

Forrestville Valley School District #221

Electronic Device Procedures, Information and Agreement Handbook 2016-2017

We believe in promoting independent learners that will work in a flexible environment that is inquiry-driven, thoughtful and empowering - not bound by location, socio-economics and/or disability. We believe that technology must serve pedagogy, while at the same time technology will transform pedagogy. We believe in preparing all students to be self-advocates, responsible digital citizens, develop high-level executive function skills and transition to life after leaving Forrestville Valley School District #221. We believe in enhancing creativity, communication, critical thinking, and collaboration for all. We believe in redefining and extending the school space beyond the physical classroom walls and constraints of time where synchronous and asynchronous learning may occur in formal and informal ways. We believe in raising the level of expectation for student performance and teacher innovation. Finally, we believe in moving Forrestville Valley School District #221 to be a recognized world leader in education.

Excellence in education requires that technology be seamlessly integrated throughout the educational program. Increasing access to technology is essential for the future, and one of the learning tools of our twenty-first century students is an Electronic Device. The individual use of Electronic Devices is a way to empower students to maximize their full potential and to prepare them for college and the workplace. 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. Effective teaching and learning with Electronic Devices integrates technology into the curriculum anytime, anyplace.

The information included in this document applies to all Electronic Devices used at Forrestville Valley School District #221. Teachers may set additional requirements for use in their classroom.

ACCEPTABLE USE

Access to Forrestville Valley School District #221's electronic network must be: (a) for the purpose of education or research, consistent with Forrestville Valley School District #221's educational objectives, or (b) for legitimate Forrestville Valley School District #221 use. Access also must comply with the Policy, these Administrative Procedures, federal and Illinois law or any additional rules, regulations or other terms and conditions of electronic network access promulgated by the Superintendent or Director of Instructional Technology, and all other disciplinary policies and regulations for the safety and pedagogical concerns of Forrestville Valley School District #221.

RECEIVING YOUR ELECTRONIC DEVICE:

1. Receiving Your Device

Parents & students must sign and return the Forrestville Valley School District #221 Electronic Device Agreement before participating in Bring Your Own Technology (BYOT) or before a district device can be issued to their student.

2. **Device Check-in:**

Electronic Devices will be returned during the final week of school so they can be checked for serviceability and summer storage. If a student transfers out of Forrestville Valley School District during the school year, the Electronic Device will be returned at that time.

3. **Check-in Fines**

Individual school Electronic Devices and accessories must be returned to Forrestville Valley School District #221 at the end of each school year. That includes the Electronic Device, case, charger, and charger cable. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Forrestville Valley School District #221 for any other reason must return their individual school Electronic Device on the date of termination. If a student fails to return the Electronic Device at the end of the school year or upon termination of enrollment at Forrestville Valley School District #221, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the Electronic Device, or, if applicable, any deductible. Failure to return the Electronic Device will result in a theft report being filed with the Forreston Police Department. Furthermore, the student will be responsible for any damage to the Electronic Device and must return the computer and accessories to Forrestville Valley School District #221 in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the Electronic Device.

TAKING CARE OF YOUR ELECTRONIC DEVICE

Students are responsible for the general care of the Electronic Device they have been issued by the school. Electronic Devices that are broken or fail to work properly must be taken to the Director of Instructional Technology for an evaluation of the equipment.

1. **General Precautions**

- a. The Electronic Device is school property and all users will follow these procedures and Forrestville Valley School District #221 acceptable use procedures.
- b. Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- c. Cords and cables must be inserted carefully into the Electronic Device to prevent damage.
- d. Electronic Devices must remain free of any writing, drawing, stickers, skins or labels that are not the property of Forrestville Valley School District #221.
- e. Electronic Devices must never be left in an unlocked locker, unlocked car or any unsupervised area.
- f. Students must not remove any Forrestville Valley School District #221 labels.

2. **Transporting Electronic Devices**

The protective cases provided with Electronic Devices have sufficient padding to protect the device from normal treatment and provide a suitable means for carrying the device within the school. Electronic Devices should always be within the protective case when carried.

3. **Screen Care**

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

- a. Do not lean on the top of the Electronic Device when it is closed.
- b. Do not place anything near the Electronic Device that could put pressure on the screen.
- c. Do not place anything in the carrying case that will press against the cover.
- d. Clean the screen with a soft, dry cloth or anti-static cloth.
- e. Do not "bump" the Electronic Device against lockers, walls, car doors, floors, etc., as it will eventually break the screen.

USING YOUR ELECTRONIC DEVICE AT SCHOOL

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

1. **Electronic Devices Left at Home**

If students leave their Electronic Device at home, they are responsible for getting the course work completed as if they had their device present. If a student repeatedly leaves their Electronic Device at home, they will be required to have a meeting with the school administration to discuss executive function skills.

2. **Electronic Devices Undergoing Repair**

Loaner Electronic Devices may be issued to students when they leave their Electronic Device for repair with the Director of Instructional Technology. There may be a delay in getting an Electronic Device should the school not have enough to loan.

3. **Charging Your Electronic Device's Battery**

Electronic Devices must be brought to school each day in a fully charged condition. Students need to charge their Electronic Device each evening. Repeat violations (minimum of 3 days-not consecutively) of this rule will result in students being required to have a meeting with the school administration to discuss executive function skills.

4. **Screensavers/Background photos**

- a. Inappropriate media may not be used as a screensaver or background photo.
- b. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.

5. **Sound, Music, Games, or Programs**

- a. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- b. Music is allowed on the Electronic Device and can be used at the discretion of the teacher.
- c. Data Storage will be through apps on the Electronic Device and email to a server location.

6. **Printing**

Printing will be limited with the Electronic Device. Students will be given information and instruction on sharing documents with the Electronic Device at school.

7. **Home Internet Access**

Students are allowed to set up wireless networks on their Electronic Device. This will assist them with Electronic Device use while at home. Printing at home will require a wireless printer, proper settings on the Electronic Device and the correct app.

MANAGING YOUR FILES & SAVING YOUR WORK

1. Saving Documents

Students Using Chromebooks

Students with Chromebooks will be setup to save all work to their own Google Drive automatically. All work can be done offline, but an internet connection is required for saving to the Google Drive. Powering on and logging onto the Chromebook at the start of the school day will take care of the upload to Google Drive.

Students Using iPads

iPad users who take advantage of the Google Apps for Education on their iPad will need to follow the same process as students using Chromebooks. Other Apps, including Pages, Numbers and Keynote will need to be configured to use the Apple iCloud. Instructions for these configurations will be provided by the Technology Director.

2. Network Connectivity

Forrestville Valley School District #221 makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the school will not be responsible for lost or missing data.

SOFTWARE ON ELECTRONIC DEVICES

1. Originally Installed Software

The software/Apps originally installed by Forrestville Valley School District #221 must remain on the Electronic Device in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular course.

2. Additional Software

Students are allowed to load extra software/Apps on their Electronic Device at their own expense. Forrestville Valley School District #221 will synchronize the Electronic Device so that they contain the necessary apps for schoolwork.

3. Inspection

Students may be selected at random to provide their Electronic Device for inspection.

4. Procedure for re-loading software

If technical difficulties occur, the Electronic Device will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image.

5. Software upgrades

Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in their Electronic Device for periodic updates and syncing.

ELECTRONIC DEVICE CARE

Students will be held responsible for maintaining their individual Electronic Device and keeping them in good working order.

1. Bring your Electronic Device to school every day.
2. When the Electronic Device is not in use, moving between classes, in your locker, in your backpack, in the restroom, keep it in the case, making sure to close the zipper.
3. Your Electronic Device should be kept on the top shelf of your locker. The Electronic Device will not be taken to lunch. They will be left with student books in their class before lunch.
4. To clean the Electronic Device, unplug all cables and turn off the device. Use a soft, lint-free, cotton cloth or old (clean) denim jeans. Do not use any liquid cleansers on the Electronic Device.
5. Remember: your Electronic Device is like a cat; it doesn't like water. Keep all liquid materials away from your device.
6. Electronic Device batteries must be charged and ready for school each day. Set up a charging station at your house. Be sure to charge your device every night. No chargers should be brought to school.
7. Only labels or stickers approved by Forrestville Valley School District #221 may be applied to the Electronic Device.
8. Electronic Device sleeves and cases furnished by the school district must be returned with only normal wear and no alterations to avoid paying replacement cost of a sleeve or case.
9. Electronic Devices that malfunction or are damaged must be reported to the Director of Instructional Technology. The school district will be responsible for repairing devices that malfunction. Electronic Devices that have been damaged from student misuse, neglect or are accidentally damaged will be repaired with cost being borne by the student. Students will be responsible for the entire cost of repairs to Electronic Devices that are damaged intentionally. Electronic Device damage: Students are responsible for any and all damage.
10. Electronic Devices that are stolen must be reported immediately to the Principal.

PROTECTING & STORING YOUR ELECTRONIC DEVICE

1. Electronic Device Identification

Student Electronic Devices will be labeled and can be identified in the following ways:

- a. Record of serial number
- b. Forrestville Valley School District #221 Label

2. Storing Your Electronic Device

When students are not using their device, they should be stored in their lockers. Nothing should be placed on top of the device, when stored in the locker. Students are encouraged to take their Electronic Device home every day after school, regardless of whether or not they are needed. Electronic Devices should not be stored in a student's vehicle at school or at home.

3. Electronic Devices Left in Unsecured Areas

Under no circumstances should Electronic Devices be left in unsecured areas. Unsecured areas include the school grounds and campus, the lunchroom, computer lab, locker rooms, library, unlocked classrooms, dressing rooms and

hallways. Any device left in these areas is in danger of being stolen. If an Electronic Device is found in an unsecured area, it will be taken to the office.

REPAIRING OR REPLACING YOUR ELECTRONIC DEVICE

1. Damaged Electronic Devices

If a device is damaged, parents are responsible for the cost of necessary repairs. The Director of Instructional Technology will coordinate repairs.

2. Personal Home or Homeowners coverage

Students or parents may wish to carry their own personal insurance to protect the Electronic Device in cases of theft, loss, or accidental damage. Please consult with your insurance agent for details about your personal coverage of the device. Most insurance companies will require a rider for electronics and only provide so much coverage and a higher deductible.

3. Cost of Repairs

Students will be held responsible for ALL damage to their Electronic Device, including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. If a device is damaged, parents are responsible for all costs of necessary repairs. Students will be responsible for the entire cost of repairs to a device that has been damaged intentionally. The Director of Instructional Technology will coordinate repairs. Lost items such as sleeves and cables will be charged the actual replacement cost.

Forrestville Valley School District #221

Electronic Device Agreement

2016-2017

Forrestville Valley School District #221 will provide students, as part of their required course materials, an Electronic Device to use for school. The district will cover the cost of this device. When a student leaves Forrestville Valley School District #221 for any reason, the Director of Instructional Technology will ask for the return of the device in full working condition with normal wear and tear.

By accepting the Electronic Device, pre-installed software and peripherals, the student and parents/guardians understand and agree to:

1. Adhere to Forrestville Valley School District #221's rules and regulations governing the use of Forrestville Valley School District #221's Electronic Device and Network and will comply with all applicable copyright and other regulations regarding the Hardware and Software;
2. Will not sell, lease or otherwise grant anyone rights to the Electronic Device and installed software;
3. Provide reasonable care and maintenance of the Electronic Device;
4. Will not remove any factory or school label from the device.

If an Electronic Device is damaged, parents are responsible for costs of necessary repairs. The Director of Instructional Technology will coordinate repairs. Students will be responsible for the entire cost of repairs to the Electronic Device that has been damaged intentionally.

The District will provide:

1. Loaner devices when available, while inoperable units are out for repair;
2. Replacement device for lost or stolen devices.

If a student exhibits a pattern of negligence, the Director of Instructional Technology reserves the right to report the student to his/her Principal for discipline in accordance with the Acceptable Use Policy and make the student and/or his/her parents/guardians responsible for the full price to replace the device.

In case of theft, the student is responsible to promptly contact the local authorities and file the appropriate police report. Should the theft take place on a Forrestville Valley School District #221 campus, the student should immediately contact the school's Principal and file a theft report.