

# Mississinewa Community Schools

## 1 to 1 Policy, Procedures, and Information Handbook

### 2022-2023

#### *Mississinewa Community Schools 1 to 1 Program*

The focus of the 1 to 1 Program for the Mississinewa Community School Corporation is to provide tools and resources to the 21<sup>st</sup> Century Learner. Excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and one of the learning tools of these 21<sup>st</sup> century students is the digital device. The individual use of digital devices is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with digital devices integrates technology into the curriculum any time, any place.

The policies, procedures and information within this document apply to digital devices used at Mississinewa, including any other device considered by the Administration to come under this policy. Teachers may set additional requirements for use in their classroom.

#### **1. Distribution and Return of Digital Devices**

- 1.1. **Distribution of Digital Devices**--digital devices will be distributed each fall during "1 to 1 Orientation & Registration." Parents and students must sign the "Student Pledge for Digital Device Use" before the digital device can be issued to their child. In order for the student to retain continuous access to the device issued, the following items must be satisfied:
  1. Student Usage Fee be paid in full for the current/upcoming school year
  2. Parents and students sign (written or electronically) the Student Pledge for Digital Device Use, which includes understanding and agreeing to the Internet Acceptable Usage Policy.
- 1.2. **Return of Digital Devices**--digital devices and accessories will be returned during the final week of school so they can be evaluated and processed. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Mississinewa for any other reason must return their individual school digital device on the date of termination.
- 1.3. **Fines**--If a student fails to return the digital device at the end of the school year or upon termination of enrollment at Mississinewa, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the digital device. Failure to return the digital device will result in a theft report being filed.

#### **2. Proper Care of Your Digital Device**

- 2.1. **General Precautions**--Students are responsible for the general care of the digital device they have been issued by the school. Digital devices that are broken or fail to work properly must be taken to the help desk for an evaluation of the equipment. The digital device is school property and all users will follow this policy and the Mississinewa Acceptable Use Policy for technology. In addition to the below, please refer to Apple's recommendations for cleaning their products at <http://support.apple.com/kb/HT3226>.
  - 2.1.1. Only use a clean, soft cloth or anti-static cloth to clean the screen--no cleansers of any type.
  - 2.1.2. Cords and cables must be inserted and removed carefully into the digital device to prevent damage.
  - 2.1.3. Digital devices must remain free of any writing, drawing, stickers, or labels that are not the property of the Mississinewa School Corporation.
  - 2.1.4. Digital devices must never be left in an unlocked locker, unlocked car or any unsupervised area.
  - 2.1.5. Digital devices can be used in the cafeteria only when tables are cleared of food/drinks.
  - 2.1.6. Students are responsible for keeping their digital device battery charged for each school day.

- 2.1.7. If students use “skins” to “personalize” their digital devices, they must not remove any Mississinewa labels.
- 2.1.8. Digital devices should always be within a protective case when carried.
- 2.2. **Carrying Digital Devices**—Students will be expected to carry their device in the provided bag where applicable. Other books and personal items will not be carried in the same bag because of extra weight on the device. Students must have their device in the designated bag before leaving any classroom and when in transit.
  - 2.2.1. Do not lean on the top of the digital device when it is closed.
  - 2.2.2. Do not place anything near the digital device that could put pressure on the screen.
  - 2.2.3. Do not place anything in the carrying case that will press against the cover.
  - 2.2.4. Do not “bump” the digital device against lockers, walls, car doors, floors, etc as it will eventually break the screen.
- 2.3. **Cable & Charger**—Upon receipt of the school owned digital device, students will also receive a charging cable and charger at no additional cost. These are considered to be consumable items and are the responsibility of the student to maintain and/or replace at the student’s expense. The original charger and cable or one that is purchased from Apple or the school Trading Post are expected to be returned with the device at the end of the term or upon withdrawal.
- 2.4. **Pencil/Crayon Writing Utensil** - Upon receipt of the school owned digital device, students will also receive a Logitech Crayon. These are considered to be consumable items and are the responsibility of the student to maintain and/or replace at the student’s expense. The original Logitech Crayon or one that has been replaced are expected to be returned with the device at the end of the term or upon withdrawal.

### **3. Digital Device Use at School**

- 3.1. **Digital devices Left at Home**--Digital devices are intended for use at school each day. In addition to teacher expectations for digital device use, school messages, announcements, calendars and schedules may be accessed using the digital device. Students must be responsible to bring their digital device to all classes, unless specifically instructed not to do so by their teacher.
  - 3.1.1. If students leave their digital device at home, they are responsible for getting the coursework completed as if they had their digital device present. If a student repeatedly leaves their digital device at home, teachers may log a referral with appropriate consequences enforced.
- 3.2. **Digital Device Undergoing Repair**--A loaner digital device may be issued to a student when their digital device is undergoing repair at the help desk.
- 3.3. **Digital Device Battery Charging**--Students need to charge their digital device each evening in order to bring a fully charged device to school each day.
- 3.4. **Screensavers and Backgrounds**--Inappropriate media may not be used as a screensaver or background.
  - 3.4.1. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures may result in disciplinary actions.
- 3.5. **Sound, Music, Games, Programs**--Each student will be expected to provide their own earbud or headset.
  - 3.5.1. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- 3.6. **Printing**--With minor exceptions, printing is discouraged and the responsibility of the student off campus.

### **4. File Management**

- 4.1. **Saving Files**--It is the student’s responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Digital device malfunctions are not an acceptable excuse for not submitting work.
  - 4.1.1. Various Cloud storage opportunities are available and will be presented as storage options.
- 4.2. **Network Connectivity**—Connectivity is not guaranteed 100% of the time. In the rare case that the network is down, the Corporation will not be responsible for lost or missing data.

### **5. Digital Device Software**

- 5.1. **Originally Installed Software**--The software/apps originally installed by Mississinewa must remain on the digital device in usable condition and be easily accessible at all times (App Portal).
  - 5.1.1. Software/apps may be added by the corporation at any time for use in a particular course. The licenses for this software may require that the software be deleted from digital devices at the completion of the

course. Periodic checks of digital devices will be made to ensure that students have not removed required apps.

- 5.2. **Inspection**--Students may be selected to provide their digital device for inspection.
- 5.3. **Digital Device Reconfiguration/Reset**--The Corporation does not accept responsibility for the loss of any software or documents deleted due to a “reset” of the digital device.
- 5.4. **Software Upgrades**--Students are responsible for updating/upgrading licensed software/apps on their digital device.

## **6. Acceptable Use**

The use of the Mississinewa School Corporation’s technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Mississinewa School Corporation is not transferable or extendible by students to people or groups outside the Corporation and terminates when a student is no longer enrolled in the Mississinewa School Corporation. The **Internet Acceptable Use Policy** is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school Corporation technology resources may be denied, and the appropriate disciplinary action shall be applied. The Mississinewa School Corporation’s Student Code of Conduct shall be applied to student infractions. The **Internet Acceptable Usage Policy** is available through the online registration process or on the corporation website under the Technology section.

Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

### **6.1. Parent/Guardian Responsibilities**

- 6.1.1. Talk to your children about values and the standards they 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.
- 6.1.2. If your child already has a school approved digital device, they will not be required to rent the school digital device and the Digital Device Usage Fee will be waived.

### **6.2. School Responsibilities**

- 6.2.1. Provide Internet access to students
- 6.2.2. Provide content filtering of inappropriate materials to the best of our ability
- 6.2.3. Provide guidance to students doing research and help assure student compliance of the acceptable use policy

### **6.3. Student Responsibilities**

- 6.3.1. Use computers and digital devices in a responsible and ethical manner.
- 6.3.2. Obey general school rules concerning behavior and communication that apply to digital device use
- 6.3.3. Use all technology resources in an appropriate manner.
- 6.3.4. Help Mississinewa protect our computer systems and digital devices by contacting an administrator about any security problems they may encounter.
- 6.3.5. Monitor all activity on their account(s).
- 6.3.6. Secure their digital device after they are done working to protect their work and information.
- 6.3.7. Return their digital device to the help desk at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Mississinewa for any other reason must return their individual school digital device computer on the date of termination.

### **6.4. Student Activities Strictly Prohibited**

- 6.4.1. Illegal installation or transmission of copyrighted materials
- 6.4.2. Any action that violates existing Board policy or public law
- 6.4.3. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- 6.4.4. Use of sites selling term papers, book reports and other forms of student work
- 6.4.5. Spamming—sending mass or inappropriate emails
- 6.4.6. Gaining access to other student’s accounts for financial or commercial gain or for any illegal activity

- 6.4.7. Use of anonymous and/or false communications
- 6.4.8. Students are not allowed to give out personal information over the Internet for any reason. This includes, but is not limited to, setting up Internet accounts including those necessary for chat rooms, E-bay, e-mail, etc.
- 6.4.9. Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- 6.4.10. 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—Jail broken devices may be considered as an “incident” and charged accordingly.
- 6.4.11. Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- 6.4.12. Bypassing the Mississinewa web filter

### **6.5. Digital Device Care**

- 6.5.1. Students will be held responsible for maintaining their individual digital devices and keeping them in good working order.
  - 6.5.1.1. Digital device battery must be charged and ready for school each day.
  - 6.5.1.2. Digital devices that malfunction or are damaged must be taken to the Help Desk immediately. The school corporation will be responsible for repairing digital devices that malfunction. Digital devices that have been damaged from student misuse, neglect or are accidentally damaged will be repaired with cost being borne by the student. Students will be responsible for the entire cost of repairs to digital devices that are damaged intentionally.
  - 6.5.1.3. Students are financially responsible for any and all damage to their digital device.
  - 6.5.1.4. Digital devices that are stolen must be reported immediately to the Office and the Police Department and a copy of the Police report must be provided to the school. This will be considered an incident against the student.
  - 6.5.1.5. Digital devices that are lost must be reported immediately to the Office and Help Desk. This will be considered an incident against the student.

### **6.6. Legal Propriety**

- 6.6.1. Students must 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.
- 6.6.2. Plagiarism is a violation of the Mississinewa Code of Conduct. 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.
- 6.6.3. Use or possession of hacking software is strictly prohibited and violators will be subject to Mississinewa Student/Parent Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the Corporation.

### **6.7. Student Discipline**

- 6.7.1. Student violation of the above policies may result in restricted use of the digital device.
- 6.7.2. The privilege of using the primary digital device may be revoked in the event of any outstanding balance or behavioral issues. The following consequences at the discretion of the principal will be based on the severity and frequency of the student violations.
  - 6.7.2.1. Rule Violations (possible consequences)
    - 6.7.2.1.1. Restrictions on take home privileges—daily check-in/check-out
    - 6.7.2.1.2. Substitution of alternate device
      - May include older iPad
      - May include older Mac or PC laptop
      - May include in-school classroom/lab use only
    - 6.7.2.1.3. Banning from school-owned devices
    - 6.7.2.1.4. Banning from all digital devices including personal
    - 6.7.2.1.5. Detention or Thursday School
    - 6.7.2.1.6. Suspension or Expulsion

6.7.2.1.7. Criminal prosecution

## 7. Digital Device Protection and Storage

- 7.1. **Identification**--Student digital devices will be labeled in a manner specified by the school.
- 7.2. **Storage**--When not in use, digital devices should be stored in their locker with nothing placed on top of the digital device.
  - 7.2.1. Students are encouraged to take their digital devices home every day whether or not they are needed at home.
  - 7.2.2. Digital devices should not be stored in a vehicle at school or at home.
  - 7.2.3. Secure storage is available at the help desk at any time for any student.
- 7.3. **Unsupervised Areas**--Never leave a digital device in an unsupervised area—school grounds, campus, cafeteria, computer labs, locker rooms, library, unlocked classrooms, dressing rooms, and hallways.
  - 7.3.1. Digital devices found in unsupervised areas will be taken to the help desk.

## 8. Digital Device Usage Fee, Repair and/or Replacement

### 8.1. Digital Device Usage Fee

- 8.1.1. Students provided a Mississinewa digital device will be assessed a Digital Device Usage Fee; students with self-owned devices will not be assessed a usage fee. Self-owned devices must be the model chosen by the school.
- 8.1.2. Each student's incident count will resume from the previous year.
- 8.1.3. Incidents including breakages, lost or stolen devices will be assessed charges as follows:
  - 8.1.3.1. Accidental Incident #1 – \$49
  - 8.1.3.2. Accidental Incident #2 - \$49
  - 8.1.3.3. Accidental Incident #3 or more– cost of repair if repairable; or full replacement cost
  - 8.1.3.4. Intentional Damage of device – replacement cost of device or cost of repair
  - 8.1.3.5. Lost or Stolen devices – Charge will be determined using the following chart:

Year number of current corporation device lease	Term in which damage occurred	Device replacement cost
Year 1	Semester 1	\$400
Year 1	Semester 2/Summer	\$360
Year 2	Semester 1	\$320
Year 2	Semester 2/Summer	\$280
Year 3	Semester 1	\$240
Year 3	Semester 2/Summer	\$200

\*Each depreciation term value is proportional to the difference between the purchase price and the estimated value at the end of the lease.

- 8.1.3.6. Any issue covered by the standard warranty of the device will result in no charge to the student
- 8.1.4. Non-payment – Outstanding combined balances greater than \$50 (book fees, library fines, technology charges and lunch fees)
  - 8.1.4.1. Restrictions on take home privileges—daily check-in/check-out
  - 8.1.4.2. Substitution of alternate device
    - May include older iPad
    - May include older Mac or PC laptop
    - May include in-school classroom/lab use only
  - 8.1.4.3. Banning from school-owned devices
  - 8.1.4.4. Banning from all digital devices including personal
  - 8.1.4.5. Engaging a collection agency

School administrators reserve the right to charge the cost of replacement or repair in instances of overt or intentional damage.

# MISSISSINEWA COMMUNITY SCHOOLS

## STUDENT PLEDGE FOR DIGITAL DEVICE USE

1. I will take good care of the school-owned digital device.
2. I will never leave the digital device unattended.
3. I will never loan out the school-owned digital device to other individuals.
4. I will know where the school-owned digital device is at all times.
5. I will charge the school-owned digital device's battery daily.
6. I will keep food and beverages away from the school-owned digital device since they may cause damage to the device.
7. I will not disassemble any part of the school-owned digital device or attempt any repairs.
8. I will protect the school-owned digital device by only carrying it while in the case provided.
9. I will use the school-owned digital device in ways that are appropriate, meet Mississinewa expectations and are educational.
10. I will not return my device with decorations (such as stickers, markers, etc.) on the school-owned digital device or case. I will not deface the serial number sticker on any school-owned digital device.
11. I understand that the school-owned digital device is subject to inspection at any time without notice and remains the property of the Mississinewa School Corporation.
12. I will follow the policies outlined in the 1 to 1 Policy, Procedures, and Information Handbook.
13. I will file a police report in case of theft or vandalism.
14. I will be responsible for all damage or loss caused by neglect or abuse.
15. I agree to return the corporation digital device, case and power cords in good working condition.

I agree to the stipulations set forth in the above documents including the 1 to 1 Policy, Procedures, and Information Handbook; the Acceptable Use Policy; and the Student Pledge for Digital Device Use. The signature below indicates that I have received my assigned digital device and peripherals in good working order.

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

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

Parent/Guardian Name (Please Print) \_\_\_\_\_

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

Individual school digital devices and accessories must be returned to the help desk at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Mississinewa for any other reason must return their individual school digital device, case, cable and charger on the date of termination.