

Seneca Area School District
School Owned Personal Technology Devices
Procedures and Information Handbook
2017 - 2018

Seneca Middle School/ High School Personal Technology Device Program

The focus of the Personal Technology Device program at Seneca Middle School/ High School is to provide current tools and resources to the 21st Century Learner. Excellence in education requires that technology be seamlessly integrated throughout the educational program. Increasing access to technology is essential. The individual use of Personal Technology Devices is a way to empower students to maximize their full potential and to prepare them for postsecondary education and the modern workplace. Among the benefits of personal technology devices is that students will each have almost instant access to their device for instructor designed classroom activities and projects. Students will be able to make more effective use of instructional time, as they will no longer have to take time moving to a computer and waiting for it to log them in. Students who could not normally afford a personal technology device will now have one assigned to them and will be able to access their school accounts from home. Our plans are for the students to keep the device upon graduating. According to studies, properly implemented one to one technology devices in schools result in paperwork reduction, decreased disciplinary action, improvement on high stakes test scores and reductions in dropout rates. While technology immersion does not guarantee success at school, the use of personal technology devices facilitates learning to a higher degree than previously possible. The procedures and information within this document apply to all personal technology devices used at Seneca Middle School/ High School, as well as any other device considered by the administration to come under this plan. Teachers may set additional requirements for use in their classroom.

1. RECEIVING YOUR PERSONAL TECHNOLOGY DEVICE AND CHECK-IN

1.1 Receiving Your Personal Technology Device

Chromebooks (with a cover and charger) will be distributed to students each fall. **Parents & students must sign and return the Computer Network/Internet Access Consent Form and Student Pledge documents before the Chromebook can be issued to their child.**

1.2 Personal Technology Device Check-in

Chromebooks will be returned during the final week of school so they can be checked for serviceability. If a student transfers out of the Seneca Area School District during the school year, the device will be returned at that time.

1.3 Check-in Fines

Individual school devices and accessories must be returned to the Seneca Area School District through the technology coordinator at the end of each school year. Students who withdraw, are suspended or expelled, or terminate enrollment at Seneca for any other reason must return their individual school device on the date of termination. If a student fails to return the device at the end of the school year or upon termination of enrollment at Seneca, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the device, or, if applicable, any insurance deductible. Failure to return the device will result in a theft report being filed with the sheriff's department. Students must return the device and accessories in satisfactory condition. In cases of abuse, neglect or intentional damage, student will be charged a fee for any needed repairs, not to exceed the replacement cost of the device.

2. TAKING CARE OF YOUR DEVICE

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be given to the technology coordinator for an evaluation of the equipment.

2.1 General Precautions

The Chromebook is school property and all users will follow these procedures and the Seneca Acceptable Use Policy for technology.

Only use a clean, soft cloth to clean the screen; no cleansers of any type. Food/liquids/moisture should be kept away from the Chromebook as they can cause damage to the device. Cords and cables must be inserted carefully into the Chromebook to prevent damage. Chromebooks must remain free of any writing, drawing, stickers or labels that are not the property of the Seneca Area School District. Chromebook must never be left in an unlocked locker, on top of lockers, in an unlocked car or in any unsupervised area. Chromebooks should be placed in the top locker compartment in such a way to avoid putting any pressure on the screen. Students are strongly encouraged to leave Chromebooks in locked lockers during any after school activities (they will be allowed access to their lockers upon returning from the activity). **Students are responsible for keeping their Chromebook battery charged for school each day.**

2.2 Carrying Devices

The protective covers provided with the Chromebooks protect the device from normal treatment and provide a suitable means for carrying the device within the school. The school recommends also purchasing a carrying bag or sleeve for the Chromebook. The school will have a case available for purchase at a reduced price. The guidelines below should be followed:

Chromebooks should always remain within the protective cover. If Chromebooks are placed in a book bag, it should be in a way that avoids placing too much pressure and weight on the Chromebook screen. Chromebooks are never to be taken into a locker rooms or school bathrooms per state law.

2.3 Screen Care

The Chromebook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen. Do not lean on the top of the Chromebook. Do not place anything near/on the Chromebook that could put pressure on the screen. Do not place in a bookbag with anything that will press against the cover. Clean the screen with a soft, dry cloth or antistatic cloth. Do not “bump” the Chromebook against lockers, walls, car doors, floors, etc as it may eventually break the screen.

3. USING YOUR CHROMEBOOK AT HOME

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

3.1 Devices Left at Home or Not Brought to Class

If students leave their Chromebook at home, they are responsible for getting the course work completed as if they had their Chromebook present. If a student repeatedly leaves their Chromebook at home or does not bring it to class three (3) or more times as determined by any staff member, they will be required to “check out” their Chromebook from the facilitator for three (3) weeks.

3.2 Device Undergoing Repair

Loaner Chromebooks may be issued to students when they leave their Chromebooks at school for repair. There may be a delay in getting a Chromebook should the school not have enough to loan.

3.3 Charging Your Device’s Battery

Chromebooks must be brought to school each day in a fully charged condition. An AC charger will be issued to the student for charging at home (must be returned with return of the Chromebook). Students need to charge their Chromebook each evening. Repeat violations (minimum of three (3) days) of this policy will result in students being required to “check out” their Chromebook from the facilitator for three (3) weeks. In cases where use of the Chromebook has caused batteries to become discharged, students may be able to connect their Chromebook to a power outlet in class.

3.4 Screensavers/Background photos

Students may have a school appropriate background, wallpaper or screensaver.

3.5 Sound, Music, Games or Programs

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Music is only allowed on the Chromebook at the discretion of the teacher. It is recommended that students have a personal set of earbuds or headphones for listening to audio. All software/apps must be district provided or approved. Data storage will be

through apps on the Chromebook. **Internet games are not allowed on the Chromebooks.** If educational game apps are installed, it will be by school facilitators.

3.6 Printing

Printing may be available with the Chromebook. Students will be given information and instruction on printing with the Chromebook at school.

3.7 Home Internet Access

Students are allowed to set up wireless networks on their Chromebooks. This will assist them with Chromebook use while at home. The Seneca Area School District may monitor student use via its Content Filter. Printing at home will require a wireless printer, proper settings on the Chromebook and the correct app.

4. MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving to the Chromebook

Students may save work to the Chromebook's internal storage, to their Seneca Schools Google Drive or to a USB flash drive. Work saved on the Chromebook or a flash drive is not backed up to district servers and would be lost in the event that the flash drive or Chromebook malfunctioned, was lost or stolen. Work saved on Google Drive is only accessible with internet access. It is the student's responsibility to understand the implications of where they save their work so that they can access it when it is due despite the possibility of a Chromebook malfunction or network failure.

4.2 Network Connectivity

The Seneca Area School District makes no guarantee that the network will be up and running 100% of the time. In the rare case that the network is down, the district will not be responsible for lost or missing data.

5. SOFTWARE ON CHROMEBOOKS

5.1 Originally Installed Software

The software/apps originally installed by Seneca must remain on the Chromebook 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. Periodic checks of Chromebooks will be made to ensure that students have not removed required apps.

5.2 Additional Software

Students are not allowed to load unauthorized software/apps on their Chromebooks. Seneca will synchronize the Chromebooks so that they contain the necessary apps for schoolwork.

5.3 Inspection

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

5.4 Procedure for reloading software

If technical difficulties occur, illegal software is found, or non Seneca installed apps are discovered, the Chromebook will be restored from a backup. When warranted, Chromebook use restrictions may be imposed as a consequence. The school does not accept responsibility for the loss of any software or documents deleted due to a reformat and re image of the device.

5.5 Software upgrades

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

6. ACCEPTABLE USE

The use of the Seneca Area School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Seneca Area School District is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the Seneca Area School District. The Seneca Area School District Computer Network/Internet Acceptable Use Policy is provided to make all users aware of the responsibilities associated with efficient, ethical and lawful use of technology resources. If a person violates any of the terms and conditions named in the policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The Seneca Area School District's Student Discipline Policy shall be applied to student infractions.

Violations may result in disciplinary action up to and including suspension/ expulsion for students. When applicable, law enforcement agencies may be involved.

6.1 Parent/Guardian Responsibilities

Talk to your children about internet safety and the standards that your children should follow in the use of the internet just as you do on the use of all media information sources such as television, telephones, movies and radio. Should you want your student to opt out of having an Chromebook to take home, you will need to submit a signed note to that effect to the middle school/high school office. Understand that your student is still responsible for meeting the course requirements (may take longer).

6.2 School Responsibilities are to:

Provide Internet access to its students.

Provide Internet blocking of inappropriate materials as able.

Provide network data storage areas. These will be treated similar to school lockers. Seneca Area School District reserves the right to review, monitor and restrict information stored on or transmitted via Seneca Area School District owned equipment and to investigate inappropriate use of resources.

Provide staff guidance to aid students in doing research and help ensure student compliance of the Acceptable Use Policy.

6.3 Students are Responsibilities for:

Using computers/devices in a responsible and ethical manner.

Obeying general school rules concerning behavior and communication that apply to Chromebook/computer use.

Using all technology resources in an appropriate manner so as to not damage school equipment. This “damage” includes, but is not limited to, the loss of data resulting from delays, non deliveries, misdeliveries or service interruptions caused by the student’s own negligence, errors or omissions. Use of any information obtained via Seneca Area School District’s designated Internet System is at your own risk. Seneca Area School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Helping Seneca Area School District protect our computer system/device by contacting an administrator or a

facilitator about any security problems they may encounter. Monitoring all activity on their account(s). Students should always turn off and secure their Chromebook after they are done working to protect their work and information.

If a student should receive email containing inappropriate or abusive language or if the subject matter is questionable, he/she is asked to print a copy and turn it into the office.

Returning their Chromebook to the facilitator at the end of each school year. Students who withdraw, are expelled or terminate enrollment at Seneca for any other reason must return their individual school Chromebook on the date of termination.

6.4 Student Activities Strictly Prohibited:

Illegal installation or transmission of copyrighted materials.

Any action that violates the Student Handbook, existing Board policy or public law.

Sending, accessing, uploading, downloading or distributing offensive, profane, threatening, pornographic, obscene or sexually explicit materials.

Unauthorized use of chat rooms, sites selling term papers, book reports and other forms of student work.

Internet/computer games (non school initiated).

Use of external attachments without prior approval from the facilitator.

Changing of Chromebook settings (exceptions include personal settings such as font size, brightness, etc).

Spamming - Sending mass or inappropriate emails.

Gaining access to other student’s accounts, files and/or data.

Use of the school’s internet for financial or commercial gain or for any illegal activity.

Use of anonymous and/or false communications using messenger services (Ex. – MSN Messenger, Yahoo Messenger, etc.)

Students are not allowed to give out personal information over the Internet without supervisor’s approval. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, Ebay, email, etc.

Participation in credit card fraud, electronic forgery or other forms of illegal behavior.

Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed. Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.

Bypassing the Seneca web filter through a web proxy.

6.5 Chromebook Care

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

Chromebook batteries must be charged and ready for school each day.

Only labels or stickers approved by the Seneca Area School District may be applied to the computer.

Chromebook covers/cases furnished by the school district must be returned with only normal wear and no alterations to avoid paying a cover replacement fee.

Chromebooks that malfunction or are damaged must be reported to the facilitator. The school district will be responsible for repairing Chromebooks that malfunction. Chromebooks that have been damaged from student misuse or neglect will be repaired with the cost being borne by the student. Students will be responsible for the entire cost of repairs to Chromebooks that are damaged intentionally. Chromebooks that are stolen must be reported immediately to the MS/HS office and the Sheriff's Department.

6.6 Legal Propriety

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 parent.

Plagiarism is a violation of the Seneca Student 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.

Use or possession of hacking software is strictly prohibited and violators will be subject to the Seneca Student Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the district.

6.7 Student Discipline

If a student violates any part of the above policy, he/she will be put on the following disciplinary steps:

1st Offense – Student(s) will checkin/checkout their Chromebooks from the facilitator daily for three (3) weeks.

2nd Offense – Three (3) weeks of Chromebook privilege suspension (student still responsible for all required work). Student must take Online Driver's License training again.

3rd Offense – Loss of Chromebook privileges for a length of time determined by the administration and the facilitator. Student must take Online Driver's License training again.

Unattended Chromebooks: 1st violation: Warning. 2nd violation, and subsequent violations, within a 3 month time frame: Detention in school log card system.

7. PROTECTING & STORING YOUR CHROMEBOOK COMPUTER

7.1 Chromebook Identification

Student Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified in the following ways:

Record of serial number. Seneca Label.

Chromebooks may be able to be located using an installed GPS app.

7.2 Storing Your Chromebook

When students are not using their Chromebooks, they should be placed in the top locker compartment in such a way to avoid putting any pressure on the screen.. The Seneca Area School District recommends the students keep their lockers locked at all times and that they not share their combination with anyone else. Nothing should be placed on top of the Chromebook when stored in the locker. Chromebooks should not be stored in a vehicle at school or at home. If a student needs a secure place to store their Chromebook, they may check it in for storage with the facilitator.

7.3 Chromebooks Left in Unsupervised Areas

Under no circumstances should Chromebooks be left in unsupervised areas.

Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, on top of lockers, in the library/IMC, unlocked classrooms, hallways, etc. Be reminded that Chromebooks are not allowed in locker rooms, dressing rooms or bathrooms per state law. Any Chromebook left in these areas is in danger of being stolen. If a Chromebook is found in an unsupervised area, it will be taken to the office. The student will need to talk to the principal and a parent contact will be made before the student gets the Chromebook back. Further incidents will be subject to use restrictions.

8. REPAIRING OR REPLACING YOUR CHROMEBOOK COMPUTER

8.1 School District Protection

The district may assume the financial liability for Chromebook repairs or replacement due to catastrophic damage, but may ask that a claim be filed through the parent/guardian's homeowners insurance policy.

8.2 Personal Home or Homeowners coverage

Lost, damaged or stolen Chromebooks in the care, custody and control of a student may be covered by the homeowner policy of the parent. Most homeowner policies will provide some limit of coverage for "damage to property of others," under the comprehensive personal liability coverage part of the policy and is not normally subject to any deductible. In cases of accidental damage, loss or theft, the district may seek reimbursement from the parents' homeowner policy. Please consult with your insurance agent for details about your homeowner coverage.

8.3 Claims

All insurance claims must be reported to the middle school/ high school office. In cases of theft,

vandalism or fire, the student or parent must file a police or fire report and bring a copy of the report to the principal's office before the Chromebook can be repaired or replaced.

9. COST OF REPAIRS

INTENTIONAL DAMAGE: Students/Parents are responsible for full payment of Chromebook damage that is intentional or that is due to neglect. Lost items such as covers and cables will be charged the actual replacement cost. Parents/Guardians may purchase Insurance through Worth Ave. Group.

REIMBURSEMENT: Students may be restricted to Chromebook use at school only (checkout/checkin) until the damage costs are reimbursed by the student/parents.

The Seneca Area School District will assume the cost of repairs that are due to ordinary wear and use, and may assume the cost for repairs due to catastrophic damage – less any contribution from a homeowner insurance claim.

Seneca Middle School/ High School Student Pledge for Personal Technology Device Use

1. I will take good care of my Chromebook.
2. I will never leave the Chromebook unattended.
3. I will never loan out my Chromebook to other individuals.
4. I will know where my Chromebook is at all times.
5. I will charge my Chromebook battery daily.
6. I will keep food and beverages away from my Chromebook since they may cause damage to the device.
7. I will not disassemble any part of my Chromebook or attempt any repairs.
8. I will protect my Chromebook by only carrying it while in the cover provided.
9. I will use my Chromebook in ways that are appropriate, meet Seneca School expectations and are educational.
10. I will not place decorations (such as stickers, markers, etc.) on the Chromebook or cover. I will not deface the serial number on any Chromebook.
11. I understand that my Chromebook is subject to inspection at any time without notice and remains the property of the Seneca Area School District.
12. I will follow the policies outlined in the Chromebook Handbook and the Technology Acceptable Use Policy.

Individual school Chromebooks and accessories must be returned to the facilitator at the end of each school year. Students who withdraw, are suspended or expelled or terminate enrollment at Seneca for any other reason must return their individual school Chromebook on the date of termination.