Access Oak Ridge Handbook

Technology Device Procedures and Expectations

For 5th – 12th Grade Students and Parents/Guardians

2018-2019

District Policies and Procedures

The Board of Education policies that are relevant to the use of Technology Devices include:

- 4.406: Use of Internet
- 6.309: Zero Tolerance Offenses (Electronic)
- 6.311: Care of School Property
- 6.313: Discipline Procedures
- 6.709: Student Fees and Fines

These policies can be found on the Oak Ridge Schools Webpage at https://www.ortn.edu/. Navigate to Central Office > Board of Education > Policies.

Expectations

Receiving a Technology Device

System-wide training will occur for each school's student device deployment.

- Parents/guardians are required to attend and/or view a training for all students who receive a technology device.
- Parent/guardians and students must sign the Oak Ridge Schools Technology Device Agreement online before the device can be issued to the student.
- Students will use technology devices in a manner consistent with all Board of Education policies, district procedures and school rules.

Students will not receive their technology devices until their parents/guardians have attended and/or viewed a training session and signed the appropriate paperwork.

Returning a Technology Device

- The individual's school technology device and accessories (technology device and charger, as well as protective covering provided by the school, and a stylus in some grade levels/courses) must be returned to the school at the end of each school year.
- Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment for any other reason must return their school technology device on the date of termination.
- Students who transfer from one school within the district to another school in the district must turn in their devices before transferring. The devices will be checked for damage and then will be sent to the student's new school by the Technology Department.
- If a student fails to return the technology device at the end of the school year

or upon termination of enrollment, that student/parent/guardian will be subject to **the replacement cost of the device**. The technology devices are property of Oak Ridge Schools.

- The student will be responsible for any damage to the technology device, charger, protective covering, and/or stylus (if applicable). The student/parent/guardian will be charged for any needed repairs, not to exceed the replacement cost of the technology device.
- If the student/parent/guardian has unpaid penalties, a student transcript can be withheld; alternatively, the new school will be notified about the penalties.

Throughout the remainder of this document, the term **Technology Device** includes the device, charger, protective covering, and stylus, if applicable. A bag strap will be issued upon request.

Technology Device Use

- The care of the district technology device is the student's responsibility. Students should not lend their technology device to another person. If a student lends their device to another, the student who lent the device is responsible for any damages that take place as a result. Each technology device is assigned to an individual student and the responsibility for the care of the technology device rests solely with that student.
- Students should never leave their technology device unattended. When not in a student's possession, it should be in a secure, locked environment.
- **Students need to charge their technology device each night at home so that it is fully charged when they arrive to school each day.**
- If a student is a day user, the student must pick up his/her device before school or during breaks between classes and return the device at the end of the day.
- Failure to bring the district issued technology device (no personal home device) or other class materials does not release a student from his/her responsibility for class work. If a student repeatedly fails to bring materials to class, including the technology device, progressive discipline procedures will be followed.
- **The technology device is the property of the Oak Ridge Schools and may be collected and inspected at any time. Students have no right to privacy for any material on a technology device.**
- Each technology device has a unique serial number and asset tag. Students should not modify or remove the tag. If a label has been damaged or has fallen off, the student must return the device to Student Helpdesk so that a new label can be made and placed on the device.
- Students should not write on, draw on, or add stickers or labels directly to the technology device. No other form of tampering will be permitted.
- It is the student's responsibility to back up projects and content.

- Students may add music subscription services to their computer. This information may be inspected on the technology device and inappropriate, graphic, or offensive material may be removed.
- If a student's technology device is not working or is damaged, the student **must** report the problem immediately to the Student Helpdesk.
- If a student's technology device is lost or stolen at school, the student **must** report the loss immediately to the school administration. If a student's technology device is lost or stolen outside of school, parents/guardians must report the loss immediately to the local police and obtain a police report. If student's technology device is lost or stolen at an unknown location, please treat it as if it had been lost or stolen outside of school.
- Students are responsible for using the technology device according to school and district policies and procedures.

Technology Device Guidelines

Care and Maintenance

- Technology devices should NEVER be picked up by the lid. Students should close the technology device before it is picked up.
- Students will use the school issued protective covering at all times.
- When carrying the device to and from school campus, it is expected that the device will be placed in a backpack, bag, or other carrying case.
- It is recommended that if students use a backpack, then the technology device should always be placed in the backpack with the port side facing up.
- Technology devices should be kept at room temperature and should NOT be exposed to extremes of hot or cold. Students should **NOT LEAVE their technology device in a vehicle. Students should not leave their technology device outside.**
- Liquids and food should not be used/consumed in the vicinity of the technology device.
- The device should not be in a place where someone could accidentally sit or step on it.
- Devices can be tripping hazards when they are charging. Please be very careful to charge your device in such a manner that others will not trip over the wire.

Cleaning the Technology Device

- Cleaners, sprays, alcohol, ammonia or abrasives should not be used on the technology device.
- Technology devices should be cleaned with a soft, lint-free cloth.

Technology Device Parent/Guardian Guide

The following are suggestions to promote safe use of the technology device in your

home.

- Monitor your child's home use of the Internet with the technology device.
- Provide a place in an open area of your home, such as the kitchen or family room, where the technology device will be used.
- Use the Internet with your child to help develop safe Internet habits. One suggested resource is NetSmartz at http://www.netsmartz.org/internetsafety.
- Frequently ask to see your child's technology device and ask how it is being used.
- Review with your child the programs installed on the technology device and ask them what each program does.
- Do not hesitate to contact your school if you have any questions or concerns about the technology device.

Maximize Battery Life

Students should use the technology device in a way that maximizes its battery life.

- **Energy:** The Energy Saver control panel offers several settings that determine power levels for the technology device. The technology device knows when it is plugged in, and runs accordingly. When on battery power, it will dim the screen and use other components sparingly. If you change this setting to maximize performance, your battery will drain more quickly.
- **Brightness:** Students should dim the screen to the lowest comfortable level to achieve maximum battery life. For instance, when watching a video in a dark room, you may not need full brightness.
- **AirPort Wireless:** AirPort consumes power, even if you are not using its features to connect to a network. You can turn it off in the control panel to save power.
- **Bluetooth Wireless:** Likewise, you can turn off Bluetooth to maximize your battery life, as it also consumes power when not in use.
- **Applications and peripherals:** Disconnect peripherals and quit applications not in use.

Repair and Replacement Guidelines

The following is designed to be a guide and reference for dealing with issues related to student technology device damage with the understanding that the goal is for every student to have an operational device. Typically, issues will arise over one of the following: Theft, Non-preventable Damage, Preventable Damage/Negligence, and Willful Damage/Recklessness.

Theft/Non-Preventable Damage

- For Theft:
  - The theft **must** be reported as soon as possible.

- An administrator will meet with student and parent/guardian in order to investigate the theft.
- A police report is required to document a theft.
- After a police report is submitted, the student will be a day user during the time of the investigation. Upon finalizing the report, a student may be issued a new computer.
- For *non-preventable Damage* (these are rare, but examples might include, but are not limited to an auto accident or a house fire),
  - An administrator will meet with student to investigate the incident and discuss with parent/guardian as necessary.
  - Upon determination of a verifiable accident, the student will be issued another computer.

Preventable Damage/Negligence

- **Damage must be reported as soon as possible**, within a window of one week from the time of the damage unless the damage occurs during a break; in this case, the damage must be reported within one week of the student's return to school.
- The parent/guardian and student have accepted responsibility for the technology device and therefore are liable for the damage penalty of $50.
  - If the computer is still functional and it is level 1 damage, the damage penalty can be paid through May 10th and the student will still be able to use the device while waiting for repair. If another incident of level 1 damage occurs, there will not be an additional penalty.
- If the computer is no longer functional or internal components are exposed, it is level 2 damage. In this case, the computer needs to be turned in immediately and the penalty will be due at that time.
- If the adaptor is damaged and must be replaced, the parent/guardian and student are liable for a penalty of $45.
- If the bag is damaged and must be replaced, the parent/guardian and student are liable for a penalty of $32.
- If a stylus is damaged and must be replaced, the parent/guardian and student are liable for a penalty of up to $45.
- If a student damages a laptop, charger and bag at the same time, the maximum damage penalty is still $50.
- If a student damages a laptop and has been assessed a damage penalty of $50 and then damages a loaner computer, the student will be assessed another damage penalty of $50.
- An administrator will meet with student to investigate the incident and discuss with parent/guardian as necessary.
- Student will become a desktop user until the damage penalty is received, unless it is level 1 damage as indicated above. This is true if a student damages the laptop, charger, or bag. Principals may make an exception to this rule if the family has started payment and has an agreed-upon payment plan for the remainder of the penalty.

- The replacement cost of the device, charger or bag cannot be satisfied by families themselves purchasing their own replacement device, chargers or bags.

Willful Damage/Recklessness

- The parent/guardian and student have accepted responsibility for the machine and therefore are liable for the cost of the repair or replacement of the device.
- An administrator will meet with student to investigate and discuss with parent/guardian as necessary.
- Student will become a "day user" until the cost of the repair or replacement is received. If the payment is not received within 30 days, the student will be removed from day user status, and will only be able to use classroom desktop machines. Principals may make an exception to this rule if the family has started payment and has an agreed-upon payment plan for the remainder of the charge.
- The replacement cost of the device, charger or bag cannot be satisfied by families themselves purchasing their own replacement device, chargers or bags.
- The cost of repairs will be assessed for each reported incident.
- Please note that willful damage also includes asset tags and power supply identifiers. It is not acceptable for a student to intentionally remove asset tags and identifiers.

Multiple offenses should be handled appropriately and in consultation with the district office if necessary.

If a student owes a penalty at the beginning of the school year based on the previous school year, the penalty will have to be paid before a device is issued. Principals may make an exception to this rule if the family has started payment and has an agreed-upon payment plan for the remainder of the charge.

Discipline starts over at the beginning of each school year.

Damage Matrix

The following table summarizes the consequences of the various damage scenarios for the laptop:

Damage	Financial Consequence	Additional Consequence
Unintentional/First Offense/Level 1 Damage (even if there is more than one incident in the school year)	$50 penalty	
Unintentional/Second Offense (excluding Level 1 damage)	$50 additional penalty	1 month probationary period as a day user
Unintentional/Third Offense	$50 additional penalty	Day user for the remainder of the school year
Unintentional/Fourth Offense	$50 additional penalty	The student will only be able to use classroom desktop devices
Intentional Physical Damage	Cost of repair or replacement	Day user for the remainder of the school year & suspension
Intentional Operational Damage	Cost of repair or replacement	Day user for the remainder of the school year & suspension
Intentional Physical Damage by a Day-User Student	Cost of repair or replacement	The student will only be able to use classroom desktop devices & suspension
Intentional Operational Damage by a Day-User Student	Cost of repair or replacement	The student will only be able to use classroom desktop devices & suspension

Acceptable Use Policy

Guidelines for Use of Technological Resources

The following actions are not permitted (inclusive of, but not limited to):

- Users will not use the district's electronic technologies to access, review, upload, download, complete, store, print, post, receive, transmit or distribute:

    o Pornographic, obscene or sexually explicit material or other visual depictions;
    o Obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful or sexually explicit language;
    o Materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
    o Materials that use language or images that advocate violence or

discrimination toward other people or that may constitute harassment, discrimination or threatens the safety of others.

- Users will not use the district's electronic technologies to knowingly or recklessly post, transmit or distribute false or defamatory information about a person or organization, to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
- Users will not use the district's electronic technologies to engage in any illegal act or violate any local, state or federal laws, including downloading copyrighted material.
- Users will not use the district's electronic technologies to vandalize, damage or disable the property of another person or organization. Users will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses, engaging in "spamming" or by any other means.
- Users will not tamper with, modify or change the district system software, hardware or wiring or take any action to violate the district's security system. Users will not use the district's electronic technologies in such a way as to disrupt the use of the system by other users.

Student Internet Safety

Students will be instructed in safe and responsible use of the Internet using readily available and age appropriate tools and information, as the curriculum permits. Students must abide by all laws, this Acceptable Use Policy and all district security policies when using the district network. For additional information regarding students and internet safety, please refer to the Student Discipline Handbook.

Cyberbullying

Per release of the FCC (Federal Communications Commission) and CIPA (Children's Internet Protection Act), students and staff shall not use cell phones, instant messaging, e-mail, chat rooms, social networking sites, or other type of digital technology to bully, threaten, discriminate, or intimidate others. If a student or staff member receives a text, e-mail, blog comment, social network post, or message that makes them feel uncomfortable or is not respectful, they must report the incident to the school administrator or building designee, and they must not respond to the comment.

Also prohibited is "cyber baiting", a term used for students deliberately provoking a teacher until they lose their composure in order to capture video that is then posted in a public forum online.

Web 2.0

Oak Ridge Schools users with access to or using Web 2.0 products including but not limited to blogs, wikis, podcasts, Google applications and social networking sites as part

of their student assignments are required to keep personal information out of their postings. All activities are limited to usage in association with activities of Oak Ridge Schools. The Website cannot be used for personal financial gain, to express personal or political opinions, or to editorialize. The Technology Staff reserves the right to reject all or part of a proposed or posted Webpage.

- Links from pages housed on the Oak Ridge Schools' Website to personal blogs, social networking sites, advertisements unrelated to school system business, and/or personal web pages are prohibited.
- Students and staff will not post or release student family name, password, user name, email address, home address, or other information that could help someone locate or contact a student in person.
- Caution will be used when photographs of any students are included on Web pages. Group photographs without names are preferred for all students.
- Speech that is inappropriate for class is not appropriate on Web 2.0 tools. Users are expected to treat others and their ideas online with respect.

Parent/Guardian Consent

We recognize that parents/guardians of minors are responsible for setting and conveying the standards their children should follow when using media and information sources. Accordingly, before a student may independently access the Internet, the student's parent/guardian must be made aware of the possibility that the student could obtain access to inappropriate material while engaged in independent use of the Internet. The parent/guardian and student must consent to the student's independent access to the Internet and to monitoring of the student's communication by school personnel.

Privacy

No right of privacy exists in the use of technological resources. Users should not assume that files or communications accessed, downloaded, created or transmitted using school district technological resources or stored on services or hard drives of individual computers will be private. School district administrators or individuals designated by the Superintendent may review files, observe screen activity, monitor all communication and intercept e-mail messages to maintain system integrity and to ensure compliance with board policy and applicable laws and regulations. School district personnel will endeavor to monitor on-line activities of individuals who access the Internet via a school-owned computer. Under certain circumstances, the school may be required to disclose such electronic information to law enforcement or other third parties, for example, as a response to a document production request in a lawsuit.

Security/Care of Property

Security on any computer system is a high priority, especially when the system

involves many users. Users are responsible for reporting information security violations to appropriate personnel. Users should not demonstrate the suspected security violation to other users. Unauthorized attempts to log onto any school system computer on the network as a system administrator may result in cancellation of user privileges and/or additional disciplinary action. Any user identified as a security risk or having a history of problems with other systems may be denied access. Users of school district technology resources are expected to respect school district property and be responsible in using the equipment. Users are to follow all instructions regarding maintenance or care of the equipment. Users may be held responsible for any loss or damage caused by intentional or negligent acts in caring for computers while under their control. The school district is responsible for any routine maintenance or standard repairs to school system computers.