and parents should reference the discipline policies found in the Student/Parent Handbook.

Disclaimer

The Oelwein Community School District (OCSD) is and will continue to do everything possible to keep students safe when using technology. However, the OCSD does not have control of the information on the Internet or incoming email, nor does it provide any technical barriers to account holders accessing the full range of information available. 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 Oelwein Community School District. While the Oelwein Community School District’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 Oelwein Community School District expects students to use technology appropriately and follow all policies when using the Internet. Students found in violation of the policy will be disciplined.

The Oelwein Community School District makes no warranties or guarantees with respect to school network resources nor does it take responsibility for:

1. The content of any advice or information received by a student
2. The costs, liability or damages incurred as a result of access to school network resources or the Internet.
3. Any consequences of service interruptions.

LAPTOP USE AND POLICIES FOR STUDENTS

Computer Damage

Any unintentional damage incurred to the laptop will result in a fine as follows:

- First incident: No charge
- Second incident: Up to \$100 of the total cost of the repair
- Third Incident: The full cost of the repair, up to the cost of replacement of the laptop

Failure to pay the fine will result in a loss of the student's use of a laptop outside of normal school hours.

Students intentionally damaging their or another student's laptop will be assessed the entire cost of repairs or replacement.

Student Use in Classrooms

Students will be required to take their computer to each class each day, unless told differently by the teacher for that specific day. When the computer is not being used in class the cover should be closed or at a 45 degree angle.

Student Access to Internet

At school, students will have access to the Internet through the school server. When not at school students can access the Internet if they have Internet access available to them.

Students are allowed 24/7 computer access so parents should monitor their student's time and activities on the computer.

Appropriate Use in Education

Students will have ethical and appropriate use of technology lessons presented to them prior to issuance of a laptop. It is important that students are aware of appropriate use of technology for their own protection, and security and in order to effectively use technology in the 21st Century.

Topics covered in these learning sessions will include information on cyber-bullying, inappropriate web sites, online safety, appropriately citing online sources, plagiarism and misuse of the equipment.

Students Access & Monitoring

Ultimately the computer is the property of the school, and the school has the right to determine what is appropriate and to search the computer if necessary at any time.

Oelwein administrative staff retains the right to collect and/or inspect the computer at any time, including via electronic remote access; and to alter, add or delete installed software or hardware.

The district's filter will only block inappropriate websites while the student is connected to the district network. It is the parent's responsibility to provide internet filtering or monitoring on the student's home network. Students who access inappropriate sites during the school day or are accessing sites that are not related to the class they are in will face disciplinary action from the teacher and/or the

administration.

If 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 immediately.

The district's filter will only block inappropriate websites while the student is connected to the district network. It is the parent's responsibility to provide internet filtering or monitoring on the student's home network.

NOTE: The Oelwein Community School District will continue to expand "digital citizenship" in which students are educated on acceptable standards of online behavior. The best filtering software cannot match the combination of education and supervision at school and home.

Bringing the Computer to School

It is imperative that students bring their computers and charging unit to school each day. Teachers will be designing their lessons and classrooms based on students having access to their computer.

Students will be allowed to use a computer from the Technology Department (if one is available) if they forget their computer at home.

Charging of Computers

During a normal school day, a computer fully charged can be used the entire day for classes with no additional charging required. Students must charge their computers before coming to school. If a student comes to class with a computer that is not charged, specific consequences may occur for the student.

The charging time of the computer and responsibility is very similar to the charging of a cell phone. The student will be responsible for lost or damaged chargers. Replacement chargers must be purchased from the school. It is recommended that students NOT use the prongs on the charger to wrap the cord.

Loss or Theft of Computers

Computers that are lost or stolen need to be reported to the school office immediately. If a computer is lost the student will be financially responsible for its replacement. If a computer is stolen or vandalized, the building principal needs to be contacted immediately for a police report to be filed.

Never bring your computer to a locker room. It is safest to keep them locked in the locker assigned to you.

Downloading Programs & Personalizing the Computer

Students are allowed to download and install software only by using the Self Service application on their Macbook. Any other method of software installation will be restricted. Requests for software to be made available through Self Service can be made by emailing helpdesk@oelwein.k12.ia.us. All students will be able to personalize their computer through the legal downloading of music from iTunes; however, **any music or other content downloaded using a district email address to create an Apple ID is considered property of the OCS and will be deleted after the student leaves the district. In addition,**

screensavers, wallpaper and other pictures may be placed on the computer. All items must be appropriate and not violate any school policies.

Removable stickers and skins on the outside of the computer are allowed as long as they do not have adhesive backing. Each computer and bag is easily identified by a specific numbering system (“Asset Tag”) that is placed on the computer..

Snap-on protective coverings may be purchased if students wish to place them on the computer.

Computers from Home

Students are not allowed to bring their own computers from home to use. Computers at OCSD are all formatted with the same basic programs and structures, and many of these are not possible on other computers (specifically PC's).

Ear Buds

The use of ear buds in class and/or during study times is at the teacher's/supervisor's discretion. Ear buds will not be provided by the OCSD.

Student Printer Use

Students will have limited access to printing. Fewer assignments will need to be printed since students communicate learnings to the teacher by sending assignments and other materials through their computer.

Legal Issues and Jurisdiction

Because the OCSD owns and operates the equipment and software that compose the network resources, the school is obligated to take steps to insure that all facilities are used legally. Hence, any illegal use of network resources is prohibited. All content created, sent, accessed or downloaded using any part of OCSD's network resources is subject to the rules stated in this policy. School administration monitors our network and may find it necessary to investigate electronic incidents even if they happen after hours and outside of school. As the owners of our network resources, including e-mail system, the school administration reserves the right, if needed, and at its discretion, remotely access, to open, examine and/or delete electronic files that violate this Computer Use Policy.

Read all Safety Warnings and Information

The computer comes with some general information for its user. Reading this will allow you to understand more about the computer and its capabilities, along with general hints and reminders for the care of the computer. The information can be found at:
[http://manuals.info.apple.com/en_US/MacBook Air Users Guide.pdf](http://manuals.info.apple.com/en_US/MacBook_Air_Users_Guide.pdf)

LAPTOP CARE

Students are expected to follow all the specific guidelines listed in this document and take any additional precautions to protect your assigned computer. **Loss or damage resulting from failure to abide by the details below may result in full-financial responsibility.**

General Care

Treat the computer as if it were your own property. Do not attempt to remove or change the physical structure of the computer, including the keys, screen cover or plastic casing. If these actions are taken, families will be responsible for 100 percent of the repair or replacement cost. Here are some examples:

- Keys are ripped off
- Charging port is pulled back out after it has been pushed in, not allowing the laptop to take a charge

In addition:

- 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 computer.
- Do not do anything to the computer that will permanently alter it in any way.
- **BACK UP YOUR DATA.** Never consider any electronic information safe when stored on only one device. Google Drive has been installed on your laptop. Any files saved to your Google drive folder will be automatically backed up to the cloud.
- Computer Skins may be used, but the following guidelines must be followed:
The promoting of products, which are illegal for use by minors such as alcohol, tobacco, or drugs. The displays of obscene materials, profanity, or references to subversion are not appropriate. Computer skins should show respect for yourself, those around you, the school and the community. Computer skins not appropriate for a school setting must be removed.
- Do not charge your computer while it is in the bag. Ensure the computer has air circulation while charging.
- Do not walk from one location to another with an open computer. This is applicable at school and at home.
- Anything on the desktop will not be saved or be retrieved if there are system issues. It is recommended to use a Flash Drive or on-line storage to back-up files.

Keep your Computer in a Safe Place

The computer bag, with the computer and other equipment, must be stored in a safe place (a locker, when locked, is considered a safe place). Don't leave the computer on the floor where it might be stepped on, or within reach of small children or pets. Don't leave a computer in a car or anywhere it might be exposed to extreme temperatures.

Laptops left in bags in unattended classrooms or other areas are considered "unattended" and will be confiscated by faculty or staff as a protection against theft. If confiscated, the student will receive a warning before getting the laptop back. If the laptop is confiscated a second time, the student may be disciplined. Unattended and unlocked equipment, if stolen - including at school - will be the student's responsibility.

Never leave the computer in a school vehicle, in the gym, in a locker room, on playing field, or in other areas where it could be damaged or stolen.

The locked trunk or passenger compartment of a car would be an acceptable storage place as long as it's not excessively hot or cold.

Computer Bags

Each student will be given a computer bag that they are required to use to carry their computer at all times. This is the only bag that is approved for the computer. It is important to keep the bag clean and take time to remove any items like paper clips that can scratch the exterior of your computer. Static electricity may develop in the bag during the cold, dry winter months. Putting a dryer sheet in the bag will reduce the static electricity and keep the bag smelling fresh.

Keep Your Laptop Away from All Liquids

Exposure to liquids will severely damage a laptop, and will result in large repair costs. Do not put a bottle of water/pop/etc. in your computer bag with your laptop-even if it is sealed.

Computer Problems

It is a student's responsibility to maintain a 100% working computer at all times. If the student's computer 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 still exists, take the computer to the technology office at your building a half hour before or after school or during your lunch period. If the computer cannot be fixed immediately, the student will be issued a different computer to use on a temporary basis.

If you are away from the school and need assistance, send an email to the District "Help Desk" at helpdesk@Oelwein.k12.ia.us, or log into our helpdesk portal at <http://helpdesk.oelwein.k12.ia.us:9675>. This can be accessed 24/7. Technical assistance will **not** be immediate, but the problem will be taken care of as soon as possible.

When in doubt, ask for help.

Only One User

Do not allow anyone else to use your computer. Loss or damage that occurs when anyone else is using it will be your responsibility. Any activity performed under your logon ID will be considered to have been performed by you.

Cleaning the Computer

Use a soft, dry, lint-free cloth when cleaning the computer. If necessary, the cloth may be dampened slightly to assist in the cleaning. Computer screens show fingerprints and smudges easily. 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.

Read and follow any maintenance alerts from the school technology personnel or the administration office.

Shutting Down the Computer

Shut down the computer when it won't be used for an extended duration. Putting your computer to sleep and not using it for several days can drain the battery to a point where it will not wake from the sleep

mode.

Carrying the Computer

- Always completely close the lid and wait for the computer to enter sleep mode before moving it.
- Always store the computer in the laptop bag.
- Bring the provided laptop bag to classes and use the laptop bag whenever transporting.
 - *Note: do not store anything (e.g. cords, papers or disks) in the area within the case designed for the computer other than the computer itself as this may damage the screen.*
- Do not put your laptop bag in your backpack, as extreme pressure on the laptop can cause permanent damage to the screen and other components.
- No books should be placed on your laptop.
- Do not grab and squeeze the computer, as this can damage the screen and other components.

Personal Health and Safety

Avoid extended use of the computer resting directly on your lap. The bottom of the laptop can generate significant heat and therefore cause temporary or permanent injury. When working on your lap always use a barrier-such as a book or devices made specifically for this purpose. When Also, avoid lap-based computing while connected to the power adapter as this will significantly increase heat production.

Avoid lengthy use involving repetitive task (such as typing and use of the track-pad). Take frequent breaks as well as alter your physical position, i.e., typing while standing, sitting, leaning, etc. to minimize discomfort. Read the safety warning included in the Apple user guide which can be found and downloaded at http://manuals.info.apple.com/en_US/macbook_air_13inch_mid2011_ug.pdf.

Oelwein Community School District Technology Acceptable Use Policy

The last page of this document needs to be signed by a parent and student

General

The goal of providing technology resources is to promote educational excellence by facilitating teaching and learning, research, production, innovation, communication and collaboration. The use of technology resources must be in support of the district's educational objectives. Access to various technology resources is available to users for academic related purposes only. A 'user' includes, but may not be limited to the following: student, faculty, administrator, staff, volunteer and support personnel. Access is a privilege, not a right. Permission from parents or guardians is required before students may access the school computer network services. All school district users must sign an Acceptable Use Agreement before access is permitted.

Technology resources not only include district owned hardware and servers but all resources used in the infrastructure, including personal devices. The infrastructure includes the wired network as well as the wireless network and the utilization of bandwidth associated with each segment of the network (e.g. user accessing district network using personal device).

Email accounts are provided all students in grade 2-12 through Google Applications for Education. Google Applications provides each student with email, online document access, a calendar and Google sites. For students ages 14 and under, school districts must receive parent/guardian permission before students can be given permission to post or share information online. Therefore, no student will be given access to the Google Applications for Education account without parental or guardian approval.

Official email address: All students in grades 2-12 will be assigned a username@oelwein.k12.ia.us student account. For example, a student with name John Doe graduating in 2014 would have the account: doej2014@oelwein.k12.ia.us. This account will be considered the student's official school district email address until the student is no longer in school.

Privileges & Responsibilities

Usage of the Oelwein Community School District's network and the Internet computer networking capabilities must be directly related to education consistent with the instructional objectives of this district.

Access to these facilities imposes certain responsibilities and obligations. Users are expected to abide by the generally accepted rules of digital etiquette and district policies. Users are not to modify the standard configuration of any computer or other technologies. Users should report any malfunction, inappropriate material or improper usage to the appropriate staff. Users should not use technology in any way that disrupts use by others or creates a hostile learning environment. Examples of prohibited conduct include but are not limited to the following:

- Use of another user's account
- Attempting to breach the desktop security of a computer
- Attempting to break into password protected areas of a network or tampering with network

systems

- Use of the technology infrastructure to obtain or distribute racially, religiously or sexually offensive material, pornographic or sexually explicit materials, to participate in hate groups or similar groups, or to engage or enable others to engage in gambling or any other illegal activity
- Use of technology to engage in behavior prohibited by the district's anti-harassment and bullying policy.
- Use of technology to film or photograph someone without their permission.
- Use email for commercial/financial purposes
- Use a false identity in any online activity
- Interfere with OCSD technology operations through:
 - electronic chain letters
 - unsolicited electronic communications
 - disruption of electronic communications
- Misrepresentation of the Oelwein Community Schools

Any user who violates the acceptable use policy may be denied access to the school's technology resources.

Property Rights

Users must respect the property of others by crediting sources and following all copyright laws. Users may not download or install software without administrative permission. All software loaded on the District's hardware is the property of the District and may not be copied or transmitted to any outside party. No student or employee shall remove software or data from district-owned computers. No student or employee may copy, download from the Internet or install onto a District computer or otherwise use any software in violation of applicable copyrights and license agreements.

Security

Oelwein Community School District cannot guarantee the security of electronic files located on the Google Mail system. Though a powerful content filter is in place, the District cannot assure the user will not be exposed to unsolicited information.

Privacy

The district permits the use of its computer facilities for the storage of personal data and files, so long as this does not adversely impact the operation or capacity of the system in a material way. Users should not assume any right of privacy in their personal files maintained on the District's technology infrastructure. Examples of this include, but are not limited to the following:

- Cloud technology such as files stored on third party servers
- Email
- District computers, devices, network and servers

The district has the right, but not the duty, to monitor any and all aspects of its computers, computer network systems, and Internet access including, but not limited to, monitoring sites students and staff visit on the Internet and reviewing email. The administration and technology coordinator shall have both the authority and the right to review or monitor, with or without prior notice, the content of electronic communication for any reason, including but not limited to retrieval of information, investigation or resolution of network or communications problems, prevention of system misuse, ensuring compliance with policies for use of third party software and information, ensuring compliance with legal and regulatory requests and enforcement of this policy. The district also reserves the right to review, inspect the content of, and monitor all information residing on all computers and file servers for such purposes.

Students and staff waive any right to privacy in anything they create, store, send, disseminate or receive on the district's computers and computer network systems, including the Internet.

Users are permitted to access the district's wired and wireless network with their personal devices. Users may not engage in activities that consume excessive amounts of network bandwidth, such as downloading, uploading and/or live streaming non school related content. If network administrators suspect high utilization of bandwidth or inappropriate use of district technology resources, a user may be asked to turn over a device and any passwords needed to verify the suspicions.

Safety

Individuals who utilize the district's technology resources are expected to abide by the principles of digital citizenship.

Although reasonable efforts will be made to make sure students will be under supervision while the network, it is not possible to constantly monitor individuals and what they are accessing on the network. Some students may encounter information that may not be of educational value and/or may be inappropriate. If a student encounters such information, the student should terminate access to the information immediately and notify supervisory personnel or other appropriate personnel of what occurred.

Student Violations

Any student who violates the rules and expectations found in this handbook will be subject to disciplinary action. At the discretion of the district staff, an incident of misconduct may be entered into the student's record.

Misuse of the computer equipment or network may result in one or more of the following consequences depending on the severity of the infraction.

- A suspension of computer privileges.
- A warning - which will be documented in the student information system and a parent may be notified.
- Detention
- In-school or out-of-school suspension for a specified time period depending on the severity of the infraction
- Expulsion from school
- Involvement of local law enforcement

Serious violations may result in the students' use of technology restricted and/or revoked. Students and parents should reference the discipline policies found in the Student/Parent Handbook.

The interpretation, application, and modification of this policy are within the sole discretion of the Oelwein Community School District. Any questions or issues regarding this policy should be directed to the superintendent, any building principal or the technology coordinator. The board of directors will review and update this policy as necessary.

Legal References: Iowa Code 279.8(1995).

Acknowledgement Form

2015-2016

As a parent or legal guardian of the student named below; I have read, understand, and agree to the stipulations as set by the **Oelwein Community School District Technology Acceptable Use Policy, 1:1 Policies and Procedures**, and **OCS D Board policies** regarding technology use. I also understand my student is expected to use good judgment and follow rules when using Oelwein Community School's network and device no matter if using the device on or off campus.

Parent Signature: _____ Date: _____

Print Name: _____

Student

I have read, understand, and agree to the stipulations as set by the **Oelwein Community School District Technology Acceptable Use Policy, 1:1 Policies and Procedures**, and **OCS D Board policies** regarding technology use. I also understand I am expected to use good judgment and follow rules when using Oelwein Community School's network and device no matter if using the device on or off campus. Should I commit any violations, my access privileges may be revoked and disciplinary action will be taken.

Student Signature: _____ Date: _____

Print Name: _____ Grade: _____

1:1 Laptop Parent Training

I have attended the 1:1 parent meeting and I am allowing my student to bring home a laptop.

I have attended the 1:1 parent meeting, but my student is not allowed to bring home the Macbook.