

# ***Tablet - Laptop Policy, Procedures, and Information***

***2018-2019 School Year***



***Chester Area HS/MS***  
*Chester, South Dakota*

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## **Chester Area HS/MS Tablet/laptop Program**

The focus of the 1:1 Classroom Connections Program at Chester 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 tablet/laptop computer. The individual use of tablet/laptops is a way to empower students to learn at their full potential and to prepare them for the real world of higher education and the workplace. Tablet/laptops encourage 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 Tablet/laptops integrates technology into the curriculum anytime, anyplace.

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The policies, procedures and information within this document apply to all tablet/laptops used at Chester Area School, including any other device considered by the Principal to come under this policy.

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

## 1. Receiving Your Tablet/laptop

Tablet/laptops will be distributed each fall during “*Tablet/laptop Orientation.*” **Parents & students must sign and return the Tablet/laptop Computer Protection Plan and Student Pledge documents before the tablet/laptop can be issued to their child.** The Tablet/laptop Computer Protection plan outlines three options for families to protect the tablet/laptop investment for the school district. Please review the Tablet/laptop Computer Protection plan included in this handbook.

Tablet/laptops will be collected at the end of each school year for maintenance, cleaning and software installations. Efforts will be made for students to retain their original tablet/laptop each year while enrolled at Chester School.

## 2. Taking Care of Your Tablet/laptop

Students are responsible for the general care of the tablet/laptop they have been issued by the school. Tablet/laptops that are broken or fail to work properly must be taken to the Technology Help Desk located in the Technology Center.

### 2.1 General Precautions

1. No food or drink is allowed next to your tablet/laptop while it is in use.
2. Students should never carry their tablet/laptops while the screen is open.
3. Tablet should be logged out and placed in protective sleeve when moved between classes.
4. Tablet/laptops must remain free of any writing, drawing, stickers, or labels that are not the property of the Chester Area School District.
5. Tablet/laptops must never be left in a car or any unsupervised area.
6. Students are responsible for keeping their tablet/laptop’s battery charged for school each day.

### 2.2 Carrying Tablet/laptops

The protective cases provided with tablet/laptops have sufficient padding to protect the tablet/laptop from normal treatment and provide a suitable means for carrying the computer within the school. The guidelines below should be followed:

1. Tablet/laptops should always be within the protective case when carried.
2. 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 tablet/laptop screen.
3. The tablet/laptop must be turned off before placing it in the carrying case, for extended periods of time.

### 2.3 Screen Care

The tablet/laptop screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

1. Do not lean on the top of the tablet/laptop when it is closed.
2. Do not place anything near the tablet/laptop that could put pressure on the screen.
3. Do not place anything in the carrying case that will press against the cover.
4. Do not poke the screen.

5. Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
6. Clean the screen with a soft, dry cloth or anti-static cloth.

### 3. Using Your Tablet/laptop at School

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

#### 3.1 Tablet/laptops Left at Home

If students leave their tablet/laptop at home, they must immediately phone parents to bring them to school.

#### 3.2 Tablet/laptop Undergoing Repair

Loaner tablet/laptops may be issued to students when they leave their tablet/laptops for repair at the Help Desk.

#### 3.3 Screensavers

1. Inappropriate media may not be used as a screensaver.
2. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols or pictures will result in disciplinary actions.
3. Passwords on screensavers are not to be used.
4. Hard drive passwords are forbidden. If used, students may be responsible for the cost of replacement hardware.

#### 3.4 Printing

Students may use printers in classrooms, the library, and computer lab with teachers' permission during class or breaks. Students who want to print on a home printer must ask the Technology Help Desk to add their printer software to the tablet/laptop computer.

### 4. Managing Your Files and Saving Your Work

#### 4.1 Saving to My Computer

The tablet/laptops will be set up with **My Documents** in which students should save their work. **My Documents** will automatically save a copy of all student documents saved to **My Documents** to the school server while they are on the school network. When a student adds a document to the **My Documents** folder while working at home or away from school, that document will be copied automatically to the school server when the student logs onto the network at school.

Only files stored in **My Documents** will be automatically backed up and saved. Student work saved to a different location on the computer will not be saved to the school server.

#### 4.2 Saving data to Removable storage devices

- Students should also backup all of their work at least once each week using removable file storage. Removable memory cards may be purchased at a local retailer.

It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Computer malfunctions are not an acceptable excuse for not submitting work.

## 5. Software on Your Tablet/laptop

### 5.1 Originally Installed Software

The software originally installed by Mr. Wolf must remain on the tablet/laptop in usable condition and be easily accessible at all times.

### 5.2 Virus Protection

The tablet/laptop has anti-virus protection software. This software will scan the hard drive and floppy drive for known viruses on boot up. The virus software will be upgraded from the network. The school's storage server and e-mail server are also installed with virus protection software and hardware.

### 5.3 Additional Software

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

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

### 5.4 Inspection

Students may be selected at random to provide their tablet/laptop for inspection.

### 5.5 Procedure for re-loading software

If technical difficulties occur or illegal software is discovered, the technician will copy all files in **My Documents**. The hard drive will then be re-formatted. Authorized software will be installed and the data files reinstated in **My Documents**. The school does not accept responsibility for the loss of any software deleted due to a re-format and re-image.

### 5.6 Software upgrades

Upgrade versions of licensed software are available from time to time. Students will be instructed to bring their tablet/laptops to the Help Desk in the Technology Center to upgrade their software from the school's network periodically.

## 6. Acceptable Use

### 6.1 General Guidelines

1. Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of the Chester Area School District.

2. Students are responsible for their ethical and educational use of the technology resources of the Chester Area School District.
3. Access to the Chester Area School District technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow the Use of Technology Resources Policy.
4. Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
5. Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, campus administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the Chester Policy Handbook.

## 6.2 Privacy and Safety

1. Do not go into chat rooms or send chain letters without permission.
2. Do not open, use, or change computer files that do not belong to you.
3. Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people.
4. Remember that storage is not guaranteed to be private or confidential.
5. If you inadvertently access a web site that contains obscene, pornographic or otherwise offensive material, notify a teacher or a principal immediately so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

## 6.3 Legal Propriety

1. 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.
2. Plagiarism is illegal and a violation of the Chester Policy Handbook. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
3. Use or possession of hacking software is strictly prohibited and violators will be subject to consequences listed in the Chester Policy Handbook. Violation of applicable state or federal law, including the South Dakota Penal Code, Computer Crimes, will result in criminal prosecution or disciplinary action by the District.

## 6.4 E-mail

1. Always use appropriate language.
2. Do not transmit language or material that is profane, obscene, abusive, or offensive to others.
3. Do not send mass e-mails, chain letters or spam.
4. Students should maintain high integrity with regard to email content.
5. No private chatting during class without permission.
6. E-mail is subject to inspection by the school.

## 6.5 Consequences

The student in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of the Tablet/laptop Handbook or Use of Technology Resources Policy will result in disciplinary action as outlined in the Chester Policy Handbook.



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 e-mail and network communications are governed by the South Dakota Open Records Act; proper authorities will be given access to their content.

## **7. Protecting and Storing Your Tablet/laptop Computer**

### 7.1 Tablet/laptop Identification

Student tablet/laptops will be labeled in the manner specified by the school. Tablet/laptops can be identified by the serial number.

### 7.2 Password Protection

Students are expected to use and keep their log-on password confidential to protect information stored on their tablet/laptops.

### 7.3 Storing Your Tablet/laptop

When students are not monitoring tablet/laptops, they should be stored in their lockers with the lock securely fastened. Nothing should be placed on top of the tablet/laptop, when stored in the locker. Students are encouraged to take their tablet/laptops home every day after school, regardless of whether or not they are needed. Tablet/laptops should not be stored in a student's vehicle at school or at home. Tablet/laptops must be stored in a controlled environment between 45 and 80 degrees. (Monitors will crack if temperatures are extreme).

## 1. Use of Technology Resources Policy

### Chester Area School District

#### **Purpose**

The Chester Area School District is pleased to offer students, faculty, and staff access to technology resources for schoolwork and enrichment activities. The purpose of the Chester Area School District's technology resources is to provide additional educational resources and communication tools for students and teachers. These resources will help teachers to facilitate education and research consistent with the objectives of the Chester Area School District.

#### **Definition – Technology Resources**

The Chester Area School District's technology resources include but are not limited to the following resources: network, Internet, computer hardware, software, printers, servers, stored text, data files, electronic mail, optical media, digital images, and new technologies as they become available.

#### **Regulations**

The use of the Chester Area School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by Chester School is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the Chester Area School District. 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 Chester School District's Policy Handbook shall be applied to student infractions.

### **User Terms and Conditions**

The use of Chester Area School District's technology resources is subject to the following terms and conditions:

1. The use of technology resources must be for educational and/or research purposes consistent with the mission, goals, and objectives of the Chester School District along with State & Federal regulations. In compliance with federal law, the school district shall make reasonable effort to restrict access to inappropriate materials and shall monitor the on-line activities of the end users in the school environment.
2. User accounts are considered the property of the school district. Network administrators may review school computers to maintain system integrity and to insure that users are using the system responsibly. While user files will not be examined without reasonable cause, users should not expect that anything stored on school computers or networks will be private.
3. Prohibited technology resources activities include, but are not limited to, the following:

Computer Tablet/laptop Violations:

- a. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- b. Downloading or transmitting multi-player game, music, or video files using the school network.
- c. Vandalizing, damaging, or disabling property of the school or another individual or organization.
- d. Accessing another individual's materials, information, or files without permission.
- e. Using the network or Internet for commercial, political campaign, or financial gain purposes.
- f. Releasing files, home address, personal phone numbers, passwords, or other vital accessing information to others.
- g. Promoting or soliciting for illegal activities.
- h. Attempting to repair, remove or install hardware components reserved for an authorized service technician.
- i. Violating copyright or other protected material laws.
- j. Subscribing to mailing lists, mass e-mail messages, games, or other services that generate several messages that can slow the system and waste other users' time and access.
- k. Intentionally wasting school resources.

Consequences:

1<sup>st</sup> offense – Office intervention or 5 day computer tablet/laptop suspension

2<sup>nd</sup> offense – 10 day computer tablet/laptop suspension

3<sup>rd</sup> offense – Tablet/laptop suspended for remainder of quarter or not less than 10 school days.

Suspension will start when the school possesses the computer.

Computer Network Violations:

- a. Attempting to log on to the Internet or network (servers, routers, switches, printers, firewall) as a system administrator.
- b. Sending, accessing, uploading, downloading, or distributing pornographic or sexually explicit materials.
- c. Installing, enabling, launching, or creating programs that interfere with the performance of the network, internet, or hardware technology resources.
- d. Creating, uploading, or transmitting computer viruses.
- e. Attempting to defeat computer or network security.

Consequences: Suspension of tablet/laptop computer, referral to law enforcement authorities, and possible long term suspension or recommended expulsion from school.

4. Chester School District does not guarantee that its technology resources will be uninterrupted or error-free; nor does it make any warranty as to the results to be obtained from use of the service or the accuracy or quality of the information obtained on or by the network. Access to the network is provided on an "as is" basis without warranties of any kind. Neither the school district nor any of its agents or employees shall be liable for any direct, indirect, incidental, special, or consequential damages arising out of the use of or inability to use the network or Internet.

5. Users shall be responsible for any costs, fees, charges, or expenses incurred under the person's account in connection with the use of the network or Internet except such costs, fees, charges, and expenses as the school district explicitly agrees to pay.
6. Any security or equipment problems arising from the use of technology resources must be reported to the Technology Help Desk or Principal's Office.
7. Students will be held responsible for maintaining their individual school computers and keeping them in good working order.
  - a. Computer batteries must be charged and ready for school each day.
  - b. Only labels or stickers approved by the Chester Area School District may be applied to the computer.
  - c. Computer bags furnished by the school district must be returned with only normal wear and no alterations to avoid paying a bag replacement fee.
  - d. Computers that malfunction or are damaged must first be reported to the Technology Help Desk located in the Technology Center. The school district will be responsible for repairing computers that malfunction. Computers that have been damaged from normal use or accidentally will be repaired with no cost or minimal cost to the student. Students will be entirely responsible for the cost of repairs to computers that are damaged intentionally.

**Accidental tablet/laptop damage: Students who have recorded 3 or more instances of accidental tablet/laptop damage may be asked to check their tablet/laptop in at the Help Desk after school. Tablet/laptops may be checked out again before classes begin the next day. Special permission to take a tablet/laptop home for class work may be permitted by the student's teacher.**

- e. Computers that are stolen must be reported immediately to the Principal's Office and the sheriff's department.
  - f. Individual school tablet/laptop computers and accessories must be returned to the Technology Help Desk at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Chester School for any other reason must return their individual school tablet/laptop computer on the date of termination.
8. Tablet/Laptop replacement prices with insurance: Pay 50% of cost to repair or replace. No insurance or intentional act: Pay full cost to repair or replace.
9. Cyberbullying and Appropriate Online Education  
Chester students will be educated annually about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyber bullying awareness and response. The implementation of this provision is delegated to the Superintendent who shall report annually to the Board on the educational activities undertaken to comply with this subsection. Strategies to teach children protection and etiquette on the Internet are: Professional speakers, teacher instruction, videos, assemblies and other activities as deemed necessary.

If a student fails to return the computer at the end of the school year or upon termination of enrollment, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the computer, or, if applicable, any insurance deductible. Failure to return the computer will result in a grand theft report being filed with the Lake County Sheriff's Office.

Furthermore, the student will be responsible for any damage to the computer, consistent with the District's Tablet/laptop Computer Protection plan and must return the computer and accessories to the Chester Technology Help Desk in satisfactory condition. The student may be charged a fee for any needed repairs not to exceed the replacement cost of the computer.

## Tablet/laptop Computer Protection

The Chester Area School District recognizes that with the implementation of the tablet/laptop initiative there is a need to protect the investment by both the District and the Student/Parent.

**Tablet/Laptop replacement prices with insurance: Pay 50% of cost to repair or replace. No insurance or intentional act: Pay full cost to repair or replace.**

**INSURANCE:** Mandatory insurance policy is required. The yearly fee is \$25.00 per tablet/laptop and maximum of \$50.00 for a family. This fee can be waived or reimbursed if a family applies and is approved for free/reduced meals.

### Insurance Policy - Student Tablet/laptop Computers

#### Personal Information:

Print Guardian/Parent name: \_\_\_\_\_

Student name/s: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

#### Device Information:

Tablet/laptop# \_\_\_\_\_

List any physical defects with the computer. (Information can be updated until 8-25-17)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Guardian/Parent Signature: \_\_\_\_\_ Date \_\_\_\_\_

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

**(To be completed by school personal only)**

**Payment:** per tablet/laptop and maximum of \$50.00 for a family.)

\$ \_\_\_\_\_ - Cash

\$ \_\_\_\_\_ Check \_\_\_\_\_ -Check #