

# One-to-One Device Policy & Procedures

The procedures, policies, and information within this document apply to all devices used at Eaton Community Schools, as well as any other device considered by the principal to come under this policy. Teachers may set additional requirements for use within their classrooms. The term “device” is used interchangeably to describe a Chromebook, tablet, or other portable computing device.

## RECEIVING YOUR DEVICE

Devices will be distributed during the beginning of the school year. Students along with their parents will sign and return the Device Acceptable Usage plan before the device is issued. Devices will be collected at the end of each school year for maintenance, cleaning, and software installations. Students will return their original device each year.

## 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 Building Media Center.

### General Precautions

- Food and beverages can damage your device. Students will be responsible for damages caused by food and beverage spills.
- Cords, cables, and removable devices should be inserted carefully into the device.
- Students should never carry their devices while the screen is open, unless directed to do so.
- Always lift and hold your device by its base and not the screen.
- Devices should remain free of any writing, drawing, stickers, or labels that are not the property of Eaton Community Schools.
- Devices should never be left in a vehicle or any unsupervised area.
- Students are responsible for keeping their device’s battery charged for school each day.
- Only charge the device on a solid surface and not on top of fabric.

### Screen Care

The device screens can be damaged if subjected to rough treatment and are sensitive to excessive pressure.

- Always have clean hands when using your device.
- Do not lean on the top of the device when it is closed. Keep items off of the top of the device.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, paper or disks).
- Clean the screen with a soft, dry cloth or anti-static cloth. **Do not use commercial glass cleaners.**

## USING YOUR DEVICE AT SCHOOL

Devices are intended for use at school each day. Students are responsible for bringing their devices to all classes, unless advised otherwise by staff.

### Devices Left at Home

This device is a tool and part of the learning process; therefore it is to be used daily at school and at home. “Device left at home” is not an acceptable excuse for not submitting work. Violations of this policy may result in disciplinary action.

### Device Undergoing Repair

Loaner devices may be issued to students when they leave their devices for repair with the technology department. Students are responsible for the care of the loaner while in their possession and are subject to the same policy and procedure agreement signed for the original unit.

### Charging Your Device’s Battery

Devices should be brought to school each day in a fully charged condition. Students should charge their devices each evening with the case open. In cases where use of the device has caused batteries to become discharged, students may be able to connect their computers to a power outlet in class or building (limited in number). However, do not leave the device unattended.

## MANAGING YOUR FILES & SAVING YOUR WORK

Your device may malfunction, however this is not an acceptable excuse for not submitting work. Your work should be maintained in the appropriate drive for the digital classroom. Avoid storing personal music, pictures, and videos as the school will not be held responsible for their loss.

## SOFTWARE ON DEVICES

The software originally installed by Eaton Community Schools should remain on the device in usable condition and be easily accessible at all times. If technological difficulties occur or illegal software is discovered, the hard drive will then be reformatted. The school does not accept responsibility for the loss of any data or software deleted due to a re-format or re-image.

## ACCEPTABLE USE GUIDELINES

### General Guidelines

- Students are responsible for their ethical and educational use of the technology resources.
- Access to the Eaton Community School District technology resources is a privilege and not a right. Each student and parent will be required to follow the district's policies.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- Any attempt to alter data, computer configuration, or the files of another user, without the consent of the individual, school administration, will be considered an act of vandalism and subject to disciplinary action in accordance with the Eaton Community Schools Code of Conduct.
- Teachers have a right to manage and/or restrict student use of the device, software, and Internet.

### Privacy and Safety

- Do not go into chat rooms or send chain letters without permission.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, address, social security number, or passwords to others.
- Remember that storage is not guaranteed to be private or confidential.
- If you inadvertently access a website that contains obscene, pornographic or otherwise offensive material, notify a teacher or principal immediately so the site can be blocked from further access.

### 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 Eaton Community Schools Academic Policies and Procedures. 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 face disciplinary action.

### Email

- Google Apps for Education is the only email approved for school use.
- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters, or spam.
- Students should maintain high integrity with regard to email content.
- No email use during class without permission.
- Eaton Community Schools email is subject to inspection by the school.

The student in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use.

### Prohibited technology resources activities include, but are not limited to, the following:

- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Using email, games, and other technology resources during inappropriate time without permission.
- Downloading or transmitting multi-player game, music, or video files using the school network.
- Vandalizing, damaging, or disabling technology property of the school.
- Accessing another individual's materials, information, or files without permission.
- Using the network or internet for commercial, political campaign, or financial gain purposes.
- Releasing files, home address, personal phone numbers, passwords, or other accessing information.
- Promoting or soliciting for illegal activities.
- Attempting to repair, remove, or install hardware components reserved for authorized technicians.
- Violating copyright or other protected material laws.
- Subscribing to mailing lists, mass email messages, games, or other services that generate several messages than can slow the system and waste other users' time and access.
- Intentionally wasting school resources.
- Bypassing or attempting to circumvent security protocols (firewalls, proxy servers, etc.).
- Sending, accessing, uploading, downloading or distributing pornographic or sexually explicit materials.
- Installing, enabling, launching, or creating programs that interfere with the performance of the network, internet, or hardware technology resources.
- Creating, uploading, or transmitting computer viruses.
- Attempting to defeat computer or network security.
- Using tools or techniques to circumvent or bypass current security configurations (hacking).

### Consequences May Include:

- Denial of device privileges.
- Suspension with possible long-term suspension or recommended expulsion from school.
- Possible referral to law enforcement authorities.

Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated district staff to ensure appropriate use. The district cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of email and network communications are governed by the Ohio Open Records Act; proper authorities will be given access to their content.

## **PROTECTING YOUR DEVICE**

Awareness is the best protection for any electronic device. Keeping an eye on your device or knowing where it is at all times is the best practice to avoid issues. To protect against mechanical issues, use the device in a practical setting and avoid moving it around while it's running.

### **Device Identification**

Student devices will be labeled in the manner specified by the school. Students will not remove Eaton Community Schools property stickers, product key, or serial number sticker. If stickers have or appeared to be falling off, student should take device and sticker to the Building Media Center immediately.

### **Devices Left in Unsupervised Areas**

Under no circumstances should devices be left in unsupervised areas. Any computer left unsupervised is in danger of being stolen. Unsupervised devices will be taken by staff to the principal's office. Disciplinary action may be taken for leaving your device in an unsupervised location.

### **Intentional or Negligent Damage**

Students are expected to keep the device in good condition. Failure to do so will result in responsibility for paying costs to repair/replace depending upon device condition. The following are the exclusions (considered Intentional damage) that are not covered by the District Device Service Agreement. Students will be responsible for the full cost of repair or replacement:

1. Excessive scratches/wear to device exterior caused by failure to regularly use the protective case as required.
2. Damage caused by repairs made by an unauthorized source. District devices should only be brought for repair to Eaton Community Schools Technology Department.
3. Deliberate damage, neglect or abuse caused by you or others you allow to use your device. This includes intentionally marking, defacing and/or abusing the device. Also damage caused by tampering with hardware components to alter district configurations.
4. Leaving the device unattended or failing to secure it per school recommendations.
5. Leaving the device in an unlocked car, locker, or on the bus.
6. Mysterious disappearance of the device - meaning the device user has no knowledge as to the place, time, or manner of the loss.

### **School District Protection**

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

The district will work with the local law enforcement to alert pawnshops and police departments in the area to be aware of this district-owned equipment.

### **School District Fees**

Eaton Community Schools will be charging an annual technology fee of \$15 for students in grades 3-5 and \$60 for students in grades 6-12. If the device damage is beyond repair and needs to be replaced, we will evaluate replacement options on a case by case basis.

The \$15 fee covers:

- Accidental Device Insurance.
- All other costs are assumed by the district

The \$60 fee includes:

- Accidental Device Insurance
- The device protective case
- Use of the device at school and at home
- Distribution of loaner devices
- User device support
- Operating System Support
- Software Configuration Support
- Reimaging the device
- Coordination of warranty/insurance repairs

Costs not covered by insurance that students are responsible for if lost or stolen:

- Charger
- Case

- Replacing keys that were removed
- Replacing the keyboard if keys have been intentionally removed beyond quick repair

### **Procedure to open a service request with the Eaton Community Schools Technology Department**

1. All service requests must be made to the Eaton Community Schools Technology Department through the Media Center Specialist.
2. If a student experiences an issue with their device while in class, they will notify the teacher of the issue.
3. If a student has an issue with his/her device while at home, the student must bring the device following school day to the Building Media Center where a ticket will be submitted.
4. If the Eaton Community Schools Technology Department does not have an immediate resolution, and the unit is inoperable, the student will be issued a loaner device upon availability to use during the school day until the problem with their device has been resolved.
5. Students will be notified when their issue has been resolved.

Service and repairs will be documented and reviewed to ensure the proper use and/or maintenance of the devices. Excessive requests for service/repair are subject to review by the school administration and may result in denial of device usage up to the end of the school year.

### **Children's Internet Protection Act (CIPA)**

The Children's Internet Protection Act was put in place to help control and limit access to unacceptable, vulgar, illegal, and offensive content in public places like schools and libraries.

### **Filtering**

Eaton Community School District runs filters on all internet connections to help prevent access to pornographic, obscene, and any other content that may be harmful to minors. Eaton Community School District staff will be present to supervise students while in school. The filtering content is updated on a constant basis so that harmful content is being blocked. This filter on the device functions at school and at home.

### **Access by minors to harmful content**

Since filters are not perfect, staff is instructed to supervise the computers the students are using to assure no harmful content is accessed. In the case harmful content is accidentally accessed, students are to immediately report the incident to the staff member that is in the presence of the computer, and the staff member is to report the harmful content to principal and the so that the content can be manually blocked. If a minor purposefully tries accessing or gets access to harmful content, that minor's privileges can be taken away for computer and internet access. Other consequences will be determined by the administrator for the violation. The harmful content will then be manually blocked if the filter missed it.

### **Unauthorized access**

Using tools and/or techniques to circumvent or bypass current security configurations ("hacking") will be considered a violation of this policy and will be subject to disciplinary procedures as outlined. Hacking tools are explicitly prohibited. Any unlawful activities are strictly prohibited and the offender will be prosecuted in accordance with state law.

### **Unauthorized disclosure**

Unauthorized disclosure, use, and dissemination of personal identification information regarding minors is strictly prohibited. Staff will take all precautions necessary to insure students' identification safety.

### **Enforcement**

Violations of the policy will be handled consistently with Eaton Community School District disciplinary procedures applicable to the relevant person or persons. Student violations may be subject to warnings, suspend, blocked, or restricted access to network resources, detention, and suspension of school activities and/or suspended from school.

Violations of state and federal laws will result in legal prosecution. Examples of these laws include but are not limited to: Cyber Laws, Federal Communities Laws, Federal Wire Tap Laws, Homeland Security Act, National Information Infrastructure Protection Act of 1996, Computer Fraud and Abuse Act, Electronic Communications Privacy Act, Children's Online Privacy Protection Act, and Digital Millennium Copyright Act.

