

# OREGON CITY SCHOOLS

1-1 Technology Initiative

Policies & Procedures Handbook



# INTRODUCTION

The focus of the *Oregon City Schools 1-1 Initiative* is to provide an environment that promotes teaching and learning in a digital world where students are engaged through collaboration, communication, creativity, critical thinking, and connectivity. *Oregon City Schools 1-1 Initiative* promotes innovative learning through inquiry and problem-based approaches as well as challenging all students to be self-directed, independent, and life-long learners – essential skills necessary to compete in the global arena for college placement and employment opportunities.

The 21st century requires learners to be able to navigate smoothly, effectively, and purposefully through the world of technology. *Oregon City Schools 1-1 Initiative* will offer our students the opportunity to participate in the global educational environment.

This initiative is a partnership between Oregon City Schools and the home as we ask students and parents to share in the responsibility of the success of this program through a collaborative effort to manage, maintain, and support the Device and the educational values of *Oregon City Schools 1-1 Initiative*.

## GOALS OF THE 1-1 INITIATIVE

- Provide students the opportunity to connect with each other and the world through technology in the classroom, during non-instructional time, and at home.
- Increase technology to address the integration of Ohio’s Learning Standards, to prepare for online assessments, and to meet the day-to-day instructional and learning needs of students and teachers.
- Provide an opportunity for ongoing, instantaneous, and spontaneous use of technology to provide the most accessibility for the greatest number of students and teachers, making the integration of technology a natural part of the learning process.
- Provide an opportunity for teachers to instruct and students to learn in an environment where there is a parallel educational tool and parallel access to software.
- Provide an opportunity for increased differentiation to meet the district’s mission of challenging and inspiring each student to reach his or her unique potential.
- Provide professional development, materials, support, and technology tools for teachers to enhance delivery of instruction within their classrooms to best meet the needs of students.
- Promote the National Technology Standards for students developed by the International Society for Technology in Education (ISTE) <https://www.iste.org/standards/iste-standards-for-students>: Empowered Learner; Digital Citizen; Knowledge Constructor; Innovative Designer; Computational Thinker; Creative Communicator; and Global Collaborator.

This document consists of two specific agreements that make up the entire *Oregon City Schools 1-1 Initiative* agreement between the Oregon City School District and the students and parents or guardians. The specific agreements are the **Technology Loan Agreement and the Technology Damage/Loss/Theft Agreement**. A third agreement, the **Student Acceptable Use and Internet Safety Policy**, is a separate document and is agreed to and signed separately from this agreement.

# Oregon City Schools 1-1 Initiative Technology Loan Agreement

The use of any district technology is a privilege and not a right, including the use of any device through the Oregon City Schools 1-1 Initiative. Students are expected to use their devices in accordance with these Policies and Procedures, the District Acceptable Use and Internet Safety Policy, the Student Code of Conduct, and any applicable laws. Failure to use a device in an appropriate manner will result in consequences as determined by the Student Code of Conduct, and may result in disciplinary action; revocation of the Student's privilege to use and/or access technology; or civil and/or criminal liability under applicable laws.

## General Information

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The Oregon City Schools (hereinafter referred to as "District") will lend to the Student one device, charger, and case (hereinafter referred to collectively as "Device") in good working order. It is the responsibility of the Student to ensure that this Device is retained in a safe environment.

Students acknowledge and agree that the Student's use of the District Device is a privilege and that by agreeing to the terms hereof, the Student acknowledges responsibility to protect and safeguard the District Device and to return the same in good condition upon request by the District.

This Device is, and at all times remains, the property of the District and is provided to the Student for educational purposes for the current academic school year. Students may not deface, destroy, or otherwise damage this Device in any way. Failure to use a Device in an appropriate manner will result in consequences as determined by the Student Code of Conduct, and may result in disciplinary action; revocation of the Student's privilege to use and/or access technology; or civil and/or criminal liability under applicable laws.

The Devices and all software and applications installed by the District thereon are the property of the District and are made available under the terms of this agreement for student use during the school year. Therefore, the District retains control, custody, and supervision of all Devices and in accordance with the law reserves the right to monitor all activity by Students, and they may be the subject of random search. Student-users should have no expectation of privacy in their use of school Devices including email, stored files, or Internet sites visited. School officials reserve the right to search Devices and the files thereon when there may be a violation of the Student Code of Conduct and/or when order, health, and the safety of persons may be an issue. This standard also applies to any and all school-sponsored activities at any location.

The District is responsible for tracking and monitoring the Device assigned to Students. Devices assigned to Students will be entered into inventory and tagged. Identification labels have been placed on the Device. These labels are not to be removed or modified. If the labels become damaged or missing, please contact tech support for replacements. Additional stickers, labels, or markings of any kind may not be added to the Device or the case.

Students agree to use best efforts to ensure that the District Device is not damaged or rendered inoperative while in the Student's possession.

If the Device is lost or stolen, the student, parent or guardian should immediately report the loss or theft to the District.

Students agree to bring any Device that is damaged or not working properly to the building technology representative or other designated location for repair or replacement. Parents or guardians are not authorized to attempt repairs themselves or to contract with any other individual or business for repair of the Device.

Students withdrawing from the District will return the Device before their last day. If not returned, the family will be financially responsible for the replacement cost of the Device. Failure to return will result in school records not being released or civil and/or criminal liability under applicable laws.

The District may require the Students to turn in their Device at the end of the school year to be upgraded and serviced over the summer.

Each Device has been set up with specific privileges and capabilities for the exclusive use of the Student to which it has been assigned. The Student shall not attempt to change the privileges and capabilities of this user account, or allow others to attempt to change or change the privileges and capabilities of this user account.

The Device is assigned to individual Students. Students should never “swap”/“share” their Device with another Student.

Never store anything on the Device, or put anything in an email that would be embarrassing, inappropriate, or illegal. The Student Code of Conduct is in effect at all times and applies to all Students and their use of school-owned technology.

Students may not make any attempt to add, delete access, or modify other user’s accounts on the Device or on any school owned computer or device.

Students may not install or use any software other than software owned and/or approved by the District and made available to the Student in accordance with this Loan Agreement.

The Network is provided for the academic use of all Students and staff. Students agree to take no action that would interfere with the *efficient academic* use of the Network.

The Student may use the Device for non-commercial, personal purposes in accordance with District policies, procedures, guidelines, and rules, including the District’s Acceptable Use and Internet Safety Policy, the Student Handbook and Code of Conduct, and local, state, and federal statutes and regulations.

The Device should be in the Student’s possession or secured in a locked locker and not in a vehicle at any time during the school day. A locked locker is the most secure location for the Device during the school day when participating in an activity that is not conducive for the use of Devices (i.e., PE class, field trips, assemblies). Likewise, the locked locker is the most secure location for the Device during after-school activities. Do not leave Devices in locker rooms, classrooms, or other unsecured or less secured locations.

## General Use and Care of the Device -----

Devices must remain in the protective case at all times.

The Student should refrain from placing the Device into a very full backpack or book bag. Excessive pressure from a very full backpack or book bag will damage the screen and the Student will be held responsible for any damage from pressure.

Students should always be sure that the school issued protective case is fully closed when transporting their Devices from class to class and to and from school.

Heavy objects should never be placed or stacked on top of the Devices. This includes books, musical instruments, sports equipment, etc.

It is recommended that Devices be used while sitting on a flat, stable surface such as a table. Students should take a high level of care when using their Devices while standing or walking. Devices can be fragile, and if dropped may break.

For security reasons, Devices should not be left in vehicles other than during transport to or from school. It is expected that the Device will be secured out of sight (in the trunk or other storage compartment) while in a vehicle.

Students should protect their Devices from extreme heat or cold, and should not leave them in vehicles during extreme temperatures.

Students should use care when plugging in their power cord. Never place the power cord in a position that may be trip hazard or cause damage to the Device.

Devices should be protected from the weather, water, liquids, food, and pets. Students should never eat or drink while using their Devices, or use their Devices near others who are eating or drinking.

Due to the nature of the glass screen, the Device, when in direct heat and sunlight, will become very hot. Students should take care to remove the Device from direct sunlight to protect from overheating. The Device may cease to work if overheated.

Device batteries may or may not last a full day depending on the amount and type of usage. Students may need to find an outlet during the day to recharge their batteries. Teachers are not expected to make special accommodations or give special consideration during class for students with Devices that are not adequately charged. It will be the teacher’s decision how to handle charging in individual classrooms.

Students are responsible for bringing their Device, fully charged, to school each day. Teachers are not expected to make special accommodations or give special consideration for students who forget their Devices.

Students are encouraged to help each other in learning to operate their Devices. However, such help should be provided with voices and not hands. Students should operate their own Device at all times.

Any inappropriate or careless use of a Device should be reported to a teacher or other staff member immediately.

## Internet Safety and Privacy

Parents or guardians and students are required to read and agree to the District's Acceptable Use and Internet Safety Policy prior to receiving Network/Internet/email access

The Internet provides unparalleled access to educational resources and opportunities for personal growth. As an educational tool, users can learn about virtually any topic. The Internet also contains content that may not be appropriate for students. The District will provide learning opportunities for students within a safe and nurturing environment, and will continue to teach safe and effective Internet usage skills.

The District has the obligation to provide Internet filtering for school-owned technology while at school and at home or outside the district. The District Internet filtering system will block most inappropriate sites, but the Internet is vast and ever changing, making it impossible to guarantee to block all inappropriate websites. What may be appropriate for one grade level student may not be appropriate for another grade level student. Building

administration, along with the Director of Technology, will determine filtering criteria specific to each building.

Students should not share personal information about themselves or others while using the Internet unless directed to by a parent/guardian/teacher and/or is required for a school assignment or activity. This includes a student's name, age, address, phone number, or school name, or any other personally identifiable information. Students agree to be responsible and careful when it is necessary to give personal information.

All users need to be aware that the District has the ability to monitor Internet usage. Using Devices to visit sites that are inappropriate and do not meet the educational purposes of the District will result in consequences as determined by the Student Code of Conduct, and may result in disciplinary action; revocation of the Student's privilege to use and/or access technology; or civil and/or criminal liability under applicable laws.

## Parent Responsibilities

The success of this program is predicated on the partnership between the District and the home, and we ask that you share in the responsibility of supervision of the technology issued to your Student. Your son/daughter has been issued a device, charger, and case to enhance and personalize his/her education during the school year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this Device:

- I will supervise my child's use of the Device.
- I will discuss our family's values and expectations regarding the use of the Internet and email at home.
- I will supervise my child's use of the Internet and email.
- I will report to the school any problems with the Device.
- I will not attempt to repair the Device or have the Device repaired, nor will I attempt to clean the Device with anything other than as directed by the District.
- I will not download, install, or use any software or tools of any kind on the Device, without prior consent from the District.
- I will not attempt to remove programs, management or other profiles, or any files (other than my student's productivity or classroom files) from the Device, or attempt to alter any items in the system settings or on any application on the Device without prior consent from the District.
- I will make sure my child charges the battery nightly.
- I understand that my child is expected to bring the Device to school each day as part of the essential tools necessary for the educational process.
- I will supply my child a pair of earbuds (large headphones such as "Beats" not acceptable) to use at school each day.
- I agree to return the device, case, and ORIGINAL charger to school when requested or upon my child's withdrawal from the District. Failure to return all items loaned to me in good condition will result in a fine for their replacement.

# Student Responsibilities -----

Your Device is an important learning tool and is to be used for educational purposes. In order to take your Device home each day, you must be willing to accept the following responsibilities:

- I will follow the policies and procedures of the District, including the Student Code of Conduct, the Acceptable Use Policy, and abide by all local, state, and federal laws when using the Device at home, school, and any other locations.
- I will not download, install, or use any software or tools of any kind on the Device, without prior consent from District.
- I will not attempt to remove programs, management or other profiles, or any files (other than my productivity or classroom files) from the Device, or attempt to alter any items in the system settings or on any application on the Device without prior consent from the District.
- I will treat the Device with care at all times. Negligence may include, but not be limited to, dropping it, getting it wet, leaving it outdoors, exposing to extreme temperatures, leaving it in a vehicle, or using it with food or drink nearby.
- I will keep my Device in my school-issued protective case at all times.
- I will not lend or permit anyone to access or use the Device, including my friends or siblings; it will stay in my possession or an approved secure location.
- I will keep my locker locked at all times when my Device is stored inside.
- I will keep all accounts and passwords assigned to me secure, and will not share these with any other Students.
- I will recharge the Device battery each night.
- I will bring the Device to school every day.
- I will bring my pair of earbuds (large headphones such as "Beats" not acceptable) to use at school each day.
- I will report to the school any problems with the Device.
- I will not attempt to repair the Device or have the Device repaired, nor will I attempt to clean the Device with anything other than as directed by the District.
- I agree that email (or any other computer communication) will be used only for appropriate, legitimate, and responsible communication.
- I agree to return the Device, case, and ORIGINAL charger to school when requested or upon my child's withdrawal from the District. Failure to return all items loaned to me in good condition will result in a fine for their replacement.
- I will not share personal information about others or myself while using the Internet unless required for a school assignment or activity. This includes name, age, address, phone number, or school name, or any other personally identifiable information. I agree to be responsible, accurate, and careful when it is necessary to give personal information (i.e., district approved subscription website)
- I will protect my Device from extreme heat or cold, and will not leave the Device in a vehicle during extreme temperatures. For security reasons, during transport to and from school, I will secure my Device out of sight (in the trunk or other storage area) while in a vehicle.
- I will provide my Device for inspection if the District requests.

# Technology Damage/Loss/Theft Agreement

The District Technology Damage/Loss/Theft Agreement applies to all 5-12 Students. This is a change from previous years. Unlike our previous process, there is no annual cost to the Student to receive and/or take their device home on a daily basis and all Students are automatically "Opted In" to this process. In this new, revised model, Students are ONLY responsible for charges incurred due to any damage/loss/theft of a device that has been issued to the Student. The Student will incur the full charge for such damage/loss/theft as detailed below. Charges are subject to change based on current cost of replacement part/device/charger/case.

## Coverage and Benefit

- Coverage under this agreement is 24 hours per day, 7 days a week.
- Any damage/loss/theft of any device, case, or charger, should be reported immediately to our student helpdesk system via an email to [student\\_techhelp@oregoncs.org](mailto:student_techhelp@oregoncs.org).
- A Student with a damaged/lost/stolen Device will be given a replacement.

### • DAMAGE

- Device damage – If a Device is damaged, the device will be inspected for extent of damage and a fee will be assessed according to the fee schedule below. Cost for typical repairs includes, but is not limited to:
  - Screen (Includes LCD & Digitizer): \$150
  - Keyboard: \$60
  - Back Cover: \$33
  - Hinge: \$25
  - Spine Cover (Plastic Cover Under Screen): \$20
  - Device damaged in its entirety: \$300
- Charger damages covered – Care needs to be taken with the Device charger during use, winding, and storing. If the charger is rendered useless during normal wear and tear, a replacement will be given to the student during the school year at no charge. The bad charger must be returned to receive the replacement.
- Charger damages NOT covered - Damage due to reasons that include, but are not limited to, incorrect winding of cord, pet damage/chews, or damage to the charger due to misuse. Students needing replacements throughout the school year or upon return of the Device at the end of the school year, due to these reasons, will incur a replacement charge at the current cost of replacement (approx. \$25). The student or parent or guardian may not choose to replace the charger on their own.
- Case damages covered - The cases that Oregon City Schools supplies for the Devices are very durable. They come warrantied. If any incidental damage occurs to the case, it is most likely covered under warranty and should be turned in for replacement. There will be no charge for such replacement. The bad case must be returned to receive the replacement.
- Case damages NOT covered - Damage due to reasons that include, but are not limited to, drawing/marketing/coloring any part of the case, adding stickers that are not removable, excessive dirt, or damage not considered normal wear and tear. Students needing replacements throughout the school year or upon return of the Device at the end of the school year, due to these reasons, will incur a replacement charge at the current cost of replacement (approx. \$30). The student or parent or guardian may not choose to replace the case on their own.
- Devices returned to the district with a damaged case or charger at the end of each school year or when a student moves out of district will be handled in the same way as the above bullets.



## • LOSS

- Device loss – Student will be charged a replacement cost.
  - Current replacement cost is \$300
  - Device will be locked via our management system and will be rendered useless.
  - If the device is recovered, the replacement charge will be removed minus any costs incurred for damage to the device upon its return.
- Charger loss - If the charger is lost, the student will be charged for its replacement (approx. \$25). The student or parent or guardian may not choose to replace the charger on their own.
- Case loss - If the Device case is lost, the student will be charged for its replacement (approx. \$30). The student or parent or guardian may not choose to replace the case on their own.
- Devices returned to the district with a missing case or charger at the end of each school year or when a student moves out of district will cause a fee for replacement(s).

## • THEFT

- If a device is stolen, a replacement will be given at no cost to the Student. To be considered for theft classification, a police report must be submitted to the school or the incident will be considered a “loss” and the above rules will apply.

## Processing of Damage/Loss/Theft

- Once the appropriate fee is determined, a claim form will be completed by the technology department and distributed to the Student’s building.
- The Student/Family will be notified of the charges by the building personnel and the charge will be applied to the Student’s PowerSchool account. Families can pay the fee via our online Pay Schools process.

## Negligence

- Damage caused by negligence **will not be covered by the Technology Damage/Loss/Theft Agreement and will be the sole financial responsibility of the Student and parents or guardians.**
- It is the responsibility of the appropriate administrators to determine if damages are due to negligence or accident. The school administrator will communicate with the technology department, including the Director of Technology, and seek input from the Student and/or parent to determine if there was an instance of negligence.

