ONE-TO-ONE HANDBOOK

MINNEOTA PUBLIC SCHOOLS

2018-2019

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The focus of Minneota Public Schools' 1:1 Initiative is to prepare students for their future, a world of digital technology and information. Excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and the learning tool of these twenty-first century students is a device selected by the school district. The individual use of this device is a way to empower students to learn at their full potential and to prepare them for the real world of college and the workplace. Personal devices encourage students to solve problems and think critically by stimulating analytical thinking. Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of a quality standards-based curriculum and highly effective instruction, but instead enhances the presentation of both and transforms the teacher from a director of learning to a facilitator of learning.

The policies, procedures and information within this document apply to all electronic devices used in Minneota Public Schools including any other device considered by the administration to come under this policy. Teachers may set additional requirements for computer use in their classroom.

Receiving Your Device

1.1 Receiving Your Device

Devices will be distributed each fall at a time/date TBD. Parents and students must sign and return all required documents before the device can be issued to their child.

Devices will be collected at the end of each school year for maintenance, cleaning, and software installations. Students will retain their original device each year while enrolled at MPS.

Parents and students of 7th grade students and new students from St. Ed's will be required to attend a device seminar to go over this packet and to answer questions. Device seminars will be announced via e-mail to the parents each summer.

1.2 Device Check-In

Devices will be returned during the final week of school. If a student transfers out of the Minneota school district during the school year, the device must be returned at that time.

Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at MPS for any other reason must return their device on the date of termination.

If your device has been determined to be intentionally damaged, defaced or in a condition not attributable to normal wear and tear, you will be fined respectively for the damage at the end of the year during the student device check-in or when checking out to transfer to another district.

If a student fails to return the device at the end of the school year or upon termination of enrollment at MPS, that student will be subject to criminal prosecution or civil liability and for the replacement cost of the computer. Failure to return the computer or reimburse the district for its replacement cost will result in a theft being filed with the local police department.

Taking care of your device

Students are responsible for the general care of the device they have been issued by the school. Devices that are broken or fail to work properly must be taken to the computer technician.

2.1 General Precautions

- No food or drink is allowed next to your device while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the device.
- Students should never carry their device while the screen is open and must always carry it closed.
- To conserve battery life, devices should be placed in sleep mode (by closing the cover) or shut down when not in use.
- Devices must remain free of any writing, drawing, stickers, or labels that are not the property of the Minneota Public School District.
- Devices are sensitive to temperature extremes. Don't leave them in an area where the sun will bake them or where they are exposed to freezing temperatures (like your locked car). If the device gets cold, let it warm up to room temperature before operating.
- Devices must never be left unattended in an unlocked car, locker, or any unsupervised area.
- Students are responsible for keeping their device's battery charged for each school day.
- To not comply with the General Precautions may result in being required to check out and return the device each day from the Media Center for a minimum of one week on the first offense or a minimum of two weeks on the 2nd offense. Any additional offenses may result in the loss of netbook privileges as determined by the building Principal.

2.2 Screen Care

The device screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the device when it is closed.
- Do not place anything near the device that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the screen.
- Do not poke the screen.
- Do not place anything on the keyboard before closing device (e.g. pens, pencils)
- Clean the screen with a soft, dry cloth or anti-static cloth. These devices are touchscreen and need to be kept clean to be effective.
- Do not "bump" the device against lockers, walls, car doors, floors, etc. as it will eventually break the screen

Using your device at school

The devices are intended for daily use at school. In addition to teacher expectations for device 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.

3.1 Device Left at Home

If students leave their device at home, they must check out a loaner device from the tech office, which are subject to availability. If a student repeatedly leaves their device at home, they may be required to "check out" their device from the Media Center for a period of time. Additional offenses may result in detention or other disciplinary action as determined by the building Principal.

3.2 Device Undergoing Repair

The tech office will make loaner devices available when a student device is dropped off for repair due to normal wear and tear or for warranty issues. If the repair is required due to a violation of general precautions or malicious intent, the student will be required to check out and return the loaner device each day from the media center.

3.3 Charging your device's battery

Devices must be brought to school each day in a fully charged condition. Students need to charge their device each evening. In the event that a student does not have a fully charged device or suffers a shortage of battery life during a day, it is the responsibility of that student to charge their device during lunch or another time of non-use. For this purpose, charging areas will be designated in supervised areas (classrooms). Outlets will be limited so students shouldn't bank on charging their device at school.

3.4 Device Settings

- Students may not change any device control panel settings from the original defaults.
- Inappropriate media may not be used as a screensaver or be saved on the device.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang-related symbols or pictures, or any other material that is not school-appropriate will result in disciplinary actions.
- Passwords on screensavers are not to be used.
- Hard drive passwords are forbidden. If used, students may be responsible for the cost of replacement hardware.

3.5 Sound, Music, Games, or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- NON-EDUCATIONAL internet games are not allowed on the device during school hours. NO games can be downloaded and installed on your device.
- Do not save any music, games, or programs to the device. All software must be district approved.

3.6 Home Internet Access

Students are allowed to set up home internet access on their devices. The machines are capable of accessing DSL, cable, and wireless internet, but they will not support dial-up access. The rules outlined above regarding appropriate use also apply when the device is in use outside the school building.

Managing Your Files and Saving Your Work

4.1 Saving Documents on your Device

Storage space will be available on your device but it will NOT be backed up in case of re-imaging. You should save important documents on removable file storage such as a flash/USB drive, cloud storage or external hard drive. Students are encouraged to use district-recommended cloud storage to store their documents. Training will be provided by the school district on how to use this cloud-based site.

It's the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Computer malfunctions are not an acceptable excuse for not submitting work.

4.2 Network Storage

The school will provide a non-secure "common drive" where students can store and access files while at school. Students will be encouraged to use a cloud-based storage.

4.3 Network Connectivity

The Minneota Public School District makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.

Software on Devices

5.1 Originally Installed Software

The software originally installed by the Minneota Public School district must remain on the device in usable condition and be easily accessible at all times.

From time to time, the school may add software applications for use in a particular course. The licenses for this software require that the software be deleted from the device at the completion of the course. Periodic checks of devices will be made to ensure that students have deleted software that is no longer required in class and that the school has not exceeded its licenses.

5.2 Virus Protection

The issued device has anti-virus protection and other programs that help protect the software. If a virus is found upon scanning, the student should simply restart the device. In most cases, this will resolve the problem. If the problem is not resolved, the student will need to e-mail Mrs. Dero or Mr. Gillund to report the problem.

5.3 Additional Software

Students are not allowed to load extra software on their devices.

5.4 Inspection

The issued devices are the property of the school and are loaned to the students free of charge. The Administration and/or staff can request a device inspection at any time. Random device inspections may be held periodically.

5.5 Procedure for changing or re-loading software

If illegal software is discovered, the software or files will be subject for deletion, and could warrant that the hard drive be re-imaged. If technical difficulties occur, the hard drive may have to be re-imaged to solve the problem. In such cases, the school does not accept responsibility for the loss of any software or documents deleted due to a re-imaging procedure.

5.6 Software upgrades

Upgrade versions of licensed software are available from time to time. Students may be required to check in their devices for periodic updates.

Acceptable Use

The Minneota Public School District is pleased to be able to offer access to the district computers which provide the necessary programs required by classes and the district network which provides access to e-mail, student data storage, and the Internet. To gain access to these resources, students and parent must sign and return this form to the school.

While these materials are provided to enhance educational goals and objectives, students may find ways to access other materials that may not be considered educational or find ways to use provided hardware and software beyond its education intent. For this reason, it is extremely important that rules be followed. Misbehavior could result in temporary or permanent loss of access to the device, Internet, e-mail, or other technology privileges. Violations may result in disciplinary action up to and including suspension/expulsion for the students. When applicable, law enforcement agencies may be involved.

6.1 Parent/Guardian Responsibilities

- Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.
- It is the parents' responsibility to supervise all use of the Internet while their child is using a school supplied computer at home.
- CIPA Regulations (Child Information Protection Act): It is important to point out that the school district may or may not provide a web filter for off campus use. The student could be subject to controversial web content without proper monitoring. It should be also noted that if your child attempts to put any harmful or illegal content on the device, both the student and parent/guardian will take full responsibility.
- Any use of the device outside of the school day still falls within the guidelines of the Acceptable Use Policy adopted by the school district (which can be found on the school website). All students will abide by this policy while they are using their devices either at or away from school.

6.2 School Responsibilities

- Provide internet and email access to its students while at school.
- Provide internet blocking of inappropriate materials while at school.
- Provide network data storage areas. School-provided data storage areas will be treated similar to school lockers. The Minneota Public School District reserves the right to review, monitor, and restrict information stored on or transmitted via Minneota Public School District-owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.

6.3 Students Responsibilities

- Use computers in a responsible and ethical manner.
- Obey general school rules concerning behavior and communication that apply to computer use.
- Use all technology resources in an appropriate manner so as to not damage school equipment. "Damage" includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by the student's own negligence, errors, or omissions. Use of any information obtained via Minneota Public School District's designated internet system is at your own risk. Minneota Public School District specifically denies any responsibility for the accuracy or quality of information obtained through its services. Help the Minneota Public School district

protect our computer system by contacting an administrator about any security problems they may encounter.

- Monitor all activity on their account(s).
- Students should always log off the computer after they are done working to protect their accounts and files. If a student does not log off, any e-mail or internet activity under their name will be considered their responsibility.
- If a student should receive e-mail containing inappropriate or abusive language or if the subject matter is questionable, he/she is asked to print a copy and turn it in to the office.

6.4 Student Activities Strictly Prohibited

- Illegal installation or transmission of copyrighted materials.
- Any action that violates the district Acceptable Use Policy or any other existing Board policy or public law.
- Use of sites selling term papers, book reports, and other forms of student work
- Non-Educational internet/computer games

- Use of any software not already installed on the device without prior approval from the school

- Changing of the device settings

- Downloading and executing files – Examples: MSN Messenger, games, etc.

- Spamming – Sending mass or inappropriate e-mails

- Gaining access to other students' accounts, files, and/or data

- Password sharing

- Use of the school's internet/e-mail accounts for financial or commercial gain or for any illegal activity

- Use of anonymous and/or false communications

- Giving out personal information except in an instructional context or in the performance of Minneota Public School District business and with the permission of the district.

- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.

- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed

- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.

- Using the device to participate in cyber bullying.

- Using the device to plagiarize or cheat.

- Watching Netflix, Hulu, Amazon, or any other site that allows video streaming for non-educational purposes is strictly prohibited.

6.5 Legal Propriety

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher, parent, or administrator.
- Plagiarism is a violation of district and school policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the school district.

6.6 Student Discipline

Computers owned by Minneota Public Schools are first and foremost for educational purposes. This does not preclude the use of the issued device at home for other purposes, but priority is given to use by the student for school work. At home or at school, a student who violates any part of this handbook or the District's Acceptable Use Policy, shall be subject to the consequences outlined in that document.

At school, students must always have a school-related purpose for being on the Internet. Information downloaded from the Internet should be classroom related and approved by the classroom teacher. This requirement applies to any information from the Internet such as software, music, and non-print images. Students who use the Internet in school for non-approved purposes or purposes not related to school work, will receive the following consequences at a minimum:

1st Offense – The classroom teacher will handle the problem according to his or her classroom discipline policy, described on the course syllabus.

2nd Offense – The student will be referred to the office and will be scheduled for a detention.

3rd Offense – The student will be referred to the office and will be issued in-school suspension.

Additional offenses or serious violations such as using the Internet in school to view or download material that is obscene, vulgar or sexually explicit, or to bully or harass another person, may result in additional and more severe consequences as determined by the Principal.

6.7 Cyberbullying

Students using the issued devices are reminded of the districts' policies regarding bullying and harassment, including cyberbullying, as described in district policies.

Protecting & Storing Your Device

7.1 Device Identification

Student devices will be labeled in the manner specified by the school. This labeling will not be removed for any reason. If a device loses its labeling, the student will immediately turn in the device for re-labeling. The district will maintain an inventory of all devices, with label identification, student assignment, and serial numbers. Only labels or stickers approved by the Minneota Public School District may be applied to the device.

7.2 Password Protection

Student devices will be password protected. This password will be assigned by the district and cannot be changed. Students will keep that password confidential. If a student fails to keep this confidentiality agreement and any part of this policy has not been followed, appropriate disciplinary steps will be followed.

7.3 Storing Your Device

When students are not using their devices, they should be stored in their lockers – NOT IN THE HALLWAY. Nothing should be placed on top of your device when stored in the locker. Students are encouraged to take their devices home every day after school to be charged, regardless of whether or not they are needed. Devices should not be stored in a student's vehicle at school or at home.

7.4 Devices Left Unattended

Under no circumstance should devices be left unattended (except in designated areas). Any device left unattended is in danger of being stolen. If a device is found unattended, it will be taken to the K-12 office

Repairing or Replacing Your Device

8.1 Warranty

This coverage is purchased by the Minneota Public School district as part of the purchase price of the equipment. This coverage warrants the netbooks from defects in materials and workmanship. This limited warranty covers normal use, mechanical breakdown, or faulty construction and will provide replacement parts necessary to repair the device or to replace the device. The warranty does not warrant against damage caused by misuse, abuse, accidents, or computer viruses. Please report all device problems to the computer technician.

8.2 School District Protection

The school district shall provide repairs at no cost to the student for normal wear and tear. School District Protection is available for all students and parents to cover device repair or replacement in the event of theft (police report required) or accidental damage. The protection plan cost is $40 annually for each device. It is highly recommended that each family purchase this plan. Accidents happen to even the most careful people. The plan is optional but if a family waives the School District Protection plan, the student/parent is fully responsible for any repairs or replacement of the device should there be damage. The first incident of **accidental** damage to the device is covered under the school's protection plan – if the family purchased the plan. Damage other than that caused by an accident or damage to a second, third, fourth, etc. device will be the responsibility of the student and/or the parent. The school will determine the appropriate course of action and/or restitution in situations such as this. Lost items such as protective cases and charging cables will be charged the actual replacement cost. There is a sliding scale (for cost of protection plan) based on your application for free and reduced lunch. See the district office for details.

8.3 School/Student Responsibilities

Students will be held responsible for maintaining their individual school computers and keeping them in good working order. See Section 2.1 "General Precautions" for information and expectations for taking care of the device. Computers that malfunction or are damaged must be reported to the computer technician.

The school district will be responsible for repairing:

- Computers that malfunction due to manufacturing or software defect.
- Devices that suffer damage from normal use.
- Any issue covered under warranty.

The student/family without District Protection Plan will be responsible for:

- Repair cost due to accidental damage.
- Full cost if replacement is necessary.

- Students will be entirely responsible for the cost of repairs to devices that are damaged intentionally or due to negligence. Vandalism may be charged if a destroyed device isn't fully paid for by the responsible party.
- Parents who don't pay for their broken/repaired device in a timely manner will be subject to being turned into a collections agency.

Devices that are stolen must be reported to the building principal or district superintendent and the Minneota Police Department. A police report will be required by the district to prove the claim of the loss.

Claims

All insurance claims must be reported to the tech office.   If a device is stolen or damaged, students or parents must file a police or fire report and bring copy of the report to the administrator's office before a device can be replaced with School District Protection. The District will work with the Minneota Police Department to be aware of this District-owned equipment.

Device Technical Support

The computer technician coordinates the repair work for all electronic devices. Services provided include the following:

- Hardware maintenance and repairs
- Password identification/retrieval
- User account support
- Operating system or software configuration support
- Application information
- Re-imaging hard drives
- Updates and software installations
- Coordination of warranty repairs
- Distribution of loaner devices
- Virus removal

Electronic Device Pledge Form

Student Pledge for Electronic Device:

1) I will follow all of the policies and regulations included in the 1-to-1 Handbook while at school as well as outside of the school day.
2) I will file a police report in case of theft, vandalism, and other acts covered by insurance.
3) I agree to return the device, keyboard, and protective case in good working condition.

Parent Pledge:

I recognize that it is my responsibility to restrict access to all controversial materials and I will not hold the school district or its employees or agents responsible for any inappropriate materials acquired by my child. I will also assure that my child will not use this device to engage in cyber-bullying of any kind. I will assume full responsibility for any harmful or illegal content on the device. I also will take full responsibility for any damage that occurs to the device while the device is in my child's possession. I hereby give permission to allow my child to check out a school issued device for the current school year.

I agree to the stipulations set forth in the above documents including the 1-to-1 Device Handbook, the district Acceptable Use Policy, the Bullying Policy, other applicable district policies and this pledge form.

Student Name (Please Print):_____   Student Grade_____

Student Signature:_____   Date: _____

Parent Name (Please Print): _____

Parent Signature:_____   Date:_____

PLEASE CHECK ONE: Checks payable to Minneota Public School

_____I agree to enroll in and fully understand the school district protection plan (cost $40)

_____I decline to enroll in the school district protection plan and fully realize that I am financially responsible for repairing any damage and/or replacing my child's school issued device.

_____**Amount Paid**

_____**Cash**

_____**Check**