

TEKAMAH-HERMAN COMMUNITY SCHOOLS LEARNING INITIATIVE POLICY AND PROCEDURES 2018-2019

Tekamah-Herman Community Schools is proud to offer our High School Students Apple MacBook Air computers for use at school and at home. The Learning Initiative Program, which provides mobile computing and wireless technology to all High School Students, has been designed to enhance the delivery and individualization of instruction.

For students and parents/guardians, the following information is provided to help everyone understand the expectations and the responsibility of care and use related to receiving a MacBook Air.

Tekamah-Herman Community Schools Policies and Procedures For Learning Initiative

Tekamah-Herman Community Schools is proud to offer our High School opportunities for students to learn in a dynamic and growing environment.

For students and parents/guardians, the following information is provided to help everyone understand the expectations and the responsibility of care and use related to receiving a MacBook Air.

- Students will receive instruction from school district staff on the proper use of the laptop.
- Students will be able to take the laptop home during the school year if the student signs the Student Acceptable Use of Technology, Laptop Consent sheet. (see user guide), and provides homeowners insurance or join the school's insurance cooperative.
- Students are expected to treat the laptop as a valuable piece of equipment.
- Students must take all precautions to prevent theft; for example, do not leave the laptop unattended or in the passenger area of a car.
- Students must take precautions to prevent damage to the laptop; for example, do not leave the laptop where there is danger of coming in contact with moisture or excessive heat. This would include protecting the machine from inclement weather.
- The laptop comes with preloaded software. Students may not load additional software onto the machine without the express permission of the technology department.
- Students are to use the laptop to access only socially and educationally appropriate materials and websites.
- Parents/students are charged with full responsibility for any financial obligations incurred from the use of the laptop.
- Students are to use the laptop in accordance with the Tekamah-Herman Community Schools Acceptable Use Regulations and to maintain the laptop in accordance with the procedures and information provided.
- Laptops are the property of Tekamah-Herman Community Schools and must be returned at the end of the academic year, upon withdrawal from Tekamah-Herman Community Schools, or at the request of a teacher or administrator. Willful failure to return the laptop in accordance with the stated conditions will result in criminal prosecution.
- Since the MacBook Air's are the property of Tekamah-Herman Community Schools, officials of the school have the right to review all material stored on or accessed by any laptop. School officials may revoke a student's computer use privileges for misuse or violation of policies.

The Learning Initiative that has been adopted by Tekamah-Herman Community Schools will enhance opportunities for students to learn in a dynamic environment.

Section 1: Laptop Specifications

MacBook Air by Apple, Inc.

- Processor: 1.4 GHz Dual-core Intel Core i5
- Turbo Boost up to 2.7GHz
- Memory (RAM): 4GB
- Hard Drive: 256 GB Flash Storage
- External Ports: 2 USB 3, Thunderbolt port, 1 Sound Out,
- Operating System: Apple Macintosh OS 10.9 (latest release)
- Anti-Virus/Filter Software: Fortinet
- Screen: 13 Inch
- Keyboard and Mouse: Standard Laptop Keyboard and Touch Pad
- Multimedia Package: Built in Stereo Speakers; Software Control Volume, Built in

Microphone, Camera

- Battery: Last up to 9 hours
- Wireless Networking: built in
- AC Adapter – 45 Watt MagSafe 2
- Some additional software will be provided.

Laptop Restrictions

- **No personal machines will be allowed in Tekamah-Herman Community Schools.**

Section 2: Receiving Your Laptop

Laptops will be distributed during our "Evening Roll Out." Parents and students must attend a yearly Information Session. Before receiving the laptop, students and parents must sign and return these forms/agreements:

1. Tekamah-Herman Community Schools Technology/Internet Acceptable Use Agreement
2. Insurance Form

*** See student user guide.**

All students must have insurance forms signed and turned in before receiving laptop.

Any student that needs assistance with laptop insurance fees should contact the building principal.

Section 3: Taking Care of Your Laptop

***See student user guide.**

Section 4: Using Your Laptop at School

General

- Ownership: The school shall be deemed to have retained title to the equipment at all times, unless the school transfers title to student. The student shall hold no security or ownership interest in the equipment. Likewise, the student shall hold no security or ownership interest neither in the licenses to the installed software included with the equipment nor in the licenses to any other software that the school may from time to time install on the notebook computer used by the student.
- Laptops are intended for use at school each day. Students are responsible for bringing their laptop to all classes, unless specifically advised not to do so by their teacher.
- If students do not bring their laptop to school, they may check out an older-loaner laptop. Please remember that loaner laptops are on a first-come first-serve basis. Repeat violations of this policy will result in disciplinary action.
- Laptops must be brought to school each day fully charged. Only charge your laptop with the provided charger.

Laptops Undergoing Repair

- Any attempt by the student to repair equipment on their own will void warranty and insurance coverage. The student is never to duct tape or superglue or otherwise try to repair damaged equipment on his/her own. Attempting to do so is considered gross negligence and voids warranty and or insurance coverage resulting in the student being responsible for any and all charges related to the repair or replacement of the equipment.
- Damage to equipment due to gross negligence or willful misconduct is not covered by warranty or insurance. If damage is attributed to either of these causes, the student will be held responsible for all charges related to the repair or replacement of equipment.
- Loaner laptops may be issued to students when they leave their laptops for repair with the Technology Team.
- Students will be expected to return the loaner laptop by the end of the school day to the Technology Team office.

Screensavers and Backgrounds

- Only school appropriate backgrounds and screensavers may be used on the laptops.
- Presence of weapons-related materials, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols, or pictures on the laptop or within its files will result in disciplinary action and, where appropriate, referral to law enforcement.
- Passwords on screensavers are not to be used.
- The computer is the property of the school district. Therefore, school staff have the right to check any material stored on a student's laptop, including the screensaver at anytime.
- Violations of this policy will result in disciplinary action.

Sound

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

Printing

- Materials printed on school printers must be school related. No personal printing is allowed.

Section 5: Managing Your Files and Saving Your Work

Saving Your Work

- **Students should save their entire work daily.** It is the student's responsibility to ensure that work is not lost due to technical failure or accidental deletion. Computer malfunctions are not an acceptable excuse for not submitting work.
- **SAVE OFTEN**

Section 6: Laptop Software

Installed Software

- Compliance with software licenses: The students shall not make copies of software licensed to the school.
- The software originally installed by Tekamah-Herman Community Schools must remain on the laptop in usable condition and be easily accessible at all times.
- The Technology Team has the discretion to approve and install additional software programs and files.
- Distributing software to unauthorized machines is prohibited.

Additional Software

- Students are **NOT ALLOWED** to install anything on school laptops nor remove or alter software.

Security

- Internet usage is filtered and documented at all times.
- The laptop has an Anti-virus protection software package installed.
- The virus software will be updated from the Internet. **Students are required to allow anti-virus updates to download uninterrupted.**

Inspection

- Students may be selected at random to provide their school-issued laptop for inspection without notice.

Section 7: Protecting and Storing Your Laptop Computer

Laptop Identification

- Student laptops will be labeled in the manner specified by the school. **Under no circumstances are students to modify, remove, or destroy these labels.**

Password Protection

- Students will set their password the first time they log in. This password is to be kept private.
- Tampering with machine security measures is forbidden. Violations of this policy will result in disciplinary action.

Section 8: Acceptable Use Guidelines

General Guidelines

- Students are responsible for their ethical, socially appropriate and educational use of the technology resources of the Tekamah-Herman Community Schools.
- Access to the Tekamah-Herman Community Schools technology resources is a privilege and not a right.

Each employee, student, and/or parent will be required to follow the Tekamah-Herman Community Schools Acceptable Use Policy.

- Transmission of any material that is in violation of any law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- In addition to any standard or rules established by the schools, the following behaviors are specifically prohibited as they violate the standard of integrity and civility.
 - Cheating
 - Plagiarizing
 - Falsifying Information
 - Violating Copyright Law
 - Hacking
 - Gaining unauthorized access to any network or computer

Any attempt to alter data, the configuration of a computer, or the files on another user, without the consent of the Principal or Technology Team, will be considered an act of vandalism and subject to disciplinary action in accordance with the district Acceptable Use Policies. Students who violate this may also be referred to law enforcement for criminal prosecution as appropriate.

E-mail

The only e-mail account that students are allowed to access during school hours is that students' Tekamah-Herman Community Schools Gmail account. Please note that emails sent via the Gmail server and accessed on school-issued computers are not private and may be reviewed at any time and without notice.

Correspondence on the Gmail server is limited to users within Tekamah-Herman Community Schools. The following rules will apply when using a Gmail account:

- Always use appropriate language
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others
- Do not send mass emails, chain letters, or spam
- Students should maintain high integrity with regard to email content
- No private chatting during class without permission

***Cyber bullying- Refer to Internet Safety in Student Handbook**

Section 9: Precautions and Consequences

Technology Left in Unsupervised Areas

- Under no circumstances should laptops or other technology equipment be left in unsupervised areas. Unsupervised areas include, but are not limited to: the school grounds and campus, computer labs, commons areas, unlocked classrooms, bathrooms, busses and hallways. Any computer left in these areas is in danger of being stolen.
- Store laptops in supervised areas or lockers. The school will provide optional locker locks.
- Unsupervised laptops will be confiscated by staff and taken to the administrative office. Disciplinary action will be taken for leaving your laptop in an unsupervised location. Each student is responsible for his or her laptop once it has been issued.

Insurance

- ❖ Insurance must be purchased through the Tekamah-Herman Community Schools Damage/Loss

Cooperative or parent must purchase insurance though home owners insurance in order to take the machine out of the building.

- **Proof of insurance must be turned in before student is allowed to take computer home or out of the building.**
- If electing to participate in the Tekamah-Herman Damage/Loss Cooperative, cost to participate is \$35 per student. Checks made payable to "Tekamah-Herman Community Schools" An individual check must be made for this fee for each student. This fee is applicable for one academic year.
- Belonging to the School District Cooperative coverage would cover 100% of expense on the first incident and 75% of expense on the 2nd incident. Three or more incidents, involving damages to a laptop, will be the sole responsibility of the parent/student. Coverage for the School District Protection Plan is 24/7.
- Homeowner's insurance or the Damage Loss Cooperative will cover one machine per student for any costs outside the manufacturer's warranty.
- Damage to equipment due to gross negligence (liquid damage to the machine will be considered gross negligence) or willful misconduct is not covered by warranty, insurance, or the schools Damage/Loss Cooperative. If damage is attributed to either of these causes, the student will be held responsible for all charges related to the repair or replacement of equipment.
- ***Governing Law: Nebraska statues 79-737 and 79-2, 127 allow the district to obtain reimbursement from, or on behalf of, students for any damage to, loss of, or failure to return school property. Student/borrower acknowledges and agrees that his/her use of the district property is a privilege and that by student/borrower's agreement to the terms hereof, student/borrower acknowledges his/her responsibility to protect and safeguard the district property and to return the same in good condition and repair upon request by Tekamah-Herman Public Schools.
- **Computers not carried in computer bags provided by the district will not be covered by the School District Cooperative coverage.**
- If your laptop is stolen, you are required to file a police report.

***Power adapter, bag or any other school-owned accessories are not included. These items require a full replacement cost with the exact same item.**