



## ***Introduction***

### **Statement of Intent for Orland School District 135 1 to 1 Device Initiative**

The Orland School District 135 1 to 1 Initiative intends to provide equitable 21<sup>st</sup> century tools and resources necessary for our students to be successful and engaged learners. In order to achieve academic excellence, today's students require access to educational experiences that seamlessly integrate technology throughout the educational program. This initiative seeks to provide our students with around-the-clock access to technology through the use of devices, such as the Apple iPad and Apple MacBook Air.

With "A No Child Without Technology Belief," individual use of these devices provide a way to empower our students to maximize their full potential as well as prepare them for all future endeavors wherever their educational journeys may take them. This program is about learning, and that learning results from dynamic and engaging interaction among students, parents, educators, and the community as a whole. The vital role of the teacher is not diminished as a result of the immersion of technology, it is actually transformed from being that of teacher-directed learning to teacher-facilitated learning. Teaching and Learning through the integration of technology not only increases student engagement and ownership of learning, but allows for effective transformation of curriculum that can take place anywhere and at anytime.

The procedures and information within this document apply to all Orland School District 135 devices used in our schools, including any other device deemed by the Administration to come under this policy. The information and agreements found here represent a clear and comprehensive attempt to explain to our students, parents and educators, the level of responsibility necessary to participate in this initiative. Orland School District 135 reserves the right to make any additions or alterations to these procedures necessary in order to insure the effectiveness of this initiative as well as the safety and well-being of our students.

***Read and share with your child the Orland School District 135 Device care and use procedures. By reading and discussing the care and use procedures, you can create a clear set of expectations for your child.***

## **Orland School District 135 Technology Philosophy & Mission Statement**

Orland School District 135 is committed to providing students with an optimum educational experience. The 135 Experience provides teaching and learning that fosters student success while striving to meet and exceed national standards. District 135 teaching and learning includes updated curricula with resources and materials necessary for 21<sup>st</sup> Century classrooms. 21<sup>st</sup> Century learning requires teachers and students to utilize traditional resources as well as multi-media and a variety of technology in order for teachers to deliver content and students to demonstrate mastery of learning. 21<sup>st</sup> Century skills and National Standards also require students to meet challenges in Science, Technology, Engineering and Mathematics. In order to meet the demands of a challenging and changing society, District 135 is continuing to provide students and families with critical resources, including technology

### ***We believe...***

- **Children come first.** All decisions will be based on what is best for the children.
- **All students have a right** to an appropriate education which is a shared responsibility among students, families, school, and community.
- **High standards** of expectation and accountability foster good leadership, quality teaching, and excellent learning opportunities for all.
- **Learning is best accomplished** in a safe, positive, and caring environment supported by effective curriculum and meaningful assessment.
- **Learning is enhanced** when the school community models and instills responsible citizenship, ethical behavior, and respect for all.
- **Respect, mutual trust, and open communication** at all levels are essential to a positive learning environment.
- **Students need to be prepared** for lifelong learning in a diverse global society.
- **A quality learning environment** requires responsible investment of human and financial resources.
- **Excellence** is achievable and worth the investment.

## *Device usage*

### **Receiving the Device**

- Students in grades 1-3, 5-6 will receive their device at the start of the school year. Students enrolled in grades 4, 7 and 8 will be reissued their previous year's device at the start of the school year.
- To receive a district-owned device, the student and parent/guardian must:
  - Read the Student Device Handbook
  - Complete and return the 2017-18 Device Damage/Loss Plan (*electronically at registration or if new to District the form is on the District Website*)
  - Grades 1-3 and new to District must complete and return the Electronic User Account Creation Form (*Grades 1-3 electronically at registration or if new to District the form is on District Website*)
- Students in grades 1 - 6 will receive:
  - iPad
  - Case
  - Apple Power Adapter (Care must be exercised when plugging and unplugging accessories.)
- Students in grades 7 - 8 will receive:
  - MacBook Air 11”
  - Sleeve w/pouch
  - Apple Power Adapter (Care must be exercised when plugging and unplugging accessories.)
  - Extension Cord (Three-Prong Adapter Cable with Duckhead)
- Each device has the ability to be remotely located. Each device has a unique identification number. At no time should the numbers or labels be modified or removed. □ Bring your device to the office if a label falls off.

### **Returning the Device**

- Complete device return form (sent electronically at end of school year)
- The device, case/sleeve, charger and extension cord must be returned in good condition for maintenance, cleaning and software installations.
  - At the end of each school year
  - If enrollment at Orland School District 135 is terminated for any reason
- If a student fails to return the device at the end of the school year or upon termination of enrollment at Orland School District 135, a report may be filed with the Orland Park Police Department and the student will be required to pay the replacement cost of the device and any missing accessories.

## **The Acceptable Use of 1:1 Devices in Orland School District 135**

These procedures are provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources, including, but not limited to, the iPad or MacBook. Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

### **Privacy**

Users have no reasonable expectation of privacy in any or all uses of District technology resources. All users of the Internet and network agree to comply with The Children's Internet Protection Act, 47 U.S.C. §254(h) and (l)

### **As stated in Access to Electronic Networks Policy 6:235**

#### **Access to Electronic Networks**

Electronic networks, including the Internet, are a part of the District's instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication. The Superintendent shall develop an implementation plan for this policy and appoint system administrator(s).

The School District is not responsible for any information that may be lost or damaged, or become unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

#### **Curriculum and Appropriate Online Behavior**

The use of the District's electronic networks shall: (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library resource center materials. As required by federal law and Board policy 6:60, *Curriculum Content*, students will be educated about appropriate online behavior, including but not limited to: (1) interacting with other individuals on social networking websites and in chat rooms, and (2) cyberbullying awareness and response. Staff members may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum.

The District's electronic network is part of the curriculum and is not a public forum for general use.

### **Acceptable Use**

All use of the District's electronic networks must be: (1) in support of education and/or research, and be in furtherance of the goals stated herein, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic networks or District computers. General rules for behavior and communications apply when using electronic networks. The District's *Authorization for Electronic Network Access* contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

### **Internet Safety**

Technology protection measures shall be used on each District computer with Internet access. They shall include a filtering device that protects against Internet access by both adults and minors to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by federal law and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the Superintendent or system administrator. The Superintendent or designee shall include measures in this policy's implementation plan to address the following:

1. Ensure staff supervision of student access to online electronic networks,
2. Restrict student access to inappropriate matter as well as restricting access to harmful materials,
3. Ensure student and staff privacy, safety, and security when using electronic communications,
4. Restrict unauthorized access, including "hacking" and other unlawful activities, and
5. Restrict unauthorized disclosure, use, and dissemination of personal identification information, such as, names and addresses.

### **Authorization for Electronic Network Access**

Each staff member must sign the District's *Authorization for Electronic Network Access* as a condition for using the District's electronic network. Each student and his or her parent(s)/guardian(s) must sign the *Authorization for Electronic Network Access* before being granted unsupervised use.

All users of the District's computers to access the Internet shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network.

The failure of any student or staff member to follow the terms of the *Authorization for Electronic Network Access*, or this policy, 6.235 will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

As a condition of being allowed access to the Internet and the school district's electronic mail communication through use of district computers or district means of access, students shall consent to monitoring and inspection by school staff and administration of all student use of district computers and district means of access. This includes any and all electronic mail communications made or attempted to be made or received by students and all materials accessed, uploaded, installed, downloaded or transmitted by students. Students must provide their passwords to the system administrator. Students shall not modify, install, upload or download software without school authorization. In particular, students shall not modify or disable, or attempt to modify or disable, any filtering, blocking, management software installed on district devices or the district's computer system.

### **Cameras**

Students must use good judgment when using the camera. Any use of the camera in the bathrooms or locker rooms will be treated as a violation of the Acceptable Use Policy. Students may not take any photos or video or audio recording of other students or staff without their permission.

### **Software Applications (Apps)**

The apps and operating system originally installed must remain on the device in usable condition and be easily accessible at all times. Students should not download or install software on any district issued device.

### **Security**

Network security is a high priority. If the user can identify a security problem on the device, the user must notify a district staff member immediately. Students must keep account and passwords confidential. Users should not access another individual's account. An identified security risk may be denied access to the device.

### **Vandalism**

Vandalism is any attempt to harm or destroy hardware, software, or data on the device, another user, the Internet, or any other network. This also includes modifying the device in any way other than instructed by district staff and applying any permanent marks, decorations, or modifications to the device.

## ***Prohibited Student Conduct***

The user is responsible for his or her own actions and activities involving the use of a district issued device. Some examples of unacceptable uses are as follows:

- Using the device for any illegal activity.
- Violating copyright laws, credit card fraud, electronic forgery, or other forms of illegal identity theft.
- Transmitting any material in violation of any State or Federal law;
- Downloading unauthorized apps, videos, music, images or any other media.
- Accessing another student's or school files without authorization.
- Bypassing the district's Internet Web filter by any means.
- Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material.
- Disrupting the school environment.
- Using the device while privileges are suspended or revoked.
- Leaving the device at home on a regular basis.
- Vandalizing hardware, software, or device/accessories.
- Modifying the device in any way other than as instructed by district staff.
- "Jail-breaking" (process of removing limitations imposed by the manufacturer) the device to alter firmware, software and/or the operating system.
- Possessing, forwarding, or uploading of unauthorized photos, video, or audio to any website, network storage area, or person.
- Adding or using any personal accounts on device not provided to the student by the school district.

# ***Responsibilities***

## **Student Responsibilities:**

- Using all technology resources and devices, including all provided accessories in a responsible and appropriate manner.  Obeying school and district rules concerning behavior and communication.
- Bringing devices to school fully charged each day. Devices are to be brought to all classes, unless instructed differently. If a device is left at home or being repaired, the student will be provided a loaner device.
- Accessing another individual's information, or files on their device without permission is strictly forbidden. While on the Internet, students shall not reveal personal information for themselves or other students.
- Devices are property of Orland School District 135. The district reserves the right to collect and inspect a student's device and delete any inappropriate material.
- Contacting a  district staff member about any security problems. Including receiving an email containing inappropriate or abusive language or if the  subject matter is questionable.
- Monitoring all personal information and activity on all accounts, network login, email, iTunes, Google and iCloud. Students are responsible for backing up personal data on the iPad or MacBook using iCloud or the student's Google drive.
- During passing time the device is to be in its case and only be removed after arriving to class. Students should never leave the device in an unsupervised area. Students are to secure the device in student lockers whenever it is not in the student's direct possession (*Junior High Only*).
- Keeping the device muted unless permission is obtained from the teacher to use audio for instructional purposes, earbuds or headphones may be required.
- Attempting to repair the device is prohibited. All repairs will be organized by the Technology Department through the Orland School District 135 Help Desk.
- Jail-breaking a device or attempting to break the security protocols put in place by the district voids the warranty on the device and is prohibited.
- Taking photos, video or audio recording of others without their permission or the possession, forwarding, or uploading of unauthorized photos, video, or audio to any website, network storage area, or person is strictly forbidden.
- Returning the device to school at the end of the school year or if enrollment at Orland School District 135 is terminated for any reason.

## **Parent/Guardian Responsibilities:**

- Talk to your children about the values and standards that they should follow on the use of the device and the Internet just as you would do on the use of all media such as television, telephones, movies, music, and radio. Encourage your child to use and store the device in an area where you can monitor your child online.
- Remind your children that misuse or damage to district-owned technology, including the device, is the financial responsibility of the family and that great care should be taken to treat the equipment properly and with respect.
- Students are encouraged to have wireless access at home. If your child receives a free or reduced priced lunch, you may qualify for Internet Essentials from Comcast. Please contact your school for a brochure describing this program or call Comcast directly.
- Help your child develop a routine. Many parents have found success by helping create a routine for their child's computer use. Define a routine as to how the device is cared for and when and where its use is appropriate.
- Take a look at the apps or programs. It is to the advantage of the students, parents, and school that the parents have a working understanding of the programs and student work found on the device. Understand sites' privacy policies.
- Review the Parent/Student Device User Agreement with your child and make sure your child fully understands the expectations on the use of the device.

## **District Responsibilities:**

- Provide Internet and email access to its students.  While providing Internet blocking of inappropriate materials on the district's network.
- Provide network data storage areas. These will be treated similar to school lockers. Orland School District 135 reserves the right to review, monitor, and restrict information stored on or transmitted via school-owned equipment and to investigate inappropriate use of resources.
- Provide staff training to aid students in doing research and help assure student compliance with the Acceptable Use Policy.
- Help ensure that any pictures, video, and audio recordings of any student or staff member are allowed only for school related purposes.
- District may need to reset the the device. Resetting causes all programs and files on the device to be erased and the device to be returned to its original state.
- All repairs will be organized by the Technology District 135 Help Desk.

## *Device Care and Maintenance Guide*

The device is the property of Orland School District 135, and all users must follow all rules and regulations outlined in these procedures. Do not attempt to gain access to the internal electronics or repair the device. If a device fails to work or is damaged, report the problem to the Technology Department as soon as possible.

- If technical difficulties occur from unauthorized software/apps, the device will be restored from backup or reset to factory defaults. The district does not accept any responsibility for the loss of data or any software or documents that are deleted during this process.
- The software/apps originally installed by the Orland School District 135 Technology Department must remain on the device in usable condition and be accessible at all times. From time to time, the district may add software/apps for use in a particular class. Enough storage space must remain on the device for this possibility. Orland School District 135 may remove any non-academic materials that limit this ability.
- Devices should never be left in a hot/cold car or similar environment, as damage to the battery will result.
- The iPad comes with a protective case. The District issued protective case provides the iPad with sufficient padding to protect the iPad while transporting the device in and out of school. Students must use the District issued protective iPad case.
- The MacBook comes with a District issued protective sleeve with pouch. The protective sleeve provides the MacBook with sufficient padding to protect the MacBook while transporting the device in and out of school.
- Avoid applying liquids to the device. The device can be cleaned with a soft, slightly water-dampened, lint-free cloth. Avoid getting moisture in the openings. Do NOT use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the screen. Use of unapproved cleaners may remove the protective film covering the face of the screen.
- While the screen is scratch resistant, the screen will scratch. Avoid using any sharp objects on the screen. Do not leave items on the device when you close it. The iPad and MacBook screen is glass and is vulnerable to cracking. Never place heavy objects on top of the device and never drop your device. Careful placement in your backpack is important.

# Orland School District 135

## 2017 -2018 Device Damage/Loss Plan

Orland School District 135 will be providing your child with a mobile electronic device (iPad or MacBook Air) for instructional purposes. The Device Damage/Loss plan covers “accidental damage” to the device and is designed to limit a family’s financial responsibility for any damage as described in the sections below for the first two incidents per school year. In addition each device is covered under a manufacturer’s warranty that covers the normal operation of the device to ensure that it is functioning properly. Students will be issued the following:

- iPad or MacBook Air 11” (Depending on grade level)
- Apple power adapter
- Protective Sleeve with Pouch (MacBook Air)
- USB to Lightning Adapter Cable(iPad) or Extension Cord with Duckhead Adapter(MacBook Air)
- Case(iPad)

What IS Covered....
<ul style="list-style-type: none"> <li>• <b>Accidental Damage:</b> covers accidental damage that affects the functionality of the device. This includes but is not limited to scratches, dents, and broken ports/parts or liquid spills, drops, or any unintentional act including electrical power surge.</li> <li>• <b>Theft:</b> covers the loss or damage of the device due to theft. Theft notification requires an official police report from the investigating authority.</li> <li>• <b>Fire:</b> covers the loss or damage of device due to fire. This requires an official fire report from investigating authority.</li> <li>• <b>Natural Disasters:</b> covers the loss or damage of the device caused by natural disasters. This requires an official fire report from investigating authority.</li> </ul>

What is NOT Covered...
<p><i>The below incidents may result in the student/parent being responsible for the full amount of the repair/replacement.</i></p> <ul style="list-style-type: none"> <li>• <b>Dishonest, Fraudulent, Intentional, Negligent or Criminal Acts:</b> will not cover if damage or loss occurs in conjunction with dishonest, fraudulent, intentional, negligent or criminal act.</li> <li>• <b>“Jail-breaking”:</b> or otherwise voiding the manufacturer’s warranty by altering the firmware and/or software and operating system (OS).</li> <li>• <b>Loss:</b> the misplacement of the device/accessories due to negligence or unintentional act.</li> <li>• <b>Damage:</b> to the device that occur when the device is not housed in the district issued protective case.</li> <li>• <b>Excessive Misuse:</b> any damage/loss after the 2 incident per school year.</li> </ul>

2017-2018 School Year Costs Per Incident					
iPad			MacBook Air 11”		
Incident	Cost for covered incidents	Cost for incidents NOT covered	Incident	Cost for covered incidents	Cost for incidents NOT covered
1	Not to exceed \$ 80.00	Replacement Cost Not to exceed \$499.99	1	Not to exceed \$250.00	Replacement Cost Not to exceed \$999.99
2	Not to exceed \$250.00		2	Not to exceed \$500.00	
iPad Accessory Replacement Costs			MacBook Air Accessory Replacement Costs		
<ul style="list-style-type: none"> <li>▪ Apple Power Adapter: \$19.00</li> <li>▪ iPad Case: \$21.00</li> </ul>		<ul style="list-style-type: none"> <li>▪ USB Cable: \$19.00</li> </ul>	<ul style="list-style-type: none"> <li>▪ Apple Power Adapter: \$79.00</li> <li>▪ Sleeve: \$21.00</li> <li>▪ Duckhead Only: \$1.00</li> <li>▪ Extension Cord: \$8.00</li> <li>▪ Pouch Only: \$3.00</li> </ul>		

**PLEASE COMPLETE THE INFORMATION ON THE “HANDBOOK ACCEPTANCE FORM” TO RECEIVE YOUR DISTRICT ISSUED DEVICE AND ACCESSORIES**

## Orland School District 135 2017-2018 Device Damage/Loss Plan Handbook Acceptance Form

Name of Student:	
School/Grade Level:	
Parent/Guardian Name:	

**I AGREE** to the stipulations and responsibilities outlined in the “Device Damage/Loss Plan” and “Student Device Handbook” and understand that the agreement to the Device Damage/Loss Plan is required to take the device home.

- The agreement covers the school issued device and accessories. (As listed in the Device Damage/Loss Plan) Replacement costs of lost or damaged accessories are listed under the “2017-2018 School Year “Costs per Incident” table.
- A tiered incident system is in place based on annual occurrences. Incidents and/or costs from a prior school year are not used in calculating the costs.
- This policy does not cover dishonest, fraudulent, intentional, negligent or criminal acts.
- “Jail-breaking” the device voids all warranties and is not covered by this policy. “Jail-breaking” is the act of hacking an operating system and removing manufacturer protections by altering the firmware and/or software and operating system.
- The misplacement of the device/accessories due to negligence or an unintentional act is not covered under this agreement.
- Any damage/loss after the 2 incident per school year is not covered.
- All mobile devices must be in district issued protective Case (iPad only) and/or sleeve provided with the device. Damage that occurs when the device is not housed in the district provided protective Case (iPad only) and/or sleeve is not covered under this agreement.
- Liability is limited to the replacement/repair of the device; no additional liability is implied or assumed.
- Intentional damage or loss may be subject to student disciplinary action.

**I DO NOT AGREE** to the stipulations outlined in the “Device Damage/Loss Plan”, I understand that my child will still be issued a device for school use, but that it may not leave school property. I understand the costs as outlined in the “Device Damage/Loss Plan” are the responsibility of the student/family.

Student Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Printed

Parent Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Printed

***This plan is effective once Orland School District 135 receives the signed Handbook Acceptance Form and the student receives his/her device. The plan expires on the last day of school or termination of enrollment at Orland School District 135.***