

**ABC School District**  
**1:1 Digital Learning Initiative**  
**Policy and Procedures Guide - Proper Use of Device and Acceptable Use**  
**Policy**

**Purpose:** The purpose of this 1:1 digital learning initiative is to provide all students with the technology skills necessary to be competitive in the 21<sup>st</sup> century. The world students enter today is technology-rich and technology-driven. Students will need technology experience and skills to bring excellence, innovation, and creativity to the global workforce.

Beginning with the 2014-2015 school year, students will have the privilege of having their own computing device (iPads for grades 3-5, Chromebooks for grades 6-8, and laptops for grades 9-12) as a learning tool in school and will be expected to adhere to the following policies and procedures governing their use. Students may bring the device home for homework and research purposes; however, they will be expected to bring their device to class, unless otherwise told by their instructor. The policies, procedures and information within this document apply to all student-issued devices used in the ABC School District (the “District”), at school or at home. Teachers may also set additional requirements for use in their classroom.

**Rights and Responsibilities of the District:** The District manages all information technologies used for educational purposes. Accordingly, the District has certain rights and responsibilities. It is responsible to provide training opportunities to student and staff in the use and application of technology. The District will select software and the necessary filters to limit student access to content and materials with legitimate learning purposes. Despite prudent, reasonable, and best efforts, the District is unable to absolutely preclude access to materials deemed inappropriate or otherwise objectionable.

**Rights and Responsibilities of the Student:** Students and their parents may elect to pay a non-refundable \$35 per year for the use of the device. This covers insurance on the device. The insurance policy covers one device per student per school year for any costs outside the manufacturer’s warranty. Purchasing the insurance is not required, but students and their parents are responsible for all repair/replacement costs. Users will comply at all times with the policies and procedures set forth in this document. Any failure to comply may terminate user rights of possession effective. Any lost, stolen and/or damaged devices must be reported to school authorities immediately. If the device is lost, stolen, or totally damaged as a result of irresponsible behavior, the parent may be responsible for the full replacement cost.

### **Receiving and Returning the Device:**

Devices will be distributed each August during registration. Before receiving a device, students and parents must sign and return copies of the following documents:

- Device Insurance Agreement Form
- Student Pledge for Use and Acceptable Use Policy Agreement
- 1:1 Technology Device Insurance Agreement Form (optional)

Device will be returned during the final week of school during student checkout so they can be examined for serviceability. If a student transfers out of the District during the school year, their device will be returned at that time.

### **Policies and Procedures Regarding Proper Use of Device:**

1. *Privileges*
  - a. Students have the privilege to use their issued device in a manner consistent with the educational objectives of the school.
  - b. Privilege to use such device may be restricted, suspended, or revoked for violation of this policy. Consequences for prohibited use are outlined below.
2. *Responsibilities*
  - a. Students have the responsibility to adhere to the terms set forth in this policy.
  - b. Students should notify proper authorities promptly after identifying or experiencing a problem. Examples may include:
    - i. Damaged equipment or software that does not work properly.
    - ii. Disruption of the device's performance.
3. *Taking care of your device* - Students are responsible for the general care of the device they have been issued by the District. Devices that are broken or fail to work properly must be taken to the Principal's office for an evaluation of the equipment. Devices should be carried in protective cover. No food or drink should be consumed while using the device.
4. *Using your device at school* - Devices are intended for use at school each day. In addition to teacher expectations for the device's use, school messages, announcements, calendars, and schedules may be accessed using the device. Students must be responsible to bring their device to all classes, unless specifically instructed not to do so by their teacher.
5. *Using your device at home* – students are permitted to use their device at home. The policies and procedures outlined in this guide are applicable to home use of the device. Any violation of the policies outlined in this guide is subject to consequences for violation as outlined below.
6. *Prohibited behaviors and consequences of violation*
  - a. Prohibited behaviors

- i. Any action that violates existing school policy or local, state, or federal law, including misuse of copyrighted materials, the purchasing or selling of illegal substances, or the accessing or transmitting pornographic materials.
  - ii. Use of the equipment to engage in any hacking in an attempt to access information protected by privacy laws.
  - iii. Deliberately vandalizing computer equipment, including maliciously installing or invoking a computer virus or other destructive mechanism on school-issued device.
  - iv. Purposely viewing, displaying, storing, or transmitting any obscene material, including personal photos or videos on the school-issued device.
  - v. Downloading and installing unauthorized software on the school-issued device.
  - vi. Modifying system settings or operating systems on the device.
  - vii. Use of the device to threaten, bully, harass, or discriminate against others, including, but not limited to, the following examples:
    - o The use of profane or abusive language, threatening statements, or false statements about others on a website, social media, or a weblog;
    - o Sending email messages or instant messages that are mean or threatening, or are so numerous as to be perceived to be harassing in nature;
    - o Use of the device's camera to take and/or distribute inappropriate or unethical photographs, including embarrassing and/or sexually explicit photographs/recordings of other students or a staff member;
    - o Posting of degrading caricatures, misleading or fake photographs of students or staff members on websites.
  - viii. Use of the device for profit or commercial use, including the purchase, sale and/or advertisement of goods or services.
- b. Consequences of violation – consequences may include any or all of the following:
- i. Any student who fails to comply with the terms of this agreement will have his/her privilege revoked for a period of time. Upon the passage of such determined period of time, the student's device will be reissued.
  - ii. Repeated or severe infractions of this policy may result in permanent termination of privileges. If permanent termination of privileges occurs, students will be responsible for providing their own device for the coursework requirements, as warranted.
  - iii. Consequences for violation may extend beyond temporary or permanently revoked privileges and may include any of the

following: restitution for damages, detention, social probation, suspension, expulsion, or the notification of law enforcement agencies.

- iv. Law enforcement agencies shall be notified of all cases of device misconduct which are defined as criminal under the laws of the State of Michigan.
- v. Students and their parents will be required to make restitution for any intentional or accidental damages to the device. Students and their parents may elect to purchase the optional insurance policy to cover these potential costs.
- vi. Students violating the policy and receiving the consequence of suspension or expulsion will be assured due process of the law as follows:
  - a. An informal investigation will be conducted for the purpose of obtaining all information pertinent in making a fair decision. The Principal or Vice Principal is responsible for documenting in writing the evidence collected.
  - b. The student shall be informed of the charges.
  - c. Provision will be made for the student to be heard and to present his/her views.
  - d. The student shall be informed of the results of the investigation. The parent or legal guardian shall also be notified by phone, if possible, and will also be mailed a copy of the disciplinary referral.
  - e. Every effort shall be made by administrators and staff to resolve problems with student and his/her parent or guardian.
  - f. The parents or legal guardians have the right to appeal. Appeals must first be directed to the administrator levying the suspension or expulsion, within 48 hours.

**ABC School District**  
**1:1 Digital Learning Initiative**  
**Student Pledge for Device Use and Acceptable Use Policy Agreement**  
**2014-2015**

- I will take good care of my device.
- I will never leave my device unattended.
- I will never loan out my device to other individuals.
- I will know where my device is at all times.
- I will charge my device on a regular basis.
- I will keep food and beverages away from my device since they may cause damage to the device.
- I will not disassemble any part of my device or attempt any repairs.
- I will protect my device by only carrying it while in the case provided.
- I will use my device in ways that are appropriate, meet my District expectations.
- I will not place decorations (stickers, markers, etc.) on the device. I will not deface the serial number sticker on any device.
- I will follow the policies outlined in the Policies and Procedures Guide while at school, as well as outside the school day.
- I will immediately notify administration in case of theft or vandalism so that a police report can be filed.
- I will be responsible for all damage or loss caused by neglect or abuse.
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- I agree to return the district device, case, and power cords in good working condition.

\_\_\_\_\_ I have received a copy of, have read, and agree to the stipulations set forth in the Policy and Procedures Guide Regarding Proper Use of Device and Acceptable Use Policy and the Student Pledge for Device Use.

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name (Please Print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ABC School District**  
**1:1 Technology Device Insurance Agreement Form**  
**2014-2015**

I, \_\_\_\_\_, (parent/guardian) agree that my student and I have read and will comply with all policies and procedures within the “**Policy and Procedures Guide - Proper Use of Device and Acceptable Use Policy**” document. We wish to purchase the school-provided insurance policy for a \$35 fee. I understand that this policy covers one school-issued device that is the property of ABC School District described within for one student for one school year.

Parent/Guardian

(Please print first & last name): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name

(Please print first & last name): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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I, \_\_\_\_\_, (parent/guardian) agree that my student, \_\_\_\_\_, (student) and I do not wish to purchase the school-provided insurance policy for a \$35 fee. I understand that my student and I are responsible for all costs incurred to one device that is property of ABC School District described within for the prescribed student.

Parent/Guardian

(Please print first & last name): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name

(Please print first & last name): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_