

**2019-2020**  
**STUDENT TECHNOLOGY HANDBOOK**

NORTH WHITE SCHOOL CORPORATION

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North White School Corporation  
Information Technology Philosophy

North White Schools endorse the belief that well-educated learners provide the foundation essential to a democratic, information age society. The intelligent functioning of that society depends largely upon an adequate, capable citizenry. It is, therefore, vital that learners have access to knowledge, acquire knowledge, learn how to apply knowledge to resolve problems, and develop not only positive attitudes about themselves but also respect for the rights of others. North White Schools further endorse the belief that, through programs and services provided, schools must play a primary role in developing these qualities and characteristics in learners.

North White Schools endorse the belief that all learners are entitled to the opportunity for quality educational services which will enable learners to develop full potential to function as individuals and as citizens in a democratic, information age society. The educational services shall be provided efficiently, effectively, and conducted in a sensitive and disciplined environment. Further, they shall be implemented at a cost in keeping with the best principles of fiscal responsibility and with full accountability to the school community.

Technology Vision

The vision of North White Schools is to create an information-rich learning and working environment which will access converged channels of information through data networks, communication satellites, fiber optic lines, laser technologies, cable TV, modems, fax machines, microwave transmissions and other developing technologies.

Technology broadens the opportunities for the integration of curriculum throughout all subject areas. Textbooks no longer limit what is to be learned. Learners will be encouraged to ask their own questions, seek answers in many places, consider different perspectives, exchange views with others and add their own findings to existing understandings. ***Those concerned with education will understand that technology devices; e.g., personal computers, tablets, smart phones, and Apple TV connected to interlinked networks spanning the globe can serve as powerful learning amplifiers.***

Technology Mission Statement

It is the mission of North White School Corporation to promote and encourage greater productivity, communication and learning through the availability and use of information technologies.

Rules and Code of Ethics

Access to Electronic Information, Services, and Networks

Freedom of expression is an inalienable human right and the foundation for self-government. Freedom of expression encompasses the right to freedom of speech and the corollary right to receive information. Such rights extend to minors as well as adults. Schools facilitate the exercise of these rights by providing access to information regardless of format or

technology. In a free and democratic society, access to information is a fundamental right of citizenship.

In making decisions regarding student access to Network, North White School Corporation considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees.

Access to the Network, and through it, the Internet, enables students to explore thousands of libraries, databases, bulletin boards, social media, and other resources while exchanging messages with people around the world. North White School Corporation expects that faculty will blend the available electronic informational resources throughout the curriculum and will provide guidance and instruction in its use. As much as possible, access from school to outside resources should be structured in ways, which point students to those resources that have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to specific learning objectives.

Today's accessibility to computers and people all over the world, bring with it the availability of material that may not be considered to be of educational value. On a global network it is impossible to control all materials and information. Eventually, users may discover some information to be controversial. The educational benefits of this informational interaction on the worldwide network far outweighs; however, the negative reaction of improper material handling.

Outside of school, families bear the responsibility for the same guidance of Network and Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media.

The district's Network-related guidelines and procedures are available for review by all parents, guardians, school employees, and other community members.

**The signature(s) at the end of this document is (are) legally binding and indicate(s) the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.**

#### Student Network and Internet Acceptable Use and Safety

Students are encouraged to use the Corporation's technology devices/network and Internet connection for educational purposes. **Use of such resources is a privilege, not a right.** Students must conduct themselves in a responsible, efficient, ethical and legal manner. Unauthorized or inappropriate use, including any violation of these guidelines, may result in cancellation of the privilege, disciplinary action consistent with the Student Handbook, and/or civil or criminal liability. Prior to accessing the Internet at school, students must sign the Student Network and Internet Acceptable Use and Safety Agreement. Parent permission is required for minors.

Smooth operation of the Corporation's Network relies upon users adhering to the following guidelines. The guideline's outlined below are provided so that users are aware of their responsibilities.

- A. Students are responsible for their behavior and communication on the Internet
- B. Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on any network.
- C. Students may not use the Internet/technology devices to engage in unethical, hacking, or any other unlawful activities.
- D. Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.
- E. Any use of the Internet, including email, for commercial purpose, advertising, or political lobbying is prohibited.
- F. No hardware, software, or peripherals may be added to classroom PC's or the network. This can only be done by technology staff members. Students may not attach any student-owned media players (e.g. iPods, iPads, smart phones, Zune). Students may use flash drives or cameras for the sole purpose of school-related activities.
- G. Students are expected to abide by the following generally accepted rules of network and email etiquette:
  - 1. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Corporation's technology resources/network. Do not use obscene, profane, vulgar, sexually explicit, defamatory, or abusive language in your messages.
  - 2. No school technology resources will be used to intimidate or bully another student either on or off school grounds. Doing so will violate the acceptable use policy and user privileges will be suspended. In addition, further disciplinary action or legal action may be taken.
  - 3. Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Internet. It is the student's responsibility to remember their student username and password.
  - 4. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.

5. Never agree to get together with someone you “meet” on-line without prior parent approval.
  6. Students are not allowed to electronically record audio, pictures or video of staff or other students, without their consent.
- H. Use of Internet to access, process, distribute, display or print child pornography and other materials that are obscene, objectionable, inappropriate and/or harmful to minors is prohibited. As such, the following material is prohibited: material that appeals to a prurient interest in nudity, sex, and excretion; material that depicts, describes or represents in a patently offensive way with respect to what is suitable for minors an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or lewd exhibition of the genitals; and material that lacks serious literary, artistic, political or scientific value as to minors. Offensive messages and pictures, inappropriate text files, or files dangerous to the integrity of the North White School Corporation’s computers/network (e.g., viruses) are also prohibited.
- I. Malicious use of the Corporation’s technology resources/network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited.
- J. Students may not use the Corporation’s technology resources/network in such a way that would disrupt the use of the resources by other users.
- K. All communications and information accessible via the Internet should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions of authorship must be respected.
- L. All users are to download and save information onto their home directories (H drive) or to the user’s Google Apps for Education Drive. Downloading of information onto the Corporation’s hard drive is prohibited.
- M. Only public domain software may be downloaded. If a student transfers a file or software program that infects the Network with a virus and causes damage, the student will be liable for any and all repair costs to make the Network once again operational.
- N. Students are prohibited from accessing or participating in online “chat rooms”, social media, or other forms of direct electronic communication (other than email) without prior approval from a teacher or administrator. All such authorized communication must comply with these guidelines.
- O. Students are prohibited from connecting student-owned equipment to either the wired or wireless networks w/o explicit permission from the network administration staff.

- P. Privacy in communication over the Internet and the Network is not guaranteed and should not be expected. To ensure compliance with these guidelines, the Corporation reserves the right to monitor, review, and inspect any directories, files and/or messages residing on or sent using the Corporation's technology resources/network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
- Q. Use of the Internet and any information procured from the Internet is at the student's own risk. The Corporation is not responsible for any damage a user suffers, including loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions. The Corporation is not responsible for the accuracy or quality of information obtained through its services. Information (including text, graphics, audio video, etc.) from Internet sources used in student papers, reports, and projects should be cited the same as references to printed materials.
- R. Disclosure, use and/or dissemination of personal identification information of minors via the Internet is prohibited, except as expressly authorized by the minor student's parent/guardian on the "Student Network and Internet Acceptable Use and Safety Agreement Form."
- S. Proprietary rights in the design of web sites hosted on the Corporation's servers remain at all times with the Corporation.
- T. Students are prohibited from:
- Intentionally wasting limited resources
  - Installing software on any of the computers
  - Running any program from a floppy disk, CD-ROM or USB device
  - Altering or attaching equipment to the corporation's network
  - Changing the configuration of any software on the computer
  - Downloading material other than assigned research information to a floppy disk or hard drive
  - Attempting to bypass the security measures in place on the Corporation's servers, computers, technology resources, content filters or network components. This includes the use of VPNs, proxies, and wireless hotspots. Students are not allowed to connect to non-North White Networks during the school day.
- U. Students may be provided with an email account. This account is hosted by G Suite/Google Apps for Education. The G Suite/Google Apps for Education accounts are subject to filtering and archiving. The filtering is for content and addressing. These email accounts are to be used for school-related purposes only.

H.R. 4577, P.L. 106-554, Children's Internet Protection Act of 2000  
47 U.S.C. 254(h), (1), Communications Act of 1934, as amended  
20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965,

as amended

18 U.S.C. 2256

18 U.S.C. 1460

18 U.S.C. 2246

Penalties

1. If a student violates any provisions of the school policy, the student:
  - a. may be denied access to all corporation computer facilities, equipment and software for the duration of up to one calendar year from the date of the infraction. Therefore, when class assignments require the use to the corporation computer equipment and/or software, the student who has lost technology privileges must make arrangements with the instructor for alternative assignments that do not involve computer use.
  - b. may be removed from the class in which the violation occurs with a grade of “WF” if the majority of the class assignments are centered around the technology resources.
  - c. may also be suspended from school for a period of time, at the direction of the administration.
  
2. At the high school level, if a student violates any provision of this policy a second time, the student may be denied access to all corporation technology resources for the remainder of his or her school career.





# North White School Corporation

## One-to-One Device Policy

### Grades 3-12

The mission of the One-to-One Device program in the North White School Corporation is to create a collaborative learning environment for all learners. This environment will enable and support students and teachers to implement transformative uses of technology while enhancing students' engagement with content and promoting the development of self-directed, responsible life-long learners and users. Students will transition from consumers of information to creative producers and owners of knowledge. The Corporation will integrate professional development for teachers and students to enhance classroom environments by implementing high-quality instruction, assessment and learning through the use of technology and curriculum. 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.

### Device Purpose

The North White School Corporation is supplying students with a device. This device is property of the North White School Corporation. The supplied device will provide each student access to educational materials needed for each student to be successful. The Device allows student access to Information Now, Google Apps for Education, educational web-based tools, as well as many other useful sites. The supplied device is an educational tool not intended for gaming, social networking or high-end computing.

### Table of Contents

1. Receiving your Device
2. Returning your Device
3. Taking Care of your Device
  - a. General Guidelines
  - b. Carrying Devices
  - c. Screen Care
4. Using Your Device at School
  - a. Devices Left at Home
  - b. Devices Needing Repair
  - c. Charging your Device
  - d. Passwords and Background Images
  - e. Audio Restrictions
  - f. Printing from a Device
  - g. Account Access
5. Managing & Saving Your Digital Work with a Device
6. Operating System on your Device
  - a. Updating your Device
  - b. Virus Protections and Additional Software
  - c. Procedures for Restoring your Device
7. Protecting & Storing your Device
  - a. Device Identification
  - b. Account Security
  - c. Storing your Device
  - d. Devices left in Unsupervised Areas
8. Repairing/Replacing your Device
  - a. Vendor Warranty
  - b. Device Repair Cost and Protection Plan

- 9. Device Technical Support
- 10. Device Frequently Asked Questions (FAQ)
- 11. Device Expectations/Consequences

## 1. RECEIVING YOUR DEVICE:

### District Owned/Issued Devices

- Devices will be distributed at the beginning of school each year to students in grades K-12. Parents/Guardians and students MUST sign and return the Device Agreement document before the Device can be issued to their child. This Device Policy outlines the procedures and policies for student use and for students and families to protect the Device investment for the North White School Corporation. Devices will be collected at the end of each school year and students will be reissued the same Device every year while they are still enrolled in North White School Corporation.
- Students who are new to the North White School Corporation will receive a Device once they are enrolled and parents/guardians sign and return the Device agreement.
- At the end of each 4 year cycle of the Device, students/parents/guardians will have the option to purchase the Device for \$5. Devices that are not purchased will be recycled for parts.

## 2. RETURNING YOUR DEVICE:

All district-owned Devices must be returned following the guidelines in their respective school buildings.

- Students leaving the District must return district owned Devices. Grades 6-12 will return the Device to the Guidance Office. Grades K-5 will return the Device to the school office.
- At the end of the school year, Devices will be collected during the last week of the school year. Grades K-5 will be collected in the classroom. Grades 6-12 will be collected in the location designated by the school principal. Students are to return the Device fully charged.
- Any Device not returned at the end of the year or when the student is no longer enrolled will be considered stolen property and law enforcement agencies will be notified.
- Devices will be examined for damage and fees may be issued if damage is found to be beyond normal wear and tear.

## 3. 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, must be submitted to the office of their school. ***Do not take district owned Devices to an outside computer service for any type of repairs or maintenance.***

### 3a: General Guidelines

- Devices must have a North White School Corporation identifying tag on them at all times and this tag must not be removed or altered in any way. If tag is removed disciplinary action will result.
- No food or drink is allowed next to your Device while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Device.
- Never transport your Device with the power cord plugged in. Never store your Device in your backpack while plugged in.
- ***Students should never carry their Devices while the screen is open.***
- Devices must remain free of any writing, drawing, or stickers, including the case.
- Vents CANNOT be covered.
- Devices should never be left in a car or any unsupervised area.
- Students are responsible for bringing completely charged Devices for use each school day.

### 3b: Carrying Devices

- Transport Devices with care.
- Device lids should always be closed and tightly secured when moving.
- Never move a Device by lifting from the screen. Always support a Device from its bottom with lid closed.

### 3c: Screen Care

***Device screens can be easily damaged!*** The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean or put pressure on the top of the Device when it is closed.
- Do not store the Device with the screen in the open position.
- Do not place anything near the Device that could put pressure on the screen.
- Do not place anything in a carrying case or backpack that will press against the cover.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Do not place the device near magnets or anything with high electric current.
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth.
- Do not use any cleaning solvents. Some solvents can even damage the screen.
- Try to always use water dampened soft microfiber towel. If gentle cleaning attempts are not successful, students should notify their teacher and the teacher contact the IT department.

## 4. USING YOUR DEVICE AT SCHOOL

- Devices are intended for use at school each day.
- In addition to teacher expectations for Device use, school messages, announcements, calendars and schedules may be accessed using the Device.
- Students must be responsible to bring their Device to all classes, unless specifically advised not to do so by their class teacher.

### 4a: Devices Left at Home

- If students leave their Device at home, they will be allowed to phone their parent/guardian to bring it to school. This should occur before the school day starts or on lunch time to reduce distractions during the school day.
- If unable to contact parents or guardian to bring the device to school, the student can request a device loaner from the office. Repeat violations of this policy could result in disciplinary action.

### 4b: Devices Needing Repair

- **Grades K-5:** If a student encounters a Device problem, the student should immediately report it to their classroom teacher. The teacher will report it to the office. The office will contact the IT department.
- **Grades 6-12:** If a student encounters a Device problem, they will need to go to the library and fill out a request form with the librarian. When the Device is fixed, the librarian will contact a teacher to let the student know to go to the library and pick up the device. If there is a cost for the repairs, the student will **NOT** be allowed to take the Device home and will have to return it to the library at the end of the school day until the payment has been made for the repairs. Not returning the Chromebook to the library after school will result in a write-up. If a student needs to stay after school for tutoring, detention or club meeting, tell the librarian and he/she will make arrangements for the student to the Chromebook with the teacher in charge. The student will get the Device back in the morning.
- Students and families should never attempt to fix a broken device nor should they have anyone else attempt to fix their device.
- Loaner Devices may be issued to students while their device is being repaired.

- Students will be required to reimburse the District if a loaner device is lost or stolen. The replacement cost of a loaning device is not reduced even if the student or family has purchased the Device Care option for their district-issued device.

#### **4c: Charging your Device**

- Devices must be brought to school each day fully charged.
- Students need to charge their Devices each evening.

#### **4d: Passwords and Background Images**

- Take care to protect your password. Do not share your password.
- Password resets can be facilitated by teachers.
- Inappropriate media may not be used as a screensaver or background.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols, pictures or anything else deemed inappropriate by North White School Corporation staff will result in disciplinary actions.

#### **4e: Audio Restrictions**

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Headphones/Earbuds are encouraged but at the discretion of the teacher.
- Headphones/Earbuds are not provided by the North White School Corporation.
- Headphones must be unplugged when transporting the Device.

#### **4f: Printing from your Device**

- In an effort to save on printing costs from paper to ink the District is encouraging digital transfer of information by sharing and email information, papers, etc. Printing is available by saving websites/documents as PDF files to Google Drive then accessing a networked computer within the school building and printing. Students may be given access to print using email attachment to District printers as well.

#### **4g: Account Access**

- Students will only be able to login using their \*@nwhite.k12.in.us email account.
- Make sure you are not in guest mode or you will not be able access your Chrome extensions.
- Account login information can be supplied to a student by the IT staff.

## **5. MANAGING & SAVING YOUR DIGITAL WORK WITH A DEVICE**

- G Suite is a suite of products which includes Gmail, Google Calendar, Google Sites, Google Docs, Google Slides, Google Drawings, Google Sheets, Google Forms, etc. that lets students create different kinds of online documents, collaborate in real time with other people, and store documents, as well as other files, in the cloud.
- With a wireless Internet connection, you can access your documents and files from any Device, anywhere, at any time, no matter where you are.
- All items will be stored online in the Google Cloud environment.

## **6. OPERATING SYSTEM ON YOUR DEVICE**

Devices run a modified version of the Chrome browser. It connects to web resources, apps and extensions provided on the internet. It does not run Windows application software or Mac application software. Students are not to access or install any other operating systems other than Chrome OS.

- When a Device starts up, it updates itself automatically, so it has the most recent version of the Chrome operating system without you having to do a thing. No need for time-consuming installs, updates, or re-imaging.
- With defense-in-depth technology, the Device is built with layers of protection against malware and security attacks.
- Files are stored in the cloud, so there's no need to worry about lost homework.

## 7. PROTECTING & STORING YOUR DEVICE

### 7a: Device Identification

Student Devices will be labeled in the manner specified by the school.

Devices can be identified in several ways:

- Record of district asset tag and serial number
- Individual user account name and password
- MAC address of the device
- User tag attached to the device transport case

### 7b: Account Security

- Students are required to use their nwhite.k12.in.us domain user ID and password to protect their accounts and are required to keep that password confidential.

### 7c: Storing Your Device

- When students are in school and are not using their Device, they should store them in their transport case within their locked locker.
- Use of the transport case when not in use is **mandatory** to prevent damage
- Nothing should be placed on top of the Device when stored in the locker.
- Grades K-12 students are encouraged to take their Devices home everyday after school, regardless of whether or not they are needed for homework and charging purposes.
- Devices should not be stored in a student's vehicle at school or at home for security and to prevent temperature related issues.

### 7d: Devices left in Unsupervised Areas

- Under no circumstances should Devices be left in an unsupervised area.
- Unsupervised areas include the school grounds and campus, the cafeteria, computer labs, gymnasium, multi-purpose room, library, LMC, unlocked classrooms, dressing rooms and hallways.
- Any Device left in these areas is in danger of being stolen.
- If an unsupervised Device is found, notify a staff member immediately.
- **Unsupervised Devices will be collected by staff and taken to the office in the building. Disciplinary action may be taken for leaving your Device in an unsupervised location.**

## 8. REPAIRING/REPLACING YOUR DEVICE

### 8a: Vendor Warranty:

- The equipment vendor has a one year hardware warranty on the Device.
- The vendor warrants the Devices from defects in materials and workmanship.
- This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide normal replacement parts necessary to repair the

Device or Device replacement.

- The vendor warranty does not warrant against damage caused by misuse, abuse, accidents or Device viruses.
- All vendor warranty claims will be handled by IT Department..

### **8b: Insurance**

North White School Corporation will no longer offer an insurance plan. Any and all damage/replacement costs will be billed directly to the parents/guardians of the student. Parents/guardians can set up a payment plan with the treasurer of the elementary or middle-high school. Devices will remain at the school (they will not be allowed to be taken home) until the cost of repairs have been paid in full. Students will be allowed to check out the device in the morning and check it back in the afternoon. If a student damages their Device (and has not paid for the previous damages) then the student will not have access to their Device until all damages are paid for.

### **8c: Lost/Stolen Device (Chromebook) Replacement: (Cost of replacement if required because of neglect or damage.)**

**1<sup>st</sup> Replacement:** Payment for the prorated amount based on the 4 year life of the Device.

**2<sup>nd</sup> Replacement:** Complete Replacement (Cost of the Device, including all licensing fee).

**Students will not have to pay for equipment malfunction, if not the result or neglect or damage, even if the warranty has expired.**

### **8d: Device Checks for Damage:**

Every nine weeks, students will be required to have their Devices checked by the IT department. Students will need to produce the Device, case and charger to ensure that they are in proper working order. Anything found to be wrong will be billed to the parent/guardian of the student and repaired following department procedures/guidelines.

### **8e: Repair Costs**

#### **Required Replacement Charges**

Replace Damaged/Lost/Stolen Device--\$ 250.00

Replacing Screen--\$ 115.00

Replacing Keyboard/touchpad--\$ 80.00

Replacing Power cord--\$ 40.00

Other replacement parts - 100% of cost to District

Replace Device Transport Case - \$35.00

## **9. DEVICE TECHNICAL SUPPORT**

Technical support is available as follows. If repair is necessary for an Elementary Device then the classroom teacher must submit the Device to the office. If repair is necessary for a Middle/High School Device then the student must pick up a repair request form from the Guidance Office. Once the form is filled out, it will be placed in the Technology Director's mailbox to notify him/her of the problem.

Technology Staff members will provide:

- Hardware maintenance and repairs
- Loaning of a Device
- User account support
- Coordination and completion of warranty repairs

North White Staff can assist with:

- Charging a device if deemed necessary and acceptable

- Password resets
- Submission of a Device for repair

## 10. DEVICE FAQ's

### Q. What is a Device?

A. "Devices are mobile devices designed specifically for people who live on the web. With a comfortable, full-sized keyboard, large display and clickable track pad, all-day battery life, lightweight and built-in ability to connect to Wi-Fi and mobile broadband networks, the Device is ideal for anytime, anywhere access to the web. They provide a faster, safer, more secure online experience for people who live on the web, without all the time-consuming, often confusing, high level of maintenance required by typical computers." ("Google")

### Q. What kind of software does a Device run?

A. "Devices run millions of web-based applications, or web apps, that open right in the browser. You can access web apps by typing their URL into the address bar or by installing them instantly from the Chrome Web Store." ("Google")

### Q. How are these web-based applications managed?

A. Each Device we provide to students will be a managed device. Members of North White School Corporation's Technology Department will maintain devices through our Google Apps for Education account. As such, the school can pre-install web-applications as well as block specific web-applications from a centralized management

### Q. What devices can I connect to a Device?

A. Devices can connect to:

- Device USB ports are not to be used to charge any other devices such as phones.
- USB storage, mice and keyboards (see **supported file systems**)
- SD cards
- External monitors and projectors
- Headsets, earbuds, microphones

### Q. Can the Device be used anywhere at any time?

A. Yes, as long as you have a WiFi signal to access the web. The Device offers the ability through Apps so users can work in an "offline" mode if WiFi is unavailable.

### Q. Will our Device have 3G?

A. No. The district Devices will not have 3G/4LTE broadband.

### Q. Is there antivirus built into it?

A. It is not necessary to have antivirus software on Devices because there are no running programs for viruses to infect.

### Q. Battery life?

A. Devices have a rated battery life of 6.5 hours. However, we do expect that students charge them each evening to ensure maximum performance during the school day.



## **11. Device Expectations/Consequences**

In an effort to help ensure student success in using their Device, NWSC maintains the following expectations of all users:

### **Charging**

Students are expected to bring their Devices to school fully charged. Devices can be charged at school, lunch (left in classroom to charge) and during Study Hall (at teacher discretion) while maintaining possession of the computer. Failure to maintain a charged computer for class activities may result in disciplinary action(s).

### **Possession of Device**

Students are expected to be in possession of their Device at school during each class period of the school day. Failure to be in possession of the computer may result in disciplinary action(s).

### **Possession of Device Carrying Case**

Students are expected to be in possession of their school-provided carrying case at all times; their Device should **ALWAYS** be secured within that case. If a student needs to take the computer out of the case for any reason to clean, adjust, etc... their device, it should be returned to the same case immediately following the task. Failure of a student to have their computer properly installed within their school-provided carrying case may result in disciplinary action(s).

### **Inappropriate Content**

Inappropriate content on the student Device will be handled on a case-by case basis. Students found to have inappropriate materials, or remnants/trail of such may result in disciplinary action(s). Based on the severity of the content, the consequences may be escalated to include out-of-school suspension and or expulsion from school.

### **Identification Tags**

Identification tag and/or sticker(s) that have been placed on the Device and/or the school-provided case are for identification purposes. They should NOT be removed and/or altered for any reason. Purposeful removal and/or alteration of the identification tag(s) may result in disciplinary action(s). In addition to the student consequences, the student will incur the cost of replacement items for any reason(s) other than normal wear-&-tear.

### **Security**

Illegal use of proxy and/or breach of security may result in disciplinary action(s); see also: North White Technology and Internet Use Policies in the Student Handbook.

### **Writing, Drawing, Adding Stickers, etc. on the Device and/or Device carrying case**

Students are expected to maintain a Device that is free from writing, stray marks, drawings, stickers, or other things that might mar the finish and/or screen, or impede the device's function. Failure to keep the computer free of such issues may result in disciplinary action(s) and possible damage fee

### **Swapping or Sharing the Device**

Being that every student is issued a Device, students should maintain their own, properly charged device at all times, there should NOT be a need to swap or share computers; swapping or sharing of personal Devices is discouraged by NWSC officials.

### **Leaving the Device Unattended**

Being that students are to possess their Devices at all times during the school day, and to protect the device's security, their computers should NOT be left unattended.

### **Having Food/Drink around the Device**

Students are expected to maintain an environment free from food and/or drink while using their Device whether at school, on the bus, or at home.

### **Downloading/Installing**

All users are to download and save information onto their home directories (H drive) or to the user's Google Apps for Education Drive. Downloading of information onto the Corporation's hard drive is prohibited. Only public domain software may be downloaded. If a student transfers a file or software program that infects the Network with a virus and causes damage, the student will be liable for any and all repair costs to make the Network once again operational.

### **Inappropriate Video and/or Audio Recording**

Violations involving video and/or audio recording on the student computer will be handled on a case-by-case basis. Based on the severity of the content recorded and permissible recording, the consequence may change and/or be escalated.

### **Mishandling/Not taking care of the Device**

Students are expected to take care of their Device, keeping it clean, charged, and fully functional at all times. Failure to do so may result in disciplinary action(s) and or temporary, or permanent loss of the privilege to use the device.

### **Concerning issues of perceived cyberbullying:**

DO NOT escalate the situation by responding to the statement or posting, but instead:

- Take a screenshot
- Email it to a building administrator
- DO NOT reply or share with other students
- Continue your work until the office calls for an interview

**North White School Corporation**  
**One-to-One Device Policy: Student, Staff or Guest Agreement**  
**2019-2020 School Year**

**Student, Staff or Guest Agreement:**

I have read, understand and agree to abide by the terms of the foregoing Device Policy. Should I commit any violation or in any way misuse my device, I understand and agree that my access privilege may be revoked and School disciplinary action may be taken against me. I understand that I am to treat this device no different than any other Corporation owned piece of equipment. I will not alter it, make changes to it, or use it in a manner that is not aligned with the Corporation One-to-On Device Policy. If I am signing this Policy when I am under 18, I understand that when I turn 18, this Policy will continue to be in effect and I agree to abide by this policy.

**Student (print clearly)** \_\_\_\_\_ **Date** \_\_\_\_\_

**Student (signature)** \_\_\_\_\_

**Parent or Guardian Agreement:**

As the parent or legal guardian of the above minor, I have read, understand and agree that my child or ward shall comply with the terms of the North White School Corporation's Device Policy. I understand that the devices are a privilege and can be revoked if misused. I understand that if the device is damaged, lost, or stolen that my child or I will be responsible to reimburse the Corporation for the cost of the repair or replacement. I am signing this Policy and agree to indemnify and hold harmless the School, and the School Corporation that provides a Device to my child or ward, against all claims, damages, losses and costs, of whatever kind, that may result from my child's or ward's use of his or her device or violation of the foregoing Policy. Further, I accept full responsibility for supervision of my child's or ward's use of his or her device if and when such access is not in the School setting. I hereby give permission for my child or ward to use a device authorized by the School Corporation and agree to the above terms and Policy.

**Parent or Guardian (print clearly)** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent or Guardian (signature)** \_\_\_\_\_

**Approved by the North White School Board: 06/10/2019**

**STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY AGREEMENT**

To access e-mail and/or the Internet at school, students under the age of eighteen (18) must obtain parent permission and must sign and return this form. Students eighteen (18) and over may sign their own forms.

**Use of the Internet is a privilege, not a right. The North White School Corporation’s Internet connection is provided for educational purposes only. Unauthorized and inappropriate use will result in a cancellation of this privilege.**

The North White School Corporation has implemented technology protection measures which block/filter Internet access to visual displays that are obscene, child pornography or harmful to minors. The North White School Corporation also monitors online activity of students in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that determined users may be able to gain access to information, communication and/or services on the Internet which the School Board has not authorized for educational purposes and/or which they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume this risk by consenting to allow their students to participate in the use of the Internet. Student’s accessing the Internet through the school’s computers assume personal responsibility and liability, both civil and criminal, for unauthorized use of the Internet.

The North White School Corporation has the right to monitor, review and inspect any directories, files and/or messages residing on or sent using the Corporation’s *technology resources*/networks. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

**Please complete the following information:**

Student User’s Full Name (please print): \_\_\_\_\_

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

School: \_\_\_\_\_ Grade: \_\_\_\_\_

**Parent/Guardian**

As the parent/guardian of this student, I have read the Student Network and Internet Acceptable Use and Safety Policy and Guidelines, and have discussed them with my child. I understand that student access to the Internet is designed for educational purposes and that the Corporation has taken available precautions to restrict and/or control student access to material on the Internet that is obscene, objectionable, inappropriate, and/or harmful to minor. However, I recognize that it is impossible for the Corporation to restrict access to all objectionable and/or controversial materials that may be found on the Internet. I will not hold the Corporation (or any of its employees, administrators, or officers) responsible for materials my child may acquire or come in contact with while on the Internet. Additionally, I accept responsibility for communicating to my child guidance concerning his/her acceptable use of the Internet—I.e. setting and conveying standards for my daughter/son to follow when selecting, sharing and exploring information and resources on the Internet. I further understand that individuals and families may be liable for violations.

I also give permission for my son/daughter’s photograph to be used in the North White School’s web page. Please check box for approval.

Parent/Guardian Name (Please Print): \_\_\_\_\_

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

*If access to the Internet is not authorized, alternate activities can be requested by signing the form on page 8.*

ALTERNATIVE REQUEST

We, the parents of \_\_\_\_\_, have read and discussed the Student Network and Internet Acceptable Use and Safety Agreement with our child and request alternative activities be assigned and no use of the network or Internet provided.

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

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_