Technology Student and Parent/Guardian Handbook

Dolton West School District 148 is dedicated to using technology by promoting lifelong learning through creativity and collaboration while encouraging community success in an ever-changing world.

I. Receiving Your District Owned Devices

a. Parent/Guardian Orientation

- All parents/guardians are required to attend an Orientation Session and sign the *Dolton West School District 148 Laptop/Chromebook Agreement and the Authorized Use Policy* before a device can be issued to their student.

b. Student Distribution

- Students are bound by the District Acceptable Use Policy, Administrative Procedures, and all other guidelines and appendices attached to this document wherever and whenever they use their devices. Violations of these policies will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

c. Transfer/New Student Distribution

- All transfers/new students will be able to pick up their devices from their home school, after they have registered for classes and have attended/viewed the presentation. Both students and their parents/guardians must sign the *Dolton West School District 148 Laptop/Chromebook Agreement and the Authorized Use Policy* prior to picking up a device.

II. Returning Your District Owned Laptop/Chromebook and Hotspots

a. End of Year

- At the end of the school year, students must turn in their device. Failure to turn in the devices will result in the student being charged the full replacement cost of the Laptop/Chromebook and hotspot. The District may also file a report of stolen property with the local law enforcement agency.

b. Transferring/Withdrawing Students

- Students that transfer out of, or withdraw from Dolton West School District 148 must turn in their Laptop/Chromebook and accessories and hotspot to the school's

Main Office on their last day of attendance. Failure to turn in the devices and accessories will result in the student being charged the full replacement cost of the Laptop/Chromebook and accessories and hotspot. Unpaid fines and fees of students leaving Dolton West School District 148 may be turned over to a collection agency. The District may also file a report of stolen property with the local law enforcement agency.

III. Taking Care of Your District Owned Laptop/Chromebook and Hotspot

Students are responsible for the general care of the Laptop/Chromebook and hotspot they have been issued by the school district. Devices that are broken or fail to work properly must be reported to the district for Support. You may request device support by filling out the Device Support form on the district website e-learning page or by emailing technologysupport@district148.net. You can also call the Technology Department at 708-841-2445. Please provide detailed information as to why the device does not work properly along with student name and phone number if you'd like phone support. You will be contacted as soon as possible for support or replacement. District-owned Laptops/Chromebooks and hotspots shall never be taken to an outside computer service for any type of repairs or maintenance. Students should not attempt to repair or disassemble any part of the district device. Device support will be available during school hours only.

Students shall never leave their district issued devices unattended, nor should they be loaned to any other student. Students are encouraged to provide their own protective cases for their Laptops/Chromebooks. Backpacks will be provided when available. Protective carrying cases are not guaranteed to prevent damages. It remains the student's responsibility to care for and protect his/her device.

Failure to take proper care of the Laptop/Chromebook and power cord may result in disciplinary action and/or being charged up to the full replacement cost of the Laptop/Chromebook and hotspot. NOTE: Lost or stolen power cords will not be replaced but can be purchased.

a. General Precautions

- Food or drink should not be next to a Laptop/Chromebook or hotspot.
- Cords, cables, and removable storage devices must be inserted carefully into a Laptop/Chromebook.
- Laptops/Chromebooks and accessories should not be used or stored near pets.
- Power cords must not create a tripping hazard.
- Laptops/Chromebooks must remain free of any writing, drawing, stickers, and labels.

- Heavy objects should never be placed on top of any device.

b. Carrying Laptops/Chromebooks

- Never lift a Laptop/Chromebook by the screen.
- Never carry a Laptop/Chromebook with the screen open.

c. Screen Care

- The Laptop/Chromebook screen can be damaged if subjected to heavy objects, rough treatment, cleaning solvents and other liquids. The screens are particularly sensitive to damage from excessive pressure.
- Only clean the screen with a soft, dry microfiber or anti-static cloth.
- Do not put pressure on the top of a Laptop/Chromebook when it is closed.
- Do not store a Laptop/Chromebook with the screen open.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils or flash drives).

d. Asset Tags/Serial Number/Barcodes

- All Laptops/Chromebooks and hotspots will be labeled with a District asset tag and barcode.
- The asset tag and barcode may not be modified or tampered with in any way.
- Students may be charged up to the full replacement cost of a Laptop/Chromebook for tampering with a District asset tag or barcode or turning in a Laptop/Chromebook without a District asset tag or barcode.

4. Expectations for Using Your District Owned Laptop/Chromebook <u>at School</u>

Students are expected to bring their Laptop/Chromebook and charger to school every day if we return to in person learning and bring their devices to all classes unless specifically advised not to do so by their teacher. Failure to bring the Laptop/Chromebook to school each day may result in disciplinary action.

a. Repairing/Replacing Your Laptop/Chromebook

- All Laptop/Chromebooks in need of repair must be reported to the student's homeroom teacher so that a help desk ticket can be submitted and a replacement provided as soon as possible.
- Loss or theft of the Laptop/Chromebook is also the student's responsibility and may result in the student being charged and a police report being filed.
- Students may be responsible for the cost of repair for damage to devices due to intentional damage or neglect. The decision to assess a charge, as well as the amount of any charge, is at the sole discretion of the District, but will not exceed the full replacement value of the Laptop/Chromebook.

b. Charging Laptop/Chromebooks

- Students should charge their Laptops/Chromebooks at home every evening.
- Laptops/Chromebooks are expected to be brought to school each day with a full charge.

c. Backgrounds and Themes

- Students may set school appropriate backgrounds and themes for their Laptop/Chromebook.
- Inappropriate media may not be used as Laptop/Chromebook backgrounds or themes. The presence of such media may result in disciplinary action.

d. Sound

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones/earbuds may be used at the discretion of the teachers.
- Students should have their own personal set of headphones/earbuds for sanitary reasons.

e. Camera

- Chromebooks have a built-in webcam. The District does not have the ability to remotely access the webcam. At no time will webcams be used to monitor students.

f. Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers.
- Students may set up their home printers on the device.

g. Logging into a Laptop/Chromebook

- Students will log into their Laptop/Chromebooks using their district issued credentials.
- Students should never share their account passwords.

h. Managing and Saving Your Digital Work with a Laptop/Chromebook

- The majority of student work will be stored in One Drive in Office 365 and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- The District will not be responsible for the loss of any student work.
- Students are encouraged to maintain backups of their important work on a portable storage device or by having multiple copies stored in different Internet storage solutions.

5. Using Your Laptop/Chromebook Outside of School

Students are encouraged to use their Laptop/Chromebooks at home and other locations outside of school. A WiFi Internet connection will be required for the majority of Laptop/Chromebook use. Some applications can be used while not connected to the Internet. Students are bound by the District Acceptable Use Policy, Administrative Procedures, and all other guidelines and appendices attached to this document wherever and whenever they use their Laptop/Chromebooks. Violations of these policies will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

6. Operating System and Security

Students may not use or install any operating system on their Laptop/Chromebook other than the current version of Windows or ChromeOS that is supported and managed by the District.

a. Updates

- The Chromebook operating system, Chrome OS, updates itself automatically. Students do not need to manually update their Chromebooks.

b. Virus Protection

- There is no need for additional virus protection.

c. Malicious Use

- Students are bound by the Dolton West School District 148 Acceptable Use Policy, Administrative Procedures, and all other guidelines and appendices attached to this document for all Laptop/Chromebook use.

7. Content Filter

The District utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA).

- All Laptops/Chromebooks, regardless of physical location (in or out of school), will have all Internet activity protected and are subject to being monitored by the District.
- If a website is blocked in school, then it will be blocked out of school.
- If an educationally valuable site is blocked, students should contact their teachers to request the site be unblocked.

9. Laptop/Chromebook and Hotspot Identification

a. Records

- The District will maintain a log of all Laptops/Chromebooks and Hotspots which includes the device serial number, asset tag number, barcode and name and ID number of the student assigned to the device.

10. No Expectation of Privacy

Anyone using a District owned device, using District equipment and/or the District network systems has no expectation of privacy in such use. The District has the right to, and does, monitor use of these systems.

a. Monitoring Software

- Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on a student Laptop/Chromebook.

11. Appropriate Uses and Digital Citizenship

District owned Laptops/Chromebooks are to be used for educational purposes. Students must comply to any and all Board Policies regarding student discipline, harassment/bullying and to the Dolton West School District 148 Acceptable Use Policy and all of its corresponding administrative procedures at all times. Violations of these policies will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Dolton West School District 148 Student Technology Commitment

Purpose: Students will utilize technology as a tool to challenge, expand and enhance learning. The District may provide and assign student digital learning tools for use both at school and at home as a means to promote achievement and provide flexible learning opportunities. This document provides guidelines and information about District expectations for students and families who are being issued these one-to-one (1:1) digital learning tools, as well as students who are issued devices to be used in the classroom. Additional rules may be added as necessary and will become a part of this guide.

It is our expectation and belief that students will use technology responsibly and that they understand the appropriate and acceptable use of both the technology and District network resources. We also expect that students will "Be Respectful, Be Responsible, Be Ready, and Be Safe" with their District owned devices. Our policies and procedures include the following specific responsibilities and restrictions.

RESPONSIBILITIES

The student will:

1. Comply to any and all Board policies regarding student discipline, harassment/bullying and acceptable use of electronic networks.

2. Charge their 1:1 device nightly, and make sure it is ready each day with a full charge.

3. Communicate in a responsible, ethical, and polite manner; avoiding profanity, obscenity and offensive or inflammatory speech.

4. Respect the Internet filtering and security measures included on the digital learning tool.

5. Backup important data files using cloud storage (such as Google Drive) regularly.

6. Use technology for school-related purposes only.

7. Follow copyright laws and fair use guidelines. Only download or import music, video or other content that students are authorized or legally permitted to reproduce or use.

8. Allow an administrator or teacher to inspect the content of any District owned learning tool; understanding that any content may be viewed, monitored or archived by the District at any time.

The student will not:

1. Mark, deface, or place stickers on the District owned digital learning tool.

2. Attempt to override, bypass or otherwise tamper with the Internet filtering software, device settings, hardware, software, or network configurations.

3. Attempt access to networks and other technologies beyond their authorized access. This includes attempts to use another person's account and/or password or access secured wireless networks.

4. Share passwords, attempt to discover passwords, ‘hack’ to gain access other than your own.

5. Download harmful, malicious, or inappropriate content including the intentional introduction of computer viruses and other spyware.

6. Attempt to locate, view, share, or store any materials that are unacceptable in a school setting. This includes but is not limited to pornographic, obscene, graphically violent, or vulgar images, sounds, music, language, video or other materials. The criteria for acceptability is demonstrated in the types of material made available to students by teachers and administrators.

7. Reveal or post identifying personal information, files or communications to unknown persons.

8. Participate in Cyberbullying, including personal attacks or threats toward anyone made while using either District owned or personally owned technology.

9. Use the District owned device for commercial or political purposes.

In addition to the specific requirements and restrictions detailed above, it is expected that students and families will apply common sense to the care and maintenance of District owned computer technology.

The District is not responsible for any loss resulting from use of District owned technology and makes no guarantees that the technology or the District network systems that support student use will be available at all times.

By signing this policy, you agree to abide by all of the conditions listed above and assume responsibility for the care and proper use of Dolton West School District 148 owned technology. You understand that should you fail to honor any and all of the terms of this commitment, access to 1:1 technology, network access, and other electronic media may be denied in the future. Furthermore, students may be subject to disciplinary action outlined in the Student Handbook.