

# Lakeview Community Schools

## Student Technology Program Policy

Lakeview Community Schools is proud to offer our students a diverse offering of technology resources for use at school and at home. The Student Technology Program, which provides computing systems and internet access to all students, has been designed to enhance the delivery and individualization of educational instruction. This policy covers all devices and accessories provided to students that are property of Lakeview Community Schools. It also covers any access to school information resources and internet or intranet access. Because of the many challenges associated with this program, it is imperative that all of our students understand the privilege and responsibility that usage and operation of technology involves. In addition, we consider this to be a learning opportunity as our students become adults in our technically diverse culture. The purpose of this policy is to communicate these expectations.

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### Section 1: General Specifications

The following information is provided to help everyone understand the expectations and responsibilities for care and use of technology devices.

- Students will receive instruction from school district staff on the proper use of devices.
- Students will be able to take devices home during the school year if the student fills out the Consent Form and pays the usage fee (\$35). Families with multiple students will pay \$35 for the first three devices.
- Students will care for and maintain each device as a valuable piece of Lakeview Community Schools equipment.
- Students must take all precautions to prevent theft; for example, do not leave devices unattended or in the passenger area of a car.
- Students must take precautions to prevent damage to devices; for example, do not leave devices where there is danger of coming in contact with moisture or excessive heat. This would include protecting devices from inclement weather.
- The district will provide some predetermined apps for student use.
- Students are to use devices to access only socially and educationally appropriate materials and websites.
- Students must not use devices to purchase goods and services via the Internet while on school grounds or at school functions. (Parents/Guardians/Students are charged with full responsibilities for any financial obligations incurred from the inappropriate use of devices.)
- Students are to use devices in accordance with this Student Technology Program Policy, the Internet Safety and Acceptable Use Policy and other specified documents.
- Device and device accessories are the property of Lakeview Community Schools and must be returned at the end of the academic year, upon withdrawal from Lakeview Community Schools, or at the request of a teacher or administrator. Willful failure to return devices in accordance with the stated conditions will result in criminal prosecution.
- **\*\*\*Since devices are the property of Lakeview Community Schools, officials of the school have the right to review all material stored on or accessed by any device. School officials may revoke a student's device use privileges for misuse or violation of policies.**

## Section 2: Device Specifications

The devices covered by this policy are included but not limited to the following:

- HP 14" Chromebooks
- Apple iPad
- Laptop Computers
- Desktop Computers

## Section 3: Receiving Your Device

Devices will be distributed during designated check out times. As part of this process, parents and students must have met the requirements (watched the informational videos and completed the form) associated with the yearly information sessions (Boot Camp). Before receiving devices, students and parents must sign and return the Student Technology Program Consent Form with the associated usage fee.

Students 9-12 may opt out of the school issued Chromebook program and may be allowed to use their own personal computer however this personal computer must work with the school selected apps and programs used for education. These personal devices must first be registered and approved by the District Technology Coordinator and Administration. When students register their personal computer students must provide the following (manufacturer, model, serial #, and computer name) For example (Apple, MacBook Pro, #14532178, Sarah's computer) Student owned devices will not be serviced by District personnel.

## Section 4: Taking Care of Your Device and Accessories

Students are fully responsible for the care of devices and accessories they have been issued by the school. Devices that are damaged or fail to work properly must be immediately taken to designated school staff for an evaluation of the equipment.

### General Precautions

- Devices are school property. All users will follow these expectations and the Internet Safety and Acceptable Use Policy.
- Devices must remain free of any writing, drawing, stickers, or labels that are not the property of the Lakeview Community School District.
- Devices must never be left unsupervised.
- Students are responsible for keeping their device's battery charged for school each day.

### Carrying Device

Please carry your device in a manner that will not damage the device. The guidelines below should be followed:

- Some carrying cases (i.e. backpacks) can hold other objects (such as folders and workbooks), but these must be kept to a minimum to avoid placing too much pressure and weight on the device. Also, no items kept or carried within the closed lid whenever transporting the device. I.e: paper, pencils, etc.

### 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 and/or lid.

- 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 cover.
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth. Use of harsh chemicals WILL damage the screen.
- Do not "bump" the device against lockers, walls, car doors, floors, etc. as it could break the screen.

## Section 5: Using Your Device at School

Devices are intended for use at school each day. Students are responsible for having their charged device in all classes. Only charge your device with the provided charger.

### Supervision

Under no circumstances should devices or other technology equipment be left in unsupervised areas. Unsupervised areas include, but are not limited to: the school grounds and campus, computer labs, break areas, unlocked classrooms or lockers, bathrooms, buses and hallways. Any device left in these areas is in danger of being stolen.

Lockers are to be locked when storing any technology equipment. This includes, but is not limited to: power cords and devices.

Unsupervised devices will be confiscated by staff and taken to the administrative office. Each student is responsible for his or her device once it has been issued.

### **Cameras**

Device cameras should be used with the District internet usage policies in mind and are not to be used without the permission of school officials. Areas that are NEVER permitted for camera usage include: bathrooms, locker rooms, any other areas without explicit permission from staff.

### **Screensavers and Backgrounds**

Only school appropriate backgrounds and screensavers may be used on devices.

Examples of inappropriate backgrounds include the presence of weapons-related materials, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols, etc... These types of pictures on devices or within files will result in disciplinary action and where appropriate, referral to law enforcement.

Devices are the property of the school district. Therefore, school staff members have the right to check any material stored on a student's device, including the screensaver at any time.

### **Sound**

Students must have personal earbuds to listen to audio. Sound must be muted unless permission is obtained from the teacher for instructional purposes.

### **Printing**

Cloud printing is available for certain copiers. However, sharing documents is the preferred method. Color printing is highly discouraged. No printing is allowed on school issued devices unless permission is obtained from the teacher for instructional purposes. Students are not permitted to print for personal use.

### **Devices Undergoing Repair**

A loaner device will/may be issued to students when they leave their device for repair at their designated location. This will be at the discretion of the building administrator.

## **Section 6: Managing Your Files and Saving Your Work**

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

## **Section 7: Device Content**

The apps originally installed by Lakeview Community Schools must remain on devices in usable condition and be easily accessible at all times.

### **Content Supervision**

**\*\*\*Student devices will be filtered through the District's Internet content filter 24/7. Parents/Guardians are**

responsible for content supervision off school grounds.

### **Inspection**

Students may be selected at random to provide their school-issued device for inspection without notice by administration and/or their designee.

## **Section 8: Protecting and Securing Your Device**

### **Device Identification**

Student devices will be labeled in the manner specified by the school. **Under no circumstances are students to modify, remove, or destroy these labels. Removing of labels can result in disciplinary action or fines as determined by the building principal.**

## **Section 9: Acceptable Use Requirements**

Students are responsible for their ethical, socially appropriate, and educational use of the technology resources of the Lakeview Community Schools. Access to the Lakeview Community Schools technology resources are a privilege and not a right. Each employee, student, and/or parent will be required to follow the Internet Safety and Acceptable Use Policy.

Under no circumstances should device cases be opened or devices turned on while in the locker room or restroom areas.

Transmission of any material that is in violation of any law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and device viruses. Any attempt to alter data, the configuration of a device, or the files of another user, without the consent of the building principal or his/her designee, will be considered an act of vandalism and subject to disciplinary action in accordance with the Internet Safety and Acceptable Use Policy. Students who violate this may also be referred to law enforcement for criminal prosecution as appropriate.

### **E-mail**

The only email account that students are allowed to access while using a school-issued device is that student's Lakeview Community Schools Google account (@lakeview.esu7.org). Emails sent or received via school provided accounts are not private and may be reviewed at any time and without notice.

## **Section 10: Responsibilities and Consequences**

### **Responsibility for Damage**

The District purchases technology equipment with the standard manufacturer's warranty. These warranties only cover defective equipment during the period of the initial terms of purchase. These warranties do not cover damage to the device under the care of the student. **In addition, the District does not purchase additional extended warranties or insurance to cover damage to devices under the care of the student.** The student use fee will

be used to help offset the cost of repair or replacement based on each individual case.

**\*\*\*Students are responsible for any damage to School issued devices. Costs to fix or replace damaged devices will be the responsibility of the student. If the device is lost or stolen, full replacement cost will be the responsibility of the student.**

**\*\*\*Students should not attempt to fix broken devices either themselves or through the use of a third party. Doing so is a violation of the manufacturer's warranty and replacement policies and will result in the student being liable for the full replacement cost.**

**\*\*\*Power adapters and cords, device cases or any other school issued accessories are included in this policy as part of the device. If damaged, lost, or stolen, the student will be responsible for full replacement cost for the exact same item. The school will purchase the replacement charger.**

Repair Pricing Progression - If you have accidental damage, this is the repair progression you will incur.

- 1st Repair - \$10
- 2nd Repair - \$30 (or full price of repair if less than \$30)
- 3rd Repair - \$60 (or full price of repair if less than \$60)

If there is major damage due to negligence of the user, full replacement cost may be charged to the user.

Examples of typical repair costs:

Replace Screen	\$60
Replace Keyboard	\$60
Replace Outer Cover	\$20-\$50
Replace Power Supply	\$25
Replace ChromeBook	\$280

Charger Replacement - Chargers that are lost or damaged will be purchased by the school with replacement cost (approx.\$25) to be paid by the end user. The end user will not purchase a replacement charger as we want to ensure the proper voltage/wattage is utilized.

### **Device Suspensions**

Device Suspensions may be administered for students who abuse their device privileges. Device suspensions are at the discretion of administration.

Non-compliance with these policies or the Student Internet and Computer Access Policy will result in loss of privileges, disciplinary action, and/or criminal prosecution as deemed appropriate. (See Student Internet and Computer Access Policy in the Student Handbook located at <https://www.lakeview.esu7.org/domain/24> )

**\*\*\*Electronic mail, network usage, and all files stored on a school-issued device are not to be considered confidential and may be monitored at any time by designated Lakeview Community Schools staff. The District will refer student misconduct to law enforcement and will cooperate fully with local, state, or federal officials in any criminal investigation, particularly those concerning or relating to violations of computer crime laws.**

### **Disclaimers**

The Lakeview Community School District is not liable for and disclaims any liability arising from any injury or

damage caused by or stemming from unauthorized access to the network or inappropriate use of authorized access to the network.

A student and the student's parents or guardians, by submitting the Student Technology Program Consent Form with their respective signatures, agree to release the School District from any liability for physical or emotional harm or damage resulting to the student that is caused by or related to the inappropriate use of the device network.

**Please refer to the Internet Safety and Acceptable Use Policy as printed in the Student Handbook**

<https://www.lakeview.esu7.org/domain/24>

**Lakeview Community Schools**  
**Student Technology Program Policy**

**Please PRINT the following information:**

Student Name (first & last): \_\_\_\_\_ Student Grade: \_\_\_\_\_

Parent/Guardian Name (first & last): \_\_\_\_\_

Parent email address: \_\_\_\_\_

**2020-21 Lakeview Community School Parent/Student Chromebook Policy Handbook Agreements**

The Chromebooks issued by Lakeview Community Schools have been chosen to support digital curriculum and effective instruction within and outside of Lakeview classrooms. The devices can access the internet and run applications enabling learners to participate fully in digital learning opportunities. Use of a device is a privilege and students must demonstrate appropriate caution and responsibility when using it. Parent permission is required before any device may be assigned to a student.

**FOR PARENTS/GUARDIANS**

- I authorize the use of an internet-enabled Lakeview Student Computing Device by my child and am willing to act as the supervisor while my child is not at school.

- I understand the device is the property of Lakeview and that this Agreement extends to any devices issued by Lakeview to my child.
- I understand that use of the device is a privilege and assert that my child will comply with Lakeview School Board policies, Lakeview Technology Program Policy Handbook and this Agreement.
- I agree to the safe and timely return of the device at any time upon Lakeview request or when it is otherwise due.
- I recognize that Lakeview maintains filtering capability regardless of the host network.
- I understand that Lakeview is not liable for any use or sites accessed or material viewed or downloaded through an outside network or inappropriate network/system access while my child is using the device.
- I grant permission for Lakeview to provide selected information required for my child to use online or other equipment or instructional technology tools approved by Lakeview. I further consent that Lakeview may provide such information on my behalf under the Children's Online Privacy Protection Act, Children's Internet Protection Act, Protection of Pupil Rights Amendment, Family Educational Rights and Privacy Act, and other federal or state law.
- I specifically agree to indemnify and hold Lakeview Community Schools harmless from all liability, damages, claims, costs, expenses or other charges of any kind or nature whatsoever resulting from my child's use of the Lakeview device or from any unauthorized use or content viewed on or downloaded to the device.

<b>Parent/Guardian Name (printed):</b>	
<b>Parent Guardian Signature:</b>	<b>Date:</b>

**FOR STUDENTS**

I will demonstrate digital citizenship by taking care of any Student Computing Device issued to me by Lakeview. I agree to return the device in good condition at the end of my loan period.

**I will....**

- use Lakeview Student Computing Device to access school assigned content and complete school work in accordance with Lakeview School Board policies and regulations, Lakeview Student Technology Program Policy Handbook, and this agreement
- demonstrate proper care of the device by protecting it from theft, protecting it from moisture or excessive heat, including situations of inclement weather
- bring the device, fully charged, to school each day
- charge the device only with the power cord provided with the device
- make sure that I do not leave my device unsupervised and laying around in potentially dangerous situations
- protect the device from getting damaged and in the event there is damage I will promptly report any damage to the Administration or District Technology Coordinator
- report loss or theft within 24 hours to school Administration or District Technology Coordinator
- only use the camera app in safe situations and will obtain permission from individuals prior to using the device to record them visually or audibly
- keep the device free of any decorative writing, drawing, stickers, paint, tape and decals and will only use appropriate screensavers and backgrounds on my device
- turn over the device to staff upon request
- use the device to access only socially and educationally appropriate materials and websites



- keep my Lakeview username and password private and will only use the school issued email account

**I will not...**

- throw, drop, or damage the Chromebook in any way
- give the device to another student, friend, or family member for his/her use
- attempt to alter the configuration or user permissions of the device
- remove or copy any of the software applications or management/security utilities
- leave the device unsupervised (on desk, in hall, in car, etc.)
- download copyrighted or proprietary data or material
- try, in any way, to bypass or circumvent the school's internet filtering system by using methods such as internet proxies or VPNs
- order replacement parts for or have anyone other than Lakeview personnel fix the device.

NO EXPECTATION OF PRIVACY Because Lakeview owns the device, students have no expectation of confidentiality or privacy with respect to the device. Lakeview may, without prior notice or consent, log into, view, monitor, and record use of the device and any corresponding technology tools at any time for any reason related to the operations of Lakeview.

<b>Student Name (printed):</b>	
<b>Student Signature:</b>	<b>Date:</b>

**PARTICIPATION and FEE**

Total cost for participation is \$35.00 per device, per school year. Participation is indicated by and effective upon fee payment at the time of Chromebook checkout. Participation Fees are non-refundable.

We understand that these policies cover the device(s) and accessories the student receives that are property of Lakeview Community Schools described within for one student.

We agree to comply with all stipulations contained within the following policies:

- The Student Technology Program Policy, including the Student Internet and Computer Access Policy found in the Student Handbook on the Lakeview Community Schools webpage.

Please check only ONE box:

We **will** pay the school district's usage fee (\$35) that will allow my child to use the device and accessories on and off school grounds.

We **have** agreed to and signed the attached Free and Reduced waiver that will allow my child to use the device and accessories on and off school grounds. We agree to pay the \$35.00 fee at the time of check out. Once the Free and Reduced status is confirmed your \$35.00 payment will be returned.

By signing this Consent Form, we (parent/guardian, student) agree to review the student handbook, which includes the policies and other rules and regulations of the Lakeview Community Schools. The Student Handbook is located on the Lakeview Community School website at the following address:  
<https://www.lakeview.esu7.org/domain/24>

\_\_\_\_\_  
Parent/Guardian Signature and Date

\_\_\_\_\_  
Student Signature and Date

## Waiver of Student Technology Program Fees

We have qualified for the Free and Reduced Meal plan through Lakeview Community Schools. We give the school permission to verify our information in PowerSchool to confirm this qualification.

We would like to waive the \$35 usage fee described in the Student Technology Program Policy.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date