JGSC Device Agreement

The mission of the 1:1 program at JGSC is to create an innovative, collaborative learning environment for students and teachers. Together, they will implement creative uses of educational technology, promoting the development of self-directed and lifelong learners who are comfortable working in our rapidly-changing technological world.

1   Receiving Your Device

a   Parent/Guardian/Student Device Agreement

All parents/guardians and students are required to electronically "sign" this JGSC Device Agreement.

b   Device Distribution

Students will receive their device at the beginning of the school year.

The registration process requires parents to electronically "sign" this JGSC Device Agreement form. Book fees must be paid, or a signed payment contract must be on file before a device is issued.

2   Returning Your Device

a   End of Year

At the end of the school year, students will turn in their devices and cases. Damage assessments will be made and students will be expected to pay for any and all damages due to negligence. Failure to turn in a device will result in the student being charged the full replacement cost. The District may also file a report of stolen property with the local law enforcement agency.

b   Transferring/Withdrawing Students

Students that transfer out of, or withdraw from John Glenn must turn in their devices and cases to the principal's office on their last day of attendance. Failure to turn in the device will result in the student being charged the full replacement cost. Unpaid fines and fees of students leaving John Glenn may be turned over to Small Claims Court for collection. John Glenn may also file a report of stolen property with the local law enforcement agency.

3   Taking Care of Your Device

Students are responsible for the general care of the device they have been issued by the school. Problems that do not prevent the student from using the device must be reported electronically using the **JGSC Student Helpdesk** system. Devices that are broken or fail to work properly must be taken to the Media Center as soon as possible for repair. An electronic JGSC Student Helpdesk ticket must be submitted at that time, using a Media Center desktop computer, if necessary.

District-owned devices should never be taken to an outside computer service for any type of repairs or maintenance. Students should never leave their devices unattended except locked in their hallway locker or a designated secure area.

a   General Precautions
- No food or drink should be next to devices.
- Cords, cables, and removable storage devices must be inserted carefully into devices.

- Devices should not be used or stored near pets.
- Devices should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Devices must remain free of any writing, drawing, stickers, and labels.
- Heavy objects should never be placed on top of devices.

b Cases

- Each student will be issued a protective case for his/her device. **Devices in grades seven through eleven must be in the case at all times.**
- Although the cases are reinforced to help protect the devices, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and protect his/her device.
- Students may not substitute their own case for the school-issued case.

c Carrying Devices

- Always transport devices with care and in John Glenn-issued protective cases. Failure to do so may result in disciplinary action.
- Never lift devices by the screen.
- Never carry devices with the screen open.
- Always let the device shut off completely when not in use to avoid excess heat buildup while in the case.
- Never put your device in a book bag as this increases the risk of crushing it.

d Screen Care

The device screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.

- Do not put pressure on the top of a device when it is closed.
- Do not store a device with the screen open.
- Do not place anything in the protective case that will press against the cover.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

e Missing Keys

Keys do not come off a device by themselves. Students are responsible for the replacement cost of the keyboard if keys are missing from their device.

f Asset Tags

- All devices will be labeled with a John Glenn asset tag.
- Asset tags may not be modified or tampered with in any way.
- Students may be charged up to the full replacement cost of a device for tampering with a John Glenn asset tag or turning in a device without a John Glenn asset tag.

4 Using Your Device At School

Students are expected to bring a fully charged device to school every day and bring their devices to all classes unless specifically advised not to do so by their teacher.

a Devices being repaired

- Loaner devices may be issued to students when they leave their school-issued device for repair.
- A student borrowing a device must sign a loaner agreement and will be responsible for any damage to or loss of the loaned device.
- Devices on loan to students having their devices repaired may be taken home.
- Students are expected to use their loaner device to check on the progress of their device that is being repaired by using the Student Helpdesk system. That system will tell them when and where they may pick up their repaired device.

b   Charging Devices
- Devices must be brought to school each day with a full charge.

c   Backgrounds and Themes
- Inappropriate media may not be used as device backgrounds or themes. The presence of such media may result in disciplinary action.

d   Sound
- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones may be used at the discretion of the teachers.
- Students should have their own personal set of headphones for sanitary reasons.

e   Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate. A PDF "printer" will be installed on all devices that will allow students to print their work to a PDF file for sharing with his/her teacher.
- Printing stations will be available in the library and other locations. Because all student work should be stored in an Internet/cloud or local network (U Drive) location, students will not print directly from their devices at school. Each print station will consist of a desktop computer and networked printer. Students may log into a print station to print their work.

f   Logging into a Device

- Students will log into their devices using their school issued account.
- Students should never share their account passwords with others.

g   Managing and Saving Your Digital Work With a Device

- The majority of student work will be stored in Internet/cloud based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- Some files may be stored on the device's hard drive.
- Students should always remember to save frequently when working on digital media.
- The district will not be responsible for the loss of any student work.
- Students are encouraged to maintain backups of their important work on a portable storage device or by having copies stored on their device's hard drive or an online service such as Google Drive.

5   Using Your Device Outside of School

Students are encouraged to use their devices at home and other locations outside of school. A WiFi Internet connection will be required for some device use, however, some applications can be used while not connected to the Internet. Students are encouraged to save files to the device's hard drive if they will not have Internet access. Students are bound by the John Glenn *Acceptable Use Policy*, Administrative Procedures, device agreement, and all other guidelines in this document wherever they use their devices.

- Devices must be brought to school each day with a full charge.

6   Operating System and Security

Students may not use or install any operating systems on their device other that the operating system that was provided by the district.

a Updates
- The device operating system updates itself automatically. Students need to occasionally shut down their device and allow these updates to take effect. It is the student's responsibility to make sure that updates have been applied.

b Virus Protection
- There is no need for additional virus protection on Chromebooks.

7. Content Filter

JGSC utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All devices, regardless of physical location (in or out of school), will have all Internet activity protected and monitored by the district. If an educationally valuable site is blocked, students should click on "Submit for Review" to request the site be unblocked.

Attempting to circumvent the content filter may result in disciplinary action.

8 Software
a Google Apps for Education
- Devices seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools.   This includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, and Forms and Email.

b Other Software
- Other software installed by the Technology Department must remain installed on the device.

9 Device Identification

a Records
- The district will maintain a log of all devices that includes the device serial number, asset tag code, and name an ID number of the student assigned to the device.

10 No Expectation of Privacy

Students have no expectation of confidentiality or privacy with respect to any usage of a device, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The District may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student devices at any time for any reason related to the operation of the District. By using a device, students agree to such access, monitoring, and recording of their use.

Responsible Use of Technology

The John Glenn School Corporation believes that the use of computer networked services, email, and the Internet have become, if used appropriately, an integral part of an engaging, student-centered, and collaborative learning environment. It is understood that all of our computer networked services are provided exclusively for educational purposes.

The John Glenn School Corporation filters all internet traffic for the purpose of safeguarding staff and students from harmful content. The John Glenn School Corporation also provides supervision and education related to appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and regarding cyberbullying awareness and response. However, it is still the responsibility of all computer users to make sure they comply with providing a safe and secure learning environment when using technology. The District encourages parents/guardians to supervise their child(ren) when using technologies from home.

CLEAR highlights the important points contained in John Glenn School Corporation Responsible Use Policy.

CLEAR: Considerate, **L**egal & **E**thical, **A**ppropriate and **R**esponsible

Considerate: People in our community reflect a diverse set of customs, values and points of view. Digital communication should be respectful, polite and considerate of others.

Legal & **E**thical: Respect copyright laws by copying media including text, music and videos only with permission and by crediting and citing the source where the information was found. It is a good general practice to link to others' work rather than reproduce it. Respect the privacy of others, ask permission before taking photographs, video or audio recordings. Illegally copied or downloaded software, files, pictures, music or games may not be used on JGSC computers.

Appropriate: School technology is used for educational purposes and only appropriate words and images may be used and viewed. If inappropriate material are viewed or received, it is the responsibility of the recipient to delete them.

Responsible: Ensure that care is taken with all hardware, software, shared resources (i.e. printers, scanners) and use of the school network, so as to prevent damage or misuse whether intentional or not; your actions should not inhibit the work of others. Personal information and passwords will be kept private.

DIGITAL CITIZENSHIP

Students must follow the six conditions of being a good digital citizen:

1   **RESPECT YOURSELF.** I will show respect for myself through my actions. I will select online names that are appropriate. I will consider the information and images that I post online. I will consider what personal information about life, experience, experimentation or relationships I post. I will NOT be obscene. I will not visit sites that are degrading, pornographic, racist, or inappropriate.

2   **PROTECT YOURSELF.** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or schedule of my activities. I will report any attacks or inappropriate behavior directed at me. I will protect passwords, accounts, and resources.

3   **RESPECT OTHERS.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass or stalk other people. I will show respect for other people in my choice of websites. I will not abuse my rights of access and I will not ether other people's private spaces or areas.

4   **PROTECT OTHERS.** I will protect others by reporting abuse, not forwarding inappropriate materials or communications; I will moderate unacceptable materials and conversations.

5   **RESPECT INTELLECTUAL PROPERTY.** I will request permission to use resources. I will suitably cite any and all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.

6   **PROTECT INTELLECTUAL PROPERTY.** I will request to use the software and media others produce. I will use free and open source alternatives rather than pirating software. I will purchase, license, and register all

software. I will purchase my music and media, and refrain from distributing these in a manner that violates their licenses. I will act with integrity.

DEVICE AGREEMENT ELECTRONIC SIGNATURE FORM

By electronically signing this form, the student and his/her parent/guardian agree to follow, understand, and accept:
- a Device Parent/Student Agreement (above).
- b Responsible Use of Technology (above).
- c Website and Social Media Guidelines (below).
- d Proper Care and Precautions (below).

Website and Social Media Guidelines:

THINK before you act. Your virtual actions are real and permanent!

- Be aware of what you post online. Website and social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, future colleges, or employers to see.
- Follow the school's code of conduct when writing online. It is acceptable to disagree with other's opinions; however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
- Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates, and pictures. Do not SHARE your password with anyone besides your teachers and parents.
- Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read and review the entire website prior to linking to ensure that all information is appropriate for a school setting.
- Do your own work! Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste other's thoughts. It is good practice to hyperlink to your sources.
- Be aware that pictures may also be protected under copyright laws. Verify that you have permission to use the image or that it is under Creative Commons attribution.
- How your represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.
- Online work should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit some else's work, be sure it is in the spirit of improving the writing.
- If you run across inappropriate material that makes you feel uncomfortable or is not respectful, tell your teacher right away.

Proper Care and Precautions:

- I/We understand that the device and its accessory equipment are the property of the John Glenn School Corporation.
- I/We understand that the student, with the support of the parent, is responsible for the daily care and maintenance of the device.
- I/We understand that the device will be returned at the corporation's discretion for upgrades and maintenance.
- I/We understand that I/we must report all device damages or the theft/loss of the device to the main office within one school day.
- I/We understand that the device must be in its case at all times as a reasonable precaution against damage, theft, or loss.
- I/We understand that I/we will be responsible for all repair/replacement charges associated with device damages caused intentionally, through a lack of reasonable precautions or loss/theft. Cost will be set by the school administrator, with input from the Technology Department. Determination of accidental or intentional damage will be at the discretion of the school administrator.
- I/We understand that, unless instructed otherwise by a teacher, all students must have their device computer with them each day for every class. Devices MUST come to school fully charged each day.