

**1:1 Procedures
and Information
2016-2017 School Year
Cuba High School**



Cuba High School Tablet/laptop Program

The focus of the 1:1 program at Cuba High School is to prepare students for their future, a world of digital technology and information. As we enter the twenty-first century, excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and the learning tool of these twenty-first century students is the tablet/laptop computer.

The policies, procedures and information within this document apply to all tablet/laptops used at Cuba High School, including any other device considered by the Principal to come under this policy. Teachers may set additional requirements for computer use in their classroom.

1. Receiving Your Tablet/laptop

Tablet/laptops will be distributed each fall from the Library Media Center. Parents & students must sign and return the tablet/laptop Computer Protection Plan and Student Pledge documents before the tablet/laptop can be issued to their child. Please review the tablet/laptop Computer Protection plan included in this handbook. Tablet/laptops will be collected at the end of each school year for maintenance, cleaning and software installations. Efforts will be made for students to retain their original tablet/laptop each year while enrolled at Cuba High School.

2. Taking Care of Your Tablet/laptop

Students are responsible for the general care of the tablet/laptop they have been issued by the school. Tablet/laptops that are broken or fail to work properly must be taken to the Library Media Center.

General Precautions

1. No food or drink is allowed next to your tablet/laptop while it is in use.
2. Students should never carry their tablet/laptops while the screen is open.
3. Tablet should be logged out and placed in protective sleeve when moved between classes.
4. Tablet/laptops must remain free of any writing, drawing, stickers, or labels that are not the property of Crawford County R-II.
5. Tablet/laptops must never be left in a car or any unsupervised area.
6. Students are responsible for keeping their tablet/laptop's battery charged for school each day.

Carrying tablet/laptops

The protective cases provided with tablet/laptops have sufficient padding to protect the tablet/laptop from normal treatment and provide a suitable means for carrying the computer within the school. The guidelines below should be followed:

1. Tablet/laptops should always be within the protective case when carried.
2. Some carrying cases can hold other objects (such as folders and workbooks), but these must be kept to a minimum to avoid placing too much pressure and weight on the tablet/laptop screen.
3. The tablet/laptop must be turned off before placing it in the carrying case, for extended periods of time.

Screen Care

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

1. Do not lean on the top of the tablet/laptop when it is closed.
2. Do not place anything near the tablet/laptop that could put pressure on the screen.

3. Do not place anything in the carrying case that will press against the cover.
4. Do not poke the screen.
5. Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
6. Clean the screen with a soft, dry cloth or anti-static cloth.

3. Using your tablet/laptop at school

Tablet/laptops are intended for use at school each day. In addition to teacher expectations for tablet/laptop use, school messages, announcements, calendars and schedules will be accessed using the tablet/laptop computer. Students must be responsible to bring their tablet/laptop to all classes, unless specifically advised not to do so by their teacher.

1. Tablet/laptops left at home If students leave their tablet/laptop at home, they must either, make arrangements to have the device brought to school, or secure a loaner device from the Library Media Center. Failure to bring or charge your device is the same as coming to class unprepared.
2. Tablet/laptop Undergoing Repair Loaner tablet/laptops may be issued to students when they leave their tablet/laptops for repair at the Help Desk.

Screensavers

1. Inappropriate media may not be used as a screensaver.
2. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols or pictures will result in disciplinary actions.
3. Passwords on screensavers are not to be used.
4. Hard drive passwords are forbidden. If used, students may be responsible for the cost of replacement hardware.

Printing

Students may use printers in classrooms, the library, and computer lab with teachers' permission during class or breaks. Students who want to print on a home printer must get permission from the technology department before adding any printer software.

4. Managing Your Files and Saving Your Work

Saving to My Computer

The tablet/laptops will be set up with student drive in which students should save their work. When a student adds a document at home, they will need to save it to the student drive when they return to school. Only files stored in student drive will be automatically backed up and saved. Student work saved to a different location on the computer will not be saved to the school server.

Saving data to Removable storage devices

Students should also backup all of their work at least once each week using removable file storage. Removable memory cards may be purchased at a local retailer. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Computer malfunctions are not an acceptable excuse for not submitting work.

5. Software on Your Tablet/laptop

Originally Installed Software

The software originally installed by The I.T. Department must remain on the tablet/laptop in usable condition and be easily accessible at all times.

Virus Protection

The tablet/laptop has anti-virus protection software. This software will scan the hard drive for known viruses on boot up. The virus software will be upgraded from the network. The school's storage server and e-mail server are also installed with virus protection software and hardware.

Additional Software

It is the responsibility of individual students to be aware of additional software programs and files loaded onto their tablet/laptop. Students are responsible for maintaining the integrity of software required for facilitating academic activities.

1. Any additional software must be appropriate for the school environment and may not infringe on the productivity of the classroom setting.
2. Students are responsible for ensuring that only software that is licensed to their tablet/laptop is loaded onto their computers.
3. Violent games and computer images containing obscene or pornographic material are banned.

Inspection

Students may be selected at random to provide their tablet/laptop for inspection. The procedure for re-loading software after technical difficulties occur or illegal software is discovered, the hard drive will be re-formatted. Authorized software will be installed and the data files reinstated. The school does not accept responsibility for the loss of any software deleted due to a re-format and re-image.

Software Upgrades

Upgrade versions of licensed software are available from time to time. Students will be instructed to bring their tablet/laptops to the Library Media Center to upgrade their software from the school's network periodically.

6. Acceptable Use

General Guidelines

Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of Crawford County R-II. Students are responsible for their ethical and educational use of the technology resources of Crawford County R-II. Students are to follow all technology and usage policies in place. Access to Crawford County R-II technology resources is a privilege and not a right. Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses. Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, campus administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the Cuba High School Policy Handbook.

Privacy and Safety

1. Do not go into chat rooms or send chain letters without permission.
2. Do not open, use, or change computer files that do not belong to you.
3. Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people. Remember that storage is not guaranteed to be private or confidential.

If you inadvertently access a web site that contains obscene, pornographic or otherwise offensive material, notify a teacher or a principal immediately so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

Legal Propriety

1. Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or administrator.
2. Plagiarism is illegal and a violation of the Cuba High School Handbook. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
3. Use or possession of hacking software is strictly prohibited and violators will be subject to consequences listed in the Cuba High School Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the Crawford County R-II School District.

E-mail

1. Always use appropriate language.
2. Do not transmit language or material that is profane, obscene, abusive, or offensive to others.
3. Do not send mass e-mails, chain letters or spam.
4. Students should maintain high integrity with regard to email content.
5. No private chatting during class without permission.
6. E-mail is subject to inspection by the school.

Consequences

The student in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of the Tablet/laptop Handbook or any building or district policy will result in disciplinary action as outlined in the Cuba High School Handbook. Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use. The District cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws.

7. Protecting and Storing Your Tablet/laptop Computer

Tablet/laptop Identification

Student tablet/laptops will be labeled in the manner specified by the school. Tablet/laptops can be identified by the serial number. Removal of this identification will result in consequences.

Password Protection

Students are expected to use and keep their log-on password confidential to protect information stored on their tablet/laptops.

Storing Your Tablet/laptop

Students should keep the laptops in their possession at all times. Nothing should be placed on top of the tablet/laptop, when stored in the locker. Students are encouraged to take their tablet/laptops home every day after school, regardless of whether or not they are needed. Tablet/laptops should not be stored in a student's vehicle at school or at home. Tablet/laptops must be stored in a controlled environment between 45 and 80 degrees. (Monitors will crack if temperatures are extreme).

8. Service

Cuba High School and the Crawford County R-II School District do not guarantee that all technology resources will be uninterrupted or error-free; nor does it make any warranty as to the results to be obtained from use of the service or the accuracy or quality of the information obtained on or by the network. Access to the network is provided on an "as is" basis without warranties of any kind. Neither the school district nor any of its agents or employees shall be liable for any direct, indirect, incidental, special, or consequential damages arising out of the use of or inability to use the network or Internet.

9. Fees

Users may be responsible for any costs, fees, charges, or expenses incurred under the person's account in connection with the use of the network or Internet except such costs, fees, charges, and expenses as the school district explicitly agrees to pay.

10. Repair

Any security or equipment problems arising from the use of technology resources must be reported to the Technology Help Desk or Principal's Office. Students will be held responsible for maintaining their individual school computers and keeping them in good working order.

1. Computer batteries must be charged and ready for school each day.
2. Only labels or stickers approved by Crawford County R-II may be applied to the computer.
3. Computer bags furnished by the school district must be returned with only normal wear and no alterations to avoid paying a bag replacement fee.
4. Computers that malfunction or are damaged must first be reported to the Library Media Center. The school district will be responsible for repairing computers that malfunction. Computers that have been damaged from normal use or accident will be repaired with no cost or minimal cost to the student. Students will be entirely responsible for the cost of repairs to computers that are damaged intentionally.

11. Accidental tablet/laptop damage

Students who have recorded 3 or more instances of accidental tablet/laptop damage may be asked to check their tablet/laptop in at the Library Media Center after school. Tablet/laptops may be checked out again before classes begin the next day. Special permission to take a tablet/laptop home for class work may be permitted by the student's teacher.

1. Computers that are stolen must be reported immediately to the Principal's Office and the Cuba PD.
2. Individual school tablet/laptop computers and accessories must be returned to the Technology Help Desk at the end of each school year. Students who graduate early, withdraw, are suspended (OSS), expelled, or terminate enrollment at Cuba High School for any reason must

return their individual school tablet/laptop computer on the date of termination. Failure to return the device will result in a report to the Cuba Police Department.

12. Stolen Tablet / Laptop

In the event that tablet/laptop accessories are stolen, you should report the lost items to the Library Media Center or the Principals' office.

13. Returning your Device

If a student fails to return the computer at the end of the school year or upon termination of enrollment, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the computer, or, if applicable, any insurance deductible. Failure to return the computer will result in a theft report being filed with the Cuba Police Department. Students must return the computer and accessories to the Cuba High School Library Media Center in satisfactory condition. The student may be charged a fee for any needed repairs not to exceed the replacement cost of the computer.

14. Tablet/laptop Computer Protection

Crawford County R-II recognizes that with the implementation of the tablet/laptop initiative there is a need to protect the investment by both the District and the Student/Parent.

WARRANTY: Covers defects in workmanship, loss, and accidents. The warranty does not warrant against damage caused by misuse, abuse, or computer viruses.

The District has taken insurance on the devices, however, replacement of parts or the entire device due to user actions not in correlation with the above stated protocol may be the responsibility of the user.

I agree to use the above protocol while in possession of the district's device. Furthermore, I accept liability for misuse or damage caused by misuse of the district's device according to the above document.

Print Name _____

Student Signature Date

Parent Signature Date