

LONEDELL R-14 SCHOOL DISTRICT



1:1 Handbook

Success; Nothing Less!!

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INTRODUCTION

The Lonedell R-14 School District holds the belief that integrating technology into a student's education is of utmost importance. As students leave our district and move on to high school, technology will continue to be a part of their learning environment, and we want to prepare them for this. To this end, we are offering a 1:1 laptop distribution for our 3rd - 8th grade students and 1:1 iPads for kindergarten – 2nd grade students. Our students have been exposed to technology in a classroom setting for many years and are well prepared for this endeavor. While technology is a useful tool, it does not diminish the importance of the role of teachers and parents in student learning. It will serve as an enhancement to the curriculum your child is being taught, both during school and in at-home activities.

Use of the Lonedell R-14 School District technology is a privilege, not a right. This privilege is provided by the district to the student and is not to be extended by the student to anyone outside of the district. The privilege ends when a student is no longer enrolled in the district.

LAPTOP/IPAD DISTRIBUTION AND RETURN

DISTRICT DISTRIBUTION OF LAPTOPS/IPADS TO STUDENTS:

Laptops/iPad and chargers will be assigned and distributed to K - 8th grade students at the start of the school year in August. Parents and students must sign the Tech 1:1 Handbook and pay applicable fees before a laptop is issued to their student.

RETURNING DISTRICT LAPTOPS/IPads:

Laptops/iPad and chargers will be returned at the end of the school year, on a date chosen by the district. Should a student transfer out of the district during the school year, the laptop/iPad and charger must be returned at that time.

Failure to return a district laptop/iPad will result in withholding of grade reports, records, and transcripts, as well as possible involvement by authorities.

If the laptop/iPad is returned with damage, or damage is reported throughout the school year, the damage fee must be paid. Failure to pay the damage fee will result in withholding of grade reports. If damage fees are not settled prior to distribution of student laptops/iPads for the next school year, a laptop/iPad will not be provided to the student until fees are paid, per Board Regulation 2654.

LAPTOP/IPAD CARE

Students are responsible for the general care of the laptop/iPad the district has provided them. Laptops/iPad are to be kept in the case/bag purchased from the district. Students should notify their teacher if the laptop/iPad is damaged or fails to work properly. Teachers will notify the Technology Coordinator for technical assistance.

General Precautions

- No food or drink is allowed next to a district device and should not be consumed while using the device.
- Chargers and removable storage devices should be carefully inserted and removed.
- Students are not to place stickers upon, write or draw on, or scratch into their district device.
- Devices must never be placed in an unlocked car or unsupervised area.
- Students are responsible for keeping their device charged for use during school. A charging area is provided in each classroom for nightly charging.

Carrying Laptops/iPads

Students will receive instruction on the proper way to carry laptops/iPads when they are being used in class (against their midsection with both hands around the device) and will be expected to do so.

The protective bag purchased from the district for 6-8 grade and the provided case/bag for K-5 grades has sufficient padding to protect the laptop from normal treatment and are suitable for carrying the laptop/iPad to and from classrooms. Laptops/iPads should always be in their protective cases/bags.

Taking Care of the Laptop/iPad Screen and Keyboard

District laptops/iPads come with a touch screen. The screens are sensitive and should be treated gently.

- Do not apply undue pressure to the screen.
- Do not close the laptop with anything between the keyboard and the screen.
- Do not poke or scratch the screen.
- Clean the screen with a soft, dry cloth.
- Do not place any items (charger, pencils, scissors, etc.) in the same storage compartment as the laptop/iPad.
- Do not bump the laptop/iPad against lockers, walls, etc. as it could damage the screen.
- Do not insert things between the laptop keys.
- Do not try to pry off keys.
- Do not poke at keys with objects.

LAPTOP/IPAD USE AT SCHOOL

Laptops/iPads are intended for use at school each day. Students are responsible for getting their laptop/iPad each morning from their homeroom when appropriate and carrying it to all classes (5-8th grades), unless specifically instructed not to do so by their teacher. Students are responsible for returning their laptop/iPad at the designated time at the end of the day to their homeroom and being sure it is charging for the evening. The laptop/iPad should be shut down correctly daily before being plugged in to charge.

Laptop/iPad Malfunctioning

If the district laptop/iPad is not functioning properly, students should notify their teacher who will instruct them on methods to correct the issue or refer them to the technology coordinator. If a repair is necessary and takes an extended time, the student will be given a loaner laptop/iPad to use during the repair time, assuming one is available.

Charging the Laptop (5th-8th Grades)

Students are expected to have their computer fully charged each day. If students repeatedly fail to charge their computer, the following will result.

- 1st Offense: The student will receive a demerit. The laptop will be put on charge. The student will be responsible for catching up on any work that is missed during the charging time.
- 2nd Offense: The student will receive a demerit. Parent will be notified. The laptop will be put on charge. The student will be responsible for catching up on any work that is missed during the charging time.
- 3rd Offense: Student will receive an office referral.

Content Filter

The district utilizes an internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). This filter will be in place when the laptop/iPad is connected to the district's network.

Computer Passwords (3rd-8th Grades)

Students will be given a logon and password by the district. Additional user accounts are not allowed. Screensaver and Hard drive passwords outside of those provided by the district are forbidden. *If such passwords are installed, the computer will be wiped, and students will be subject to disciplinary action.*

Sound, Music, Games, and Programs

- Programs: District devices will come with a wide variety of programs that will provide the student with many options for creation. *No programs may be installed on the laptop/iPad, unless installed at the direction of district staff.*
- Games: Only educational games are allowed and may be accessed only when teacher approval is given. *No games may be installed on the laptop/iPad, unless installed at the direction of district staff.*
- Music: Music takes up a great amount of space on hard drives. *Music files (MP3, MP4, etc.) may not be downloaded on district computers, unless downloaded at the direction of district staff for educational purposes.* **Streaming is a great way to listen to music, but is strictly forbidden, and will be blocked over the district network.**
- Printing: Students' laptops will not be connected to a district printer. Students can save documents for teachers to print if needed.
- WebStore/Google Play/Etc.: Students cannot download items from webstore type sites (Google Play, Chrome WebStore, Microsoft Store, etc.)
- Downloads: Students should not download any items to their laptop/iPad without the direct instruction of district staff. If students are not sure if they are downloading, they should seek advice from the Technology Coordinator.

Failing to follow the above guidelines will result in programs being removed and could result in disciplinary action.

Inspection

All laptops/iPads are subject to random and regular inspection by district staff, including teachers, technology coordinator, and administrators.

Acceptable Use Policy

This code of practice governs the publishing of information in electronic format by students of Lonedell R-14 School, and in particular, the use of school computer facilities. Lonedell R-14 School is committed to ensuring a learning environment in which all people treat others with humanity and respect. Every student is expected to conduct himself/herself in a manner which will not discredit or harm the school or its members. Failure to maintain this standard shall constitute a breach of school policy. It is important that information systems are not misused by the sending or displaying of material, or publicizing access to such material, which is offensive or illegal.

PORNOGRAPHY- the displaying or accessing of pornographic or sexually explicit material is not allowed.

LIBEL- facts concerning individuals or organizations must be accurate and verifiable, and views or opinions must not portray their subjects in a way which could damage their reputation.

Students are required to agree with the following computer ethics:

1. Never knowingly post or forward information that is not true.
2. Have good manners.
3. Be creative, not destructive.
4. Always obey copyright laws.
5. Think before you send.
6. Do not use someone else's account or password or share yours with anyone.
7. Obtain permission before uploading, downloading, and printing.

Follow the Network Etiquette and Privacy of [District Regulation 6320](#)

1. Avoid accessing, viewing, creating, and distributing materials inappropriate for the school environment.
2. Conserve ink and paper resources by printing only what is needed for school projects/assignments.
3. Use school computers during school hours for school required research or projects and refrain from using the Internet for personal interest or using personal e-mail accounts.

Student Use of Internet and Web-based Applications

- a. Students are required to use various applications throughout the school day. These could include various websites, browser extensions, and Web 2.0 tools. Some of these require student accounts and logins, while others do not. The District is committed to complying with Federal laws governing student safety and privacy while online. These Federal laws include the Children's Online Privacy Protection Act (COPPA), and the Family Educational Rights and Privacy Act (FERPA).

- b. In order for the District to provide your student with the most effective web-based tools for learning, we need to abide by Federal COPPA Regulations that require parental permission. Our District utilizes several computer and web-based apps and services operated by third parties. These parties include Microsoft O365, and other similar educational programs and apps.
- c. In order for students to use these programs and services, basic personal identifying information, including student's name, username, and email address may be required by the website operator. In many of these cases, access to these websites and resources are provided through a teacher account and are monitored by the teacher using the resource.
- d. Under COPPA, these websites must notify parents and obtain parental consent before collecting personal information from children under the age of 13. However, the law permits Lonedell R-14 School District to consent to the collection of personal information on behalf of all its students, thereby eliminating the need for individual parental consent given directly to each website provider.

Your signature on the district electronic AUP Agreement indicates your consent for the District to provide limited personal identifying information for your child consisting of first name, last name, email address, and username to the educational web-operators of web-based educational programs which the District may deem necessary.

Computer Fees

5th-8th Grade Device Bag – Required unless student has last year’s bag.....25.00
All 5th & 6th graders MUST purchase a bag/case. Bags purchased this year can last all three/four years if the students take care of the bag/case.

3rd and 4th Grade will be provided a case as available.

First repair (accidental)..... Free
Second repair (accidental)..... \$50.00
Additional Repairs (accidental).....\$50.00

Intentional Damage Repairs.....Cost of Repair
Lost Computer/iPadCost of Device
 Year 1..... Full Device Amount
 Year 2.....75% of Device Amount
 Year 3.....50% of Device Amount
 Year 4.....25% of Device Amount
Lost Charger.....\$25.00