

# DCSD Student 1:1 Technology Handbook



# DCSD Student 1:1 Technology Handbook Table of Contents

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## **Vision of Teaching and Learning in Davenport Schools**

Davenport School District is a place where digital literacy skills are embedded into our classes and where innovation, creativity and collaboration are a priority. We are a future focused district leading through innovative digital learning practices.

## **Part One: Device Use and Policies for Students**

### **Ownership and Equipment Provided**

- One Chromebook and secure carrying case are being lent to Borrower and are in good working order. It is Borrower's responsibility to care for the equipment and ensure that it is retained in a safe environment.
- This equipment is, and at all times remains, the property of Davenport Community Schools of Davenport, IA and is lent to the student for educational purposes only for the Academic School year. The equipment will be returned to the school if the student moves from Davenport Community Schools or prior to the end of the school year.
- Borrower acknowledges and agrees that Borrower's use of the District Property is a privilege and that by Borrower's agreement to the terms, Borrower acknowledges Borrower's responsibility to protect and safeguard the District Property and to return the same in good condition and repair upon request by Davenport Community Schools.

### **Education of Students in Safe and Appropriate Use of Technology**

- Students will receive instruction in safe, ethical use of technology prior to issuance of a device. It is important that students are aware of safe and appropriate use of technology for their own protection, and to ensure the safety of others.
- Topics covered in these learning sessions will include information on cyberbullying, online safety including use of social networking platforms, plagiarism and misuse of equipment. Students will also learn how to respond to inappropriate or unsafe situations that may arise.

### **Device Damages**

- If a Device is damaged, the school must be notified immediately. Fines are based on the "Cooperative Loss Program" scale below.
- DCSD reserves the right to charge the Student and Parent/or Legal Guardian the full cost for repair or replacement when damage occurs due to intentional conduct or gross negligence as determined by DCSD administration. Examples of gross negligence include, but are not limited to:
  - a. Leaving equipment unattended and unlocked. This includes damage or loss resulting from an unattended or unlocked Device while at school.
  - b. Lending equipment to others other than one's parents/or legal guardians.
  - c. Using equipment in an unsafe manner.

- A student whose device is being repaired will have access to a loaner Device in most cases. These devices will be used during the time of repair, If the device was damaged intentionally, the student will not be able to take the loaner device home.
- If the Device’s charger is damaged or lost, the student is responsible for replacing it with the same model.
- If the student leaves the school district and does not turn in the device and bag, DCSD will make a reasonable effort to obtain the device and bag. If those efforts are unsuccessful, DCSD will treat it like a stolen device and will notify the appropriate authorities.

**Cooperative Loss**

- In the event of damage to the Device not covered by the warranty and within the student’s control, the student and parent/or legal guardian will be billed a fine according to the following scale:

First Incident	Up to \$100.00
Second Incident	Up to \$150.00
Third and beyond incident(s)	Up to *\$200.00

\* cost of replacement

- This scale resets each calendar year.
- The administration has the authority to waive the charge if the cause of damage is judged to be beyond the student’s control and is viewed as an accident.
- Lost or stolen devices will be assessed the full price of device.

**Using the Device at School**

- Students will be required to take their Device to each class each day, unless told differently by the teacher for that day.
- When the Device is not being used in class it is to be closed or partially closed or in the carrying case (as determined by the teacher).

**Student Access to the Internet**

- At school, students will have access to the internet through the school network.
- **There is no reasonable expectation of privacy while using DCSD computers, networks or technology.** Ultimately the Device is the property of DCSD and DCSD has the right to determine what is appropriate and to search the Device if necessary at any time.

- DCSD’s filtering software allows DCSD to block websites that are inappropriate for students whether they are accessing the web via DCSD wireless network or if they are connected to the internet at other locations.
- Students who access inappropriate sites, or are accessing sites during the school day that are not related to a class they are in will be subject to disciplinary action.
- When not at school, students can access the internet if they have internet access available to them. DCSD will not provide students with Internet. To access the internet when not at school a specific username and password must be used. This login is required to direct all internet traffic through the District Web filter,. The filtering is required to comply with Federal CIPA laws. Below you will find the necessary Credentials needed for students to obtain the above mentioned internet access.
  - User Name – student
  - Password – read4life

NOTE: The Davenport Community School District continues to develop and deliver “digital citizenship” curriculum where students are educated on acceptable online behavior.

### **Bringing the Device To School**

- It is imperative that students bring their Device and charging unit to school each day for their learning. Teachers will be designing digital lessons that require students to have their device in class and fully charged.
- The Device must be kept in the carrying case all all times when not in use.
- The student that inadvertently leaves their Device at home will be allowed access to a limited amount of loaner Devices. The loaner chromebooks will not be allowed to be taken home. Students must request permission from a teacher/supervisor to get a pass to the IMC.

### **Charging Device**

- It is the student’s responsibility to have their Device charged each day when they come to school.
- Students should establish a routine at home for their charging of the Device so that it can be charged overnight.
- It is the student’s responsibility to maintain the charging cord and bring it to school each day. The parent/or legal guardian will replace lost or damaged power adapters.

### **Bringing Devices from Home**

- Students are not allowed to bring their own computer or tablet from home to access DCSD network. Devices issued at DCSD are all provisioned with the same basic programs and structures.

### **Ear Buds/Headphones**

- The uses of earbuds or headphones with their Device in class and/or study times are at the teacher's/supervisor's discretion.
- Earbuds/headphones will not be provided by DCSD.

### **Legal Issues and Jurisdiction**

- The DCSD issued Chromebook remains the property of DCSD at all times. Because DCSD owns the device and operates the equipment and software that compose our network resources, the school is obligated to take steps to ensure that all equipment and facilities are used legally. Any illegal use of network resources is prohibited. All content created, sent or downloaded is using any part of DCSD network resources is subject to rules within this policy. DCSD monitors its network and may investigate the electronic incidents even if they happen after school hours or outside of school. DCSD reserves the right, if needed, and its sole discretion, to remotely access, open, examine, and/or delete electronic files that violate this or any other District Policy.

### **Parent's/Legal Guardians Right To Waive 24/7 Access**

- Parents/Legal Guardians have the right to waive their child's 24/7 access to the Device by filing a written waiver with the school's main office. A record of that waiver will be kept on file. The student will still have access to the Device while at school, but will not be allowed to remove the Device from school. A location will be provided to store and charge the Device at school. The decision to either waive the right to 24/7 access or to participate in 24/7 access to the Device can be made at any time during the year.

## **Part Two: Device Care Reminders**

### **General Care**

- Do not have any food or drink near the Chromebook.
- Do not pick up or hold Chromebook by the screen. The screen may become cracked if you touch the screen too hard with any object. This includes your finger, a pen, a pencil or any other item.
- Do not place your Chromebook on uneven surfaces where they might be subject to an accidental fall.
- While the Chromebook cases are sturdy, drops from heights can damage the Chromebook. Avoid placing or dropping heavy objects on the top of the Chromebook or even placing them on the Chromebook's keyboard .
- Do not expose your Chromebook to excessive heat or cold. Damage, loss, or theft must be reported immediately to the school.

### **Keeping Your Chromebook Clean**

- Never use any product containing any alcohol, ammonia, or other strong solvent to clean your Chromebook.
- Do not spray or wipe your Chromebook with any Windex/household cleaner/water and/or cleaning cloth/wipes.
- Clean your Chromebook keys and screen with a lightly moistened soft cloth. Ensure that you apply even pressure to the cloth but not so much as to cause damage to the screen. Repeat these steps for cleaning the outer case and keyboard of the Chromebook.

### **Keeping Device Safe**

- The Device bag, along with the Device and other equipment, must be stored in a safe place (A locker, when locked, is considered a safe place). The Device should not be left on the floor where it might be stepped on, or within reach of small children or pets. The Device should not be left in a car or anywhere it might be exposed to extreme temperatures.
- Devices left in bags in unattended classroom or other areas are considered “unattended” and will be confiscated by faculty or staff as a protection against theft. If confiscated a second time the student may be required to have a parent/or legal guardian come to school for a meeting to review the responsibility required to keep the device.
- If on an athletic team, the Device should never be left in the gym, in a locker room, on playing field, or in other areas where it could be damaged or stolen.
- Avoid storing the Device in a car other than in a locked trunk. The locked trunk of a car would be an acceptable storage place as long as it’s not excessively hot or cold.

### **Personalizing the Device**

- Chromebooks, cases, and charge cords are checked out to students but remain property of the District. As such, it is required to keep all free of decoration, graffiti, stickers, or any other permanent markings. If students wish to add something to distinguish their assigned devices from others’, students may wish to include identification information written on a card inside the case.

### **Device Bags**

- Each student will be issued a protective case for his/her Chromebook that should be used whenever the Chromebook is being transported or not in use.
- Although the cases are reinforced to help protect the Chromebooks, they are not guaranteed to prevent damage. It remains the student’s responsibility to care for and protect his/her device.

### **Carrying Device**

- Always transport Chromebooks with care and in DCSD-issued protective cases. Never lift Chromebooks by the screen. Never carry Chromebooks with the screen open.

### **Device Problems**

- If you are having issues with your device please take the device to your teacher to see if they can assist you. If your teacher is not able to assist you, they will then send you to the IMC (Library) to check with the Teacher-Librarian. The Teacher-Librarian will then check to see if the issue is something that is fixable in building or determine if it will need to go to the district LIS Dept. for repair.

### **Shutting Down Device**

- Shutting down the Chromebook is important to maintain battery life throughout the school day. Simply closing the lid of the Chromebook does not shut it down properly. To shut down, students will need to sign out of their Chromebook first and then the Shutdown icon will appear in the lower left hand side of the screen. Students should wait until the screen goes black before closing the device.

### **Closing Device**

- Closing the Chromebook should be done with great care. After the device has been shut down properly, slowly and gently close the lid using both hands. Do not slam the lid shut. When closing the device make sure there are no objects that are in the way.

## **Part Three: Technology Agreements**

### **Internet Acceptable Use Agreement**

#### **Davenport Community School District Computer Systems – Terms and Conditions**

Technology is a vital part of the school district curriculum and appropriate and equitable use of computer systems and the Internet shall allow employees and students to access resources unavailable through traditional means. Internet access is coordinated through the Davenport Community Schools wide area network and the Mississippi Bend AEA 9 access to the Internet. To ensure the smooth operation of the network, end users must adhere to established guidelines regarding proper conduct and efficient, acceptable, ethical and legal usage. Employees and students shall be instructed on the appropriate use of the Internet prior to being allowed access through school facilities. Employees and students shall sign a form annually acknowledging they have read and understand the Internet Acceptable Use Agreement.

**Acceptable Use:** The use of district computer systems and the Internet – including the use of email, chat, or instant messaging – must be in support of education and research and consistent



with the District CSIP, educational objectives, and the terms and conditions of this agreement. Use of other organizations' networks or computing resources must comply with the rules appropriate for those networks. Transmissions that violate any district, state, or U.S. regulations are prohibited. These transmissions include, but are not limited to copyrighted material, threatening or obscene material or material protected by trade secret. Use for commercial activities or political lobbying is prohibited.

**Privilege:** The use of district computer systems and the Internet is a privilege, not a right, and inappropriate use may result in cancellation of that privilege and possible additional actions.

**Netiquette:** (Network Etiquette) – You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

**Language** - Do not be abusive in your messages to others. Use appropriate language. Do not swear, use vulgarities or any inappropriate language.

**Privacy** - Note: Electronic mail (e-mail) is not guaranteed to be private. Messages relating to or in support of illegal activities may be reported to the authorities. Illegal activities are forbidden. This includes, but is not limited to, threats, harassment, stalking and fraud.

**Disruption** - Use of the network in such a way that you would disrupt or limit the use of the network by other users is prohibited. This includes distribution of jokes; lists, chain mail and other unauthorized uses of the system. Remain on the system long enough to get needed information, then exit the system.

**Private Property:** Assume that all communications and information accessible via the network are private property. Credit all sources and respect all copyright laws.

**No Warranties.** The Davenport Community School District makes no warranties of any kind, whether expressed or implied, for the information or services provided through the network. The District will not be responsible for any damages. This could include loss of data or service interruptions. While the District maintains an Internet Filter to restrict access to inappropriate sites – including those with visual depictions that include obscenity, pornography, or are harmful to minors – no filter system is perfect. Ultimately, it is the users responsibility to comply with the terms and conditions of this agreement.

**Security.** Security on any computer system is a high priority, especially when the system involves many users. Do not use another individual's account without written permission from that individual. Attempts to access the network as anyone other than your assigned Userid may result in cancellation of user privileges. Any user identified as a security risk may be denied access to the district's computer resources.

**Vandalism.** Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, software, or data of another user, or any of the above listed agencies or other networks. This includes, but is not limited to, the uploading or creation of computer viruses or breaching security measures.

**Safety.** Do not reveal your personal (home) address or phone number or those of other students or colleagues.

**References.** Children’s Internet Protection Act, 47 U.S.C. §254(h). Iowa Code § 279.8(1995). Board Policy 605.06 Internet: Appropriate Use (Revised 5/28/02; Board Policies 101.01 Board-Community Relations; 101.02 Information Dissemination; 103.02 Use of District Communications Systems; 504.6 Parent and Student Rights and Responsibilities; 501.13 Attendance Records; 604.11 Professional and Curriculum Library; 605.13 Technology and Instructional Materials #6797 August 2002

## **INTERNET ACCEPTABLE USE AGREEMENT**

### **Student Certification Form**

- I have read the Internet Acceptable Use Agreement, and understand and will abide by its terms and conditions.
- I further understand that any violation of the regulations is unacceptable and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken.
- I understand that this access is designed for educational purposes.
- I understand that the Davenport Community School District has taken precautions to restrict access to inappropriate material. However, I also recognize it is impossible for the District to restrict access to all such material, and I will not hold the District responsible for materials acquired on the network.

\_\_\_\_\_  
(Student Signature)

\_\_\_\_\_  
(Date)

**Chromebook Loan Agreement**

**DCSD Chromebook Loan Agreement**

Student/Borrower: \_\_\_\_\_ Grade: \_\_\_\_\_

One Chromebook and secure carrying case are being lent to Borrower and are in good working order. It is Borrower’s responsibility to care for the equipment and ensure that it is retained in a safe environment.

This equipment is, and at all times remains, the property of Davenport Community Schools of Davenport, IA and is lent to the student for educational purposes only for the Academic School year. The equipment will be returned to the school if the student moves from Davenport Community Schools or prior to the end of the school year.

Borrower acknowledges and agrees that Borrower’s use of the District Property is a privilege and that by Borrower’s agreement to the terms, Borrower acknowledges Borrower’s responsibility to protect and safeguard the District Property and to return the same in good condition and repair upon request by Davenport Community Schools.

*I agree to the items in this form including the student and parent Chromebook use pledge for using the Chromebook at home and the DSCD acceptable use of technology policy.*

\_\_\_\_\_

*Student Signature*

\_\_\_\_\_

*Date*

\_\_\_\_\_

*Parent Signature*

\_\_\_\_\_

*Date*

## Student and Parent Chromebook Pledge

# Parent and Student Chromebook Loan Agreement Pledge

### Parent

- I understand that we may be fully responsible for the cost of repair or replacement due to damages that occur to the Chromebook issued to my child.
- I will make sure that the Chromebook and accessories are turned into the school on or before the designated day and location, or prior to my leaving the Davenport Community School District.
- I have read and have a copy of the [DCSD acceptable use agreement](#) for district technology and internet use.

### Student

- I will know where my Chromebook is at all times.
- I understand that I am responsible for taking care of my Chromebook including: I will keep food and beverages away from my Chromebook since it may cause damage to the device.
- I will use the Chromebook for educational purposes and understand that my Chromebook is a learning device to help me complete school assignments and projects.

We have read the Chromebook Agreement Pledge and the DCSD acceptable use policy ([Board Policy 605.6](#)).

**Parent's/Legal Guardian's Waiver to 24/7 Access**

- Parents/Legal Guardians have the right to waive their child's 24/7 access to the Device by filing this written waiver with the school's main office. A record of that waiver will be kept on file. The student will still have access to the Device while at school, but will not be allowed to remove the Device from school. A location will be provided to store and charge the Device at school. The decision to either waive the right to 24/7 access or to participate in 24/7 access to the Device can be made at any time during the year. It is the responsibility of the student to place the device in the designated location before leaving the school each day.