

Amarillo ISD
1:1 Device Policy, Procedures & Information
2016-2017

The focus of the 1:1 device program is to provide necessary tools and resources for a digital learning environment characterized by flexibility, collaboration, personalization, creativity, and technology- rich learning. Specifically, the devices will be used to provide an electronic workflow of assignments and to provide electronic textbooks through apps such as NetTexts, iTunes U and other device applications customizable by teachers to provide a current and robust offering of materials. Other uses of the device related to education are too numerous to list.

The district, as most other districts involved in a 1:1, charges a user fee of \$30 for participation. Along with purchasing apps, this fee will also serve to help with out of warranty repairs, provide loaners and give the District some level of protection for its investment. Parents will sign a checkout form when they pay the \$30 fee.

The policies, procedures, and information within this document apply to all district-owned devices used at AACAL, including any other device considered by the Administration to come under this policy. Individuals or teams of teachers may set additional requirements for use in their classroom.

1. Device CHECK-IN AND CHECK-OUT

1.1 Device Check-Out:

Devices will be checked out each fall to incoming AACAL students. Parents & students must sign and return the device Student/Parent Pledge when the device is issued to a student. This will be done the day students register at their home campuses (for new students) or at AACAL the first days of school.

1.2 Device Check-in

All devices, cases, chargers, and school-provided accessories must be returned at the end the year. If the student chooses to keep the device over the summer, there is a procedure in place to allow this. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at AACAL for any other reason, must return their individual school device on the date of withdrawal.

If a student fails to return the device upon completion of enrollment at AACAL, that student will be responsible for the replacement cost and may be subject to criminal prosecution or civil liability. Just like a textbook or a band uniform, the devices are the property of Amarillo Independent School District, and students are responsible for returning them in reasonable condition. Any loss of or damage to an device is the responsibility of the student.

2. TAKING CARE OF YOUR Device

Students are responsible for the general care of the device they have been issued by the school. Devices that are broken or fail to work properly should be taken to the assistant principal, who will examine the device and determine how to proceed.

2.1 General Precautions—VERY IMPORTANT

- The device is school property and all users will follow this policy and the AISD acceptable use policy for technology.

- Only use a clean, soft cloth to clean the screen, no cleansers or liquids of any type.
- Cords and cables must be inserted carefully into the device to prevent damage.
- 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 a carrying case that will press against the cover.
- Take care not to bump the device against lockers, walls, car doors, floors, etc., as it will eventually break the screen. devices placed in backpacks often warp, so students should not place the device in a backpack.
- Devices and cases, if applicable, must remain free of any writing, drawing, stickers, or labels that are not the property of AISD.
- A device should always be locked or supervised directly by the student to whom it is assigned. For instance, devices should never be left in an unlocked locker, unlocked car, or any unsupervised area.
- Students are responsible for keeping their device's battery charged for school each day.

2.2 Carrying Devices

The protective cases, if applicable, provided with devices have sufficient padding to protect the device from normal treatment and provide a suitable means for carrying the device within the school. Devices should always be within the protective case provided by the district.

3. USING YOUR DEVICE AT SCHOOL

Devices 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

If students leave their device at home, they are responsible for getting the course work completed as if they had their device present. Students who repeatedly leave their devices at home, may be required to leave their devices at school and check it out/in from their teacher or advisor at the beginning and end of each day.

3.2 Devices Undergoing Repair

Loaner devices will be issued to students when they leave their devices for repair. There may be a delay in getting a device should the school not have enough to loan. Loaners are provided with the same procedures, terms, conditions, and responsibilities mentioned in this policy.

3.3 Charging Your device's Battery

Devices must be brought to school each day in a fully charged condition. Students need to charge their devices each evening. Students who repeatedly (as determined by any staff member) fail to bring their devices to school charged will be required to leave their devices at school and check it out/in from their teacher or advisor at the beginning and end of each day. If students leave devices at school, they are responsible for completing homework as if they had their device present.

3.4 Screensavers/Background photos

- Inappropriate media may not be downloaded or used as a screensaver or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.
- Passcodes are to be used and must be given to the student's teacher, AISD administrator, Digital Learning Leader and/or AISD technicians upon request. Failure may result in loss of privilege. **(NOT SURE ABOUT THIS ONE)**

3.5 Sound, Music, Games, or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Students may load school appropriate music and games; however, if these become a distraction to learning, students will lose that privilege.

3.6 Home Internet Access

Students are allowed to access other wireless networks on their devices. This will assist them with device use while at home. Students are not required to have wireless access at home.

4. SOFTWARE ON DEVICES

4.1 Originally Installed Software

Any software/Apps originally installed, or required, by AISD must remain on the device in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular course. Periodic checks of devices will be made to ensure that students have not removed required apps.

4.2 Additional Software

Students are allowed to load extra software/Apps on their devices under the following conditions: -Room must remain on the devices for district required apps and student work
-Any additional personal music, videos and/or apps loaded are subject to the policies in the Student Code of Conduct

4.3 Inspection

Students may be selected at random to provide their device for inspection. Devices are the property of AISD, and any staff member may confiscate any device at any time for any purpose.

4.4 Procedure for re-loading software

If technical difficulties occur or illegal software, non-AISD installed apps are discovered, the device will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image. Students are encouraged to use cloud storage as much as possible.

5. ACCEPTABLE USE

The use of the AISD's technology resources is a privilege, not a right. The privilege of using technology resources provided by AISD is not transferable or extendible by students to people

or groups outside the district and terminates when a student is no longer enrolled in AISD. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The AISD Student Code of Conduct shall be applied to student infractions. Violations may result in disciplinary action up to and including suspension/ expulsion for students. When applicable, law enforcement agencies may be involved.

5.1 Opt out

- Students are not allowed to opt out of having a device. Many of the learning activities in which students participate are now done via the device. When creating lessons, teachers consider ways the device can enhance the learning experience; therefore, it is imperative that students have a device. Should the device become an issue, parents should contact the Administration to see if a solution can be found.

5.2 School Responsibilities

- Provide Internet filtering of inappropriate materials on district networks.
- Immediately report any inappropriate digital content to the building principal.
- AISD reserves the right to review, monitor, and restrict information stored on or transmitted via School District owned equipment and to investigate inappropriate use of resources.
- Provide guidance to aid students in use of the device and help assure student compliance of the acceptable use policy.

5.3 Students Responsibilities

- Using computers/devices in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that apply to device/computer use.
- Using all technology resources in an appropriate manner so as to not damage school equipment. This “damage” includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the student's own negligence, errors or omissions.

Use of any information obtained via AISD’s designated Internet System is at your own risk. AISD specifically denies any responsibility for the accuracy or quality of information obtained through its services.

- Monitoring all activity on their account(s)/device.
- Students should always secure their device after they are done working to protect their work information and device.
- If a student should receive inappropriate digital content, he/she should notify an adult.
- Returning their device at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment in AISD for any other reason, must return their individual school device computer on the date of termination.

5.4 Student Activities Strictly Prohibited:

- Jailbreaking, if applicable, or otherwise physically/technically altering the device.
- Illegal installation or transmission of copyrighted materials
- Any action that violates existing Board policy or public law
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Use of outside data disks or external attachments without prior approval from the administration
- Changing of device settings (exceptions include personal settings such as font size, brightness, etc)
- Spamming-Sending mass or inappropriate emails
- Gaining access to other student's accounts, files, and/or data
- Use of the school's internet/e-mail accounts for financial or commercial gain or for any illegal activity
- Use of anonymous and/or false communications
- Using the device camera to take photographs or videos of another student or faculty member without their permission.
- Using the device camera to take any inappropriate photographs.
- Students are not allowed to give out personal information over the Internet—with the exception of teacher-directed instances.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass, demean, or bully recipients.
- Bypassing the AISD web filter through a web proxy

5.5 device Care

- Just like any school property issued to a student for individual use, students will be held responsible for maintaining their individual devices and keeping them in good working order. Students are responsible for any and all damage.
 - Devices that malfunction or are damaged must be reported immediately. All device repairs must be handled through the district.
- Device cases furnished by the school district must be returned with only normal wear and no alterations to avoid paying a case replacement fee.
- Devices that are stolen must be reported immediately to a building administrator.

5.6 Legal Propriety

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the AISD Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet.
- Use or possession of hacking software is strictly prohibited and violators will be subject to AISD Student/Parent Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

5.7 Off Task Consequences

- When the device is being used for in-class assignments, the student is required to use the device exclusively for the work associated with class.
- If a student is found perusing the internet, utilizing any form of social media, checking email, engaging unrelated media, or doing anything that is not directly related to class, the device will be confiscated and disciplinary action will be taken according to the following steps:

- First Offense: Teacher Gives verbal warning to student.
- Second Offense: Student will email or call their parent about their behavior.
The teacher will collect the device for that period.
- Third Offense: Referral to AP, who may assign a detention.
The teacher will collect the device for that period.
- Fourth Offense: Referral to AP, who will collect the device and return it to a parent after conferencing with the parent and student.

6. PROTECTING & STORING YOUR device

6.1 Device 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
- AISD Fixed Asset Label. This may not be removed under any circumstance.
- (iPad Only) Find My iPad, is installed on each iPad and can be used to track the location of any iPad
- Each student is required to save a document entitled "User Info" that includes the name of the student to whom the device is assigned and the name of his/her teacher/advisor
- **Students must use a picture of themselves as their lock screen for easy identification.**

6.2 Storing Your Device

Students are encouraged to take their devices home every day after school, regardless of whether or not they are needed. Devices should not be stored in a vehicle at school or at home.

6.3 Devices Left in Unsupervised Areas

Under no circumstances should devices be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, locker rooms, library, unlocked classrooms, dressing rooms, and hallways. Any device left in these areas is in danger of being stolen. If a device is found in an unsupervised area, it will be taken to the office and dealt with as a disciplinary matter.

7. REPAIRING OR REPLACING YOUR Device

7.1 Damage/loss policy (Reword to include Chromebooks)

If a device is lost or stolen (police report required), AISD has contracted with Absolute to assist in the location of the device. You will be responsible for damage to the device at the current rate of repair. – i.e. Broken Screen \$90, Broken Screen and Digitizer - \$130. Parents will not be required to purchase insurance, but AISD will leave it up to the parents to decide if additional coverage is necessary.

8. COST OF REPAIRS

Students will be held responsible for ALL damage to their devices including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value. Lost items such as cases and cables will be charged the actual replacement cost.

Device Checkout Form

STUDENT PLEDGE FOR DEVICE USE

2016-2017

- I will follow the "Acceptable Use Policy" for technology for AISD.
- I will follow classroom rules for the device set up by my classroom teacher.
- I will be on task in class and am aware of the off task consequences.
- I will exclusively use apps during class that are appropriate to that class.
- I will bring a fully-charged device to school every day. If I am unable to participate in class due to an expired device battery or lack of an device, my grade may be affected.
- I will handle my device carefully and respectfully. I will never leave my device unattended.
- I will never loan my device out to another individual.
- I will keep food and beverages away from my device.
- I will ask permission prior to recording audio and taking photos/videos of my classmates and staff members.
- I understand that my device is the property of Amarillo ISD and could be inspected at any time without notice.
- I will not delete, tamper with, or add profiles and configurations on my device.
- I will not disassemble my device or attempt any repairs.
- I will keep my device in an approved case at all times.
- I will be responsible for any damage or loss caused by neglect or abuse.
- I will use my device in ways that are educational, appropriate and meet school expectations.

By signing this document, the parent acknowledges they have read and agree to the terms laid out in the AISD device Policy, Procedures & Information document found under the Quick Links button at the following URL: <https://aacalamaisd.sharpschool.com> Paper copies of the policy are available upon request at the AACAL Office.

Student Name _____ Student Signature

Parent Name _____ Parent Signature

Date Signed _____

Office Use Only

Fixed Asset Number _____

____ New ____ Cash

____ Existing ____ Check----Chk# _____

\$ ____ Amount Collected