

OREGON CITY SCHOOLS

1-1 Technology Initiative

Policies & Procedures Handbook

Laptop

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 laptop 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 New Learning Standards, to prepare for new 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 Educational Technology Standards for Students (NETS-S) developed by the International Society for Technology in Education (ISTE): Creativity and Innovation; Communication and Collaboration; Research and Information Fluency; Critical Thinking, Problem Solving, and Decision Making; Digital Citizenship; and Technology Operations and Concepts.

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 Protection Fund 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 laptops through the Oregon City Schools 1-1 Initiative. Students are expected to use their laptops 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 laptop 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, including the privilege of taking the laptop home; or civil and/or criminal liability under applicable laws.

General Information

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

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

This Laptop 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 Laptop in any way. Failure to use a Laptop 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, including the privilege of taking the Laptop home; or civil and/or criminal liability under applicable laws.

The Laptops 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 Laptops 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 Laptops including email, stored files, or Internet sites visited. School officials reserve the right to search Laptops 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 Laptop assigned to Students. Laptops assigned to Students will be entered into inventory and tagged. Identification labels have been placed on the Laptop. 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 Laptop or the case.

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

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

Students agree to bring any Laptop that is damaged or not working properly to the building technology representative or District Technology Office 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 Laptop.

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

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

Each Laptop has been set up with one user 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 or 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 Laptop is assigned to individual Students. Students should never “swap”/“share” their Laptop with another Student.

Never store anything on the Laptop, 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 Laptop 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.

General Use and Care of the Laptop -----

Laptops must remain in the always-on case at all times.

The Student should refrain from placing the Laptop into a 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 Laptops from class to class and to and from school.

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

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

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

Students should protect their Laptops 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 Laptop.

The Student may use the Laptop 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 Laptop 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 Laptop during the school day when participating in an activity that is not conducive for the use of Laptops (i.e., PE class, field trips, assemblies). Likewise, the locked locker is the most secure location for the Laptop during after-school activities. Do not leave Laptops in locker rooms, classrooms, or other unsecured or less secured locations.

A small number of Laptops will serve as spares for assignment to Students as needed. Spares will be temporarily assigned to Students whose Laptops need to be retained for repair.

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

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

Laptop 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 Laptops that are not adequately charged. It will be the teacher’s decision how to handle charging in individual classrooms.

Students who have permission to take their Laptop home are responsible for bringing their Laptop, fully charged, to school each day. Laptops that are not a part of the Technology Protection Fund will be stored and charged overnight at school. Teachers are not expected to make special accommodations or give special consideration for students who forget their Laptops.

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

Any inappropriate or careless use of a Laptop 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 junior high and high school 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 a 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. 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, including the privilege of taking the Laptop home; 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 Laptop, 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 Laptop:

- I will supervise my child's use of the Laptop.
- 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 Laptop.
- I will not attempt to repair the Laptop or have the Laptop repaired, nor will I attempt to clean the Laptop 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 Laptop, 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 Laptop, or attempt to alter any items in the system settings or on any application on the Laptop 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 Laptop 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 Laptop, 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 Laptop is an important learning tool and is to be used for educational purposes. In order to take your Laptop 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 Laptop at home, school, and any other locations.
- I will not download, install, or use any software or tools of any kind on the Laptop, 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 Laptop, or attempt to alter any items in the system settings or on any application on the Laptop without prior consent from the District.
- I will treat the Laptop 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 Laptop in my school-issued protective case at all times.
- I will not lend or permit anyone to access or use the Laptop, 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 Laptop 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 Laptop battery each night.
- I will bring the Laptop 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 Laptop.
- I will not attempt to repair the Laptop or have the Laptop repaired, nor will I attempt to clean the Laptop 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 Laptop, 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. 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 Laptop from extreme heat or cold, and will not leave the Laptop in a vehicle during extreme temperatures. For security reasons, during transport to and from school, I will secure my Laptop out of sight (in the trunk or other storage area) while in a vehicle.
- I will provide my Laptop for inspection if the District requests.

Technology Protection Fund Agreement

The district will provide limited protection against incidental damage to and loss of the Laptop through a Technology Protection Fund. Please read this entire agreement to determine if this Technology Protection Fund is desirable for you and your child's protection against damage to and loss of the loaned Laptop in your care. The District Technology Protection Fund will offer coverage to all Students. Participation is voluntary. Students who do not participate will not be permitted to take their Laptop off school property, as detailed in the Opt Out section below.

Opt In -----

Premium

The total premium cost is \$50 per school year. Partial semesters are not refundable.

Coverage and Benefit

- This optional fund covers the Laptop provided to the Student under this agreement against all incidental damage or loss.
- This optional fund covers ONLY the Laptop and not the case or charger.
- Coverage under this fund is 24 hours per day.
- A Student with a damaged/lost/stolen Laptop will be given a replacement, but may not be permitted to take the Laptop home.
- **DAMAGE**
 - Laptop damage - A deductible fee of \$100 for all damages to the Laptop applies; the fund will cover all expenses above the deductible amount.
 - Repeated incidents of damage to the Laptop within a two-year period may result in a graduated deductible amount as follows: 1st incident - \$100; 2nd incident - \$200; 3rd and subsequent incidences - full cost of damage.
 - Charger damages covered – Care needs to be taken to the Laptop 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. The bad charger must be returned to receive the replacement.
 - Charger damages NOT covered - This policy does not cover 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. The student or parent or guardian can choose to replace the charger on their own, but it must be a Apple brand Laptop charger.
 - Case damages covered - The cases that Oregon City Schools supplies for the Laptops 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. Each situation will be handled individually.
 - Case damages NOT covered - This policy does not cover damage due to reasons that include, but are not limited to, drawing/marketing/coloring any part of the case, 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.
 - Laptops 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 was as the above bullets.

• LOSS

- Laptop loss - A deductible fee of \$250 for a lost Laptop applies; the fund will cover all expenses above the deductible amount.
- Repeated incidents of loss of an Laptop over a two-year period may result in a graduated deductible amount as follows: 1st incident - \$250; 2nd and subsequent incidences - full cost of loss and student will not be permitted to take the Laptop off school property.
- Charger loss - If the charger is lost (one or both parts), the student will be charged for its replacement. The student or parent or guardian can choose to replace the charger on their own, but it must be an Apple brand Laptop charger.
- Case loss - If the Laptop case is lost, the student will be charged for its replacement. The student or parent or guardian can choose to replace the case on their own, but it must be an identical case to that which was lost.
- Laptops 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.

• THEFT

- Laptop theft - A deductible fee of \$100 for all damages to the Laptop applies; the fund will cover all expenses (including case and charger) above the deductible amount. A police report must be submitted to the school or the incident will be considered a "loss" and the above rules will apply.
- Repeated incidents of theft of an Laptop over a two-year period may result in a graduated deductible amount as follows: 1st incident - \$100; 2nd and subsequent incidences - full cost of loss and student will not be permitted to take the Laptop off school property.

Effective and Expiration Dates

This coverage is effective from the date this form is signed and the premium payment is received by the District through the date at which the Laptop is required to be returned in good working order to the District.

Negligence

Damage caused by negligence **will not be covered by the Technology Protection Fund 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.

Opt Out -----

Participation is voluntary. Students who do not participate in the Technology Protection Fund will not incur a premium payment and not be permitted to take their Laptop off school property. There will be a designated location in the school building for the student to turn their Laptop in at the end of each day. The Laptop will be secured and will charge overnight for the next day's use. The student will pick up their Laptop at the same (or other) designated location in the morning before school begins.