

# Portage Township Schools

## Student/Parent 1:1 Technology Handbook

### 1.1 Distribution:

Students will receive an IPAD, Case, Charging Cord, and Charging Plug. Students will be responsible for all devices; all items must be included when returned to the school.

*All students should purchase a pair of ear-bud style headphones for use in the classroom. Use of headphones will be at the discretion of the classroom teacher.*

IPADS will be distributed during the first three weeks of school. All students will check out and sign for the device. During that week, students will receive orientation on the device and major apps that will be used throughout the year.

### 1.2 Care and Responsibility:

- Keep the IPAD in its case at all times, it never needs to be removed.
- Do not draw, sticker, or decorate the case, you will be charged full replacement cost of the case.
- Do not move about the classroom without securing the IPAD.
- Do not leave your IPAD unattended, take it with you or check it in with a teacher.
- Do not loan an IPAD to a classmate.
- Do not leave the IPAD in a car.
- IPADS should be locked in a locker when the devices are not able to be supervised (Lunch, Physical Education, Activities, and etc...).
- Charge your IPAD every night at home. We are not responsible for charging your device each day.
- Report any damage immediately to a teacher.

Violation of the above policies may result in disciplinary action.

### 1.3 Forgetting Device at Home:

Students are expected to have their device at school every day. Students who forget their device consistently will be required to leave their device at school.

#### **1.4 Irresponsible Use:**

Students who use their devices inappropriately will have their device locked down and face discipline by their building Principal. Students are required to participate in “digital citizenship” activities.

#### **1.5 IPAD Identity:**

Students will properly fill out an Information Card that will be mounted to the device.

#### **1.6 Inspection:**

At any time a student’s IPAD may be inspected by a staff member including, but not limited to: School Administration, Teachers, School Resource Officers, Instructional Technology Specialists, Technology Department Staff, and etc...

#### **1.7 Printing:**

Students will not be able to print from their IPADs. Students who wish to have a document printed should save their work to Google Drive. Students can send that document to a teacher or open the document from a desktop computer and send it to a local printer. Portage Township Schools is continuing to reduce its footprint on the environment and encourages students to avoid printing as much as possible.

#### **1.8 Data Storage:**

It is the sole responsibility of the student to manage data. Students will store all data via Google Drive; students must maintain such data so that it is available for class.

#### **1.9 Required Applications:**

Teachers and students will add and remove applications, as they are needed in the classroom. The following applications will be loaded on the devices at the beginning of the year and are required to remain on the device throughout the school year:

Schoology	Learning Management System
Google Drive	Student Cloud Storage
Google Docs	Student word processing and collaboration
Google Sheets	Student spreadsheet development and collaboration
Google Slides	Student presentation and collaboration
Power School	Student grade and attendance portal

Games, Social Media, and other potential disruptive apps should not be downloaded.

## **2.1 Fees, Repairs, and Replacement:**

All students taking part in the District's IPAD 1:1 program will pay a set fee for the device and software to support the device.

## **2.2 Lost, Stolen, and Damaged Devices: (Full Replacement Cost with Accessories \$450.00)**

- Damaged IPADS are to be immediately reported to a school administrator.\*
  - Students will be loaned a device during repair of device. Any damages to the loaner device, student will be charged for the repairs.
- Lost: Student and Guardian Responsible for Full Replacement Cost and cost of new protection plan.
- Stolen: Student and Guardian Responsible for Full Replacement Cost and cost of new protection plan.  
Building Administrators will work with School Resource Officers in attempts to locate stolen device. Parents should have a police report made for documentation.

*\* On All Damage: a report will be made and a school administrator will investigate whether damage was accidental or negligent and whom responsibility is assigned to.*

*Note: Charging Cords, Charging Plugs, Keyboards, and Cases are NOT covered*

## **2.3 IPAD Repair or Operational Issues:**

Student should inform a teacher immediately of a known issue. The teacher will contact an Instructional Technology Specialist.

## **2.4 Audio, Photos, and Video:**

Students are not allowed to take any photos or record video/audio without the permission of a teacher or administrator.

Devices should be set on Mute at all times, unless instructed otherwise by teacher.

## 2.5 Responsible Use Policy:

All students, along with their parents, are required to read and sign the Responsible Use Policy. Included below is a reference to that policy.

### Network Facilities and Internet Access Procedures for Students

Portage Township Schools maintains network facilities, which include but are not limited to user workstations, computers, servers, equipment, email, internet access, software, and accounts for staff members and students. Network facilities are provided solely for the purpose of enhancing learning and communication in the Portage Township Schools. Acceptance of these procedures is required for the uses of any Township Network Facility.

With the permission of your parent or guardian, Portage Township Schools offer you an opportunity to use its network facilities, as defined above. You may use our network facilities/equipment only for educational purposes. This use is a privilege, not a right and we reserve the decision to take away this privilege and discipline as seen necessary if you misuse the facilities/equipment. You are responsible for your own actions while you are on the internet or otherwise using the District's network facilities, and you are also accountable for any online activities that occur by others because you have allowed them to use your account/equipment. The District's computer system is not a public forum. Any communications or materials used on the computer system/network, including but not limited to electronic mail, files, deleted files, and all other records and logs of your internet and computer use, may be monitored or read by school officials. As a student, you must read the following regulations and then sign this form along with your parents to affirm that you understand your responsibilities in using the internet and network facilities at school.

While using the District's Internet and Network Facilities:

I will only use the technology and equipment in the manner for which it was designed. I understand that I may be held responsible for any or all damages incurred as a result of my negligent or inappropriate use of the District's network facilities.

1. While online, I will not use language which may be harassing, intimidating, threatening or offensive. I will treat others with respect. The written and verbal messages I send while on the Internet will not contain profanity, obscene comments, sexually explicit material, or expressions of bigotry, racism, or hatred.
2. I will not place unlawful information on the Internet nor will I use the Internet and/or the District Network Facilities in any way that violates federal, state, and/or local laws or statutes. I will never falsify my identity while using the Internet and will properly identify myself in my communications made on the District Network Facilities.

3. I will not use the Internet and District Network Facilities for non-school related activities.
4. I will not use the Internet and District Network Facilities to (or attempt to) buy or sell any service or product.
5. I will not change any computer file that does not belong to me.
6. I will not use copyrighted materials or software from the Internet without written permission from the author. I will cite the source where appropriate, and will not plagiarize the works of others.
7. I will never give my password to others, nor will I use another person's password.
8. I will never use the Internet or other District Network Facilities to send or obtain inappropriate material files. Files or materials are considered inappropriate if they are obscene, pornographic, harmful to minors, or disruptive or detrimental to the School District's educational objectives.
9. Except for the usual information contained in the headers of my electronic mail, I will never give out personal information such as name, address, phone number, or gender.
10. I will never knowingly circumvent, or try to circumvent, security measures on any electronic device, including my own, while accessing any of the district's networks.
11. I will never attempt to gain unlawful access to another person's or organization's resources, programs, or data.
12. I will not, or attempt, to maliciously affect data of another user including uploading, downloading, or creation of computer viruses.
13. I understand that Portage Township Schools is not responsible or liable for any harm, damages or charges that result from my use of the district's technology, including the loss of data, interruption of services, corruption of files or programs, purchases, hacking or other violations of this Responsible Use Policy.
14. The District's electronic mail system is owned and operated by the Corporation. The District may provide electronic mail to aid students in fulfilling their duties as an educational tool. Electronic mail is not private and may be monitored and accessed by school officials. Users shall be held personally liable for the content of any electronic message they create. Downloading any file attached to an electronic message is prohibited unless the student has been given permission by school personnel.
15. I will report any violations of this Responsible Use Policy that I have knowledge of to my teacher or any other school employee.

Notes:

