

# STARK COUNTY CUSD #100



## One-to-One Technology Initiative



## Contents

Responsible Use Policy.....	5
Being Prepared to Learn .....	5
Common Expectations Pledge .....	6
Protecting Your Identity and Personal Information.....	6
Student Email Guidelines .....	6
Community Awareness .....	7
Monitored Use and Misconduct .....	7
Using Your Device .....	7
Security and Control.....	9
Appropriate Cases & Transportation .....	9
Caring for Your Device .....	9
Frequently Asked Questions .....	10
Additional Information.....	13
Responsible Use Agreement for Junior High School and High School Students.....	15
Responsible Use Agreement for Elementary Students.....	17
Device Acceptance Form for Grades 4 through 12 .....	19



# Responsible Use Policy

In order to promote responsible digital citizenship and use of information technology (IT), students are expected to adhere to the following rules and guidelines. These obligations are also spelled out in the Responsible Use Agreement that each student and his/her parent or guardian must sign in order to use school-provided laptop computers and other IT equipment.

The use of information technology at STARK 100 is focused on educational purposes. In some cases, students' behavior is guided by clearly articulated expectations. In other cases, they must make wise decisions about their own behavior dictated by a sense of good citizenship and as a responsible member of the STARK 100 community. Students should be aware that these expectations apply to any IT device used at school, or any STARK 100 IT device used by a student outside of school.

## Being Prepared to Learn

Being a good digital citizen and a responsible member of the STARK 100 community means students come to school prepared to learn. Students that have been issued a computer to take home must bring their device to school each day:

- In operating condition.
- In a carrying case that meets the school's requirements.
- With the battery fully charged.

**In addition, to ensure smooth operation of their computers, it is expected that students:**

- Employ careful battery management techniques to ensure that they can get through the school day and participate fully.
- Care for and transport their laptop responsibly.
- Report abuse or other actions that may offend others.
- Abide by Fair Use and Copyright guidelines.
- Adhere to the STARK 100 Student Email Guidelines.
- Avoid prohibited activities, as listed below.

**For example, students should not:**

- Use hacking strategies and/or malicious software.
- Engage in cyberbullying behavior or actions that may offend or harm others.
- Bully, harass or stalk other people online.
- Enter other people's private online spaces or areas.
- Attempt to access or modify files or accounts of others.
- Share or use others' accounts or passwords.
- Use tools to bypass network restrictions.
- View, install, or save inappropriate content.
- Copy or remove school-provided software.
- Engage in any illegal activities, such as possessing or sharing pirated software.

# Common Expectations Pledge

1. **Respect Yourself.** I will show respect for myself through my actions. I will select passwords that are appropriate. I will consider the information and images that I share. I will consider what personal information about my life, experiences, experimentation or relationships I share. I will not be obscene.
2. **Protect Yourself.** I will ensure that the information, images and materials I share will not put me at risk. I will not publish my personal details, contact details or a schedule of my activities online. 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 bully, harass or stalk other people. I will show respect for other people in my choice of websites. I will not visit sites that are degrading, pornographic, racist or inappropriate. I will not abuse my rights of access, and I will not enter other people's private spaces or areas.
4. **Protect Others.** I will protect others by reporting abuse, not forwarding inappropriate materials or communications.
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 validate information. I will use and abide by the fair use rules.

## Protecting Your Identity and Personal Information

Once your information is on the Internet, there is nothing to stop it from being replicated, shared and distributed widely without your control, both now and into the future. Therefore, safeguarding personal information is extremely important. Personal information extends beyond names, phone numbers, student ID numbers and addresses, to things such as usernames, passwords and physical location. As such, it is important that students treat their own and others' personal details with great care. Students should never share user accounts or passwords - even with their friends. Personal information should always be kept private.

## Student Email Guidelines

Depending on a student's grade in school or course in which he/she is taking, the student may have a STARK 100 email address. Email communication among students and teachers should use only this address.

### The following guidelines should be followed:

- Responsible use of email is expected of all students. Using email to bully, intimidate or harm other users are serious offenses.
- The email subject should be brief and an accurate indication of the contents of the email.
- Only send email to the recipients who need to know the information in the email.
- Forwarding emails to recipients who were not included in the original email (unless the original sender approves) is sometimes not appropriate.
- Check your email regularly. "I didn't check my email" is not a valid excuse for missing an important message.
- When you create your password, make the password a combination of numbers and letters. Make it something you WILL remember.

# Community Awareness

All students are members of the greater STARK 100 community and have a social obligation to protect shared resources and respect the people and the space around them.

## As such, students are expected to:

- Be aware of other students or teachers working nearby.
- Use headphones when listening to audio in public spaces.
- Be mindful of activities that consume excessive bandwidth.
- Take care of all school equipment.

Students should keep in mind that individual teachers will have different protocols for classroom use of IT and it is the student's responsibility to be aware of these and adhere to them. Students are responsible for the proper care and maintenance of school-owned laptop computers and other IT equipment that they use. For students who are issued individual laptops, these obligations are detailed in the Device Acceptance Form and the Responsible Use Form.

Students should also take careful steps to protect their laptops from damage or theft. This means carrying it only when the lid is closed, using a carrying case when moving between classes, and never having open drinks nearby while using the laptop. When not in use, the laptop must be securely locked in the student's locker or other locked storage area, or kept within sight. It must never be left unattended in open areas, even for a few minutes.

## Monitored Use and Misconduct

When there are concerns that devices are being used inappropriately, teachers or IT Department staff may monitor student use more closely. Similarly, student use of the school network is monitored on a regular basis. STARK 100 reserves the right to inspect school-issued computers and electronic media and to carry out appropriate disciplinary action. In addition, random laptop check-ups may be performed throughout the school year. STARK 100 does not take responsibility for personal media or information transmitted to a third party by a student, nor does it take responsibility for any repercussions that may occur from said action (e.g., posting photos on a social networking website).

### Disciplinary Process

If the Responsible Use Policy is not followed, and disciplinary actions are necessary, the process will follow the standard procedures outlined in the Stark County Student Handbook.

## Using Your Device

Prior to receiving a laptop, you and a parent or guardian must agree to and sign the Device Acceptance Form.

### Software

The school will provide basic licensed software for all computers. Additional software may be installed for specific course requirements. Software needs will vary depending on the class and you will be provided licensed software as required. This software is licensed for STARK 100 students and may be removed by our IT Department when you leave STARK 100.

## **Receiving Your Device**

Students may be expected to attend an orientation session to receive their device. Students will be issued a device, cover and cable/AC charger. (Devices may be issued as “shared devices” for grades K – 3). Parents/guardians must sign and return the Responsible Use Agreement and the Device Acceptance Form before a device will be issued to the student. Devices will be labeled with a special code by the IT Department. This code should not be removed or covered up. The device is the property of Stark County CUSD 100 until a time when the student/parent chooses to purchase the device.

## **Returning or Purchasing Your Device**

### **Grades K-5**

In general, students in grades K - 4 use District owned laptops or tablets at school only. (Periodically, students in grade 5 may be required to take their District-owned devices home at the end of the day.)

Students will be assigned devices on a shared basis for grade K-3. At the start of grade 4, students will be issued a 1-1 device that they will maintain until the end of their 6<sup>th</sup> grade year. At the end of their 6<sup>th</sup> grade year students will have the opportunity to purchase their devices.

### **Grades 6-12**

In general, students in grades 6 – 12 will be allowed to use District owned devices at school and at home. Students will be assigned these devices on a 1-1 basis in grades 7 and 10. Students will have the opportunity to purchase their laptops at the end of their 6<sup>th</sup> grade year, at the end of their 9<sup>th</sup> grade year, and at the end of their 12<sup>th</sup> grade year.

Students will be required to return their devices at the end of the school year. Upon return, the laptop will be inspected for damage. (You may be asked to contribute to any repair costs incurred.) They will also be cleaned, updated, and prepared for when school resumes.

Students moving into the District after the start of the school year, or leaving the District prior to the end of the school year are subject to pro-rated fees and reimbursements.

## **Collection and Inspection by School**

STARK 100 reserves the right to collect and examine school-issued laptops at any time for the purpose of assuring compliance with school rules and guidelines. The school may also monitor laptop and Internet use at school to ensure compliance. Computers may be re-imaged if found not to be in compliance.

## **Filtering**

The District utilizes the same CIPA (Child Internet Protection Act) filter for home and school use.

## **Passwords**

Students may need to create their own passwords. A strong password is important because any individual password that is compromised can have adverse consequences. You may wish to use the same password for all school accounts. You are responsible for remembering your own password.

We recommend choosing a password that:

- Is easy to remember.



- Is not an obvious choice, such as your birthday, pet, or friend's name.
- Has at least eight characters.
- Includes a mixture of characters (letters, numbers, & % # etc.) For example: g99dp@55wor=D.

## Security and Control

Students are responsible for the security of their laptops at all times. Laptops should never be left unattended or taken into environments that may prove harmful. We recommend that you password protect your computer. To keep laptops in the best working condition, you need to ensure that it is physically undamaged. Even small dents in the casing can render certain essential components of the computer unusable. See the "Caring for Your Device" section for useful tips on how to take care of your laptop.

All students must transport their computers in a school-provided case or a case that meets the standards established by STARK 100. While no decals or stickers may be applied to the laptop itself, you may decorate your laptop case to differentiate it from other students' cases, provided that any stickers or other markings are not offensive to others. You may not remove identifying inventory tags affixed to the computer by the IT Department.

## Appropriate Cases & Transportation

Keeping laptops in the school-provided carrying case will help protect against most minor bumps and jolts; however, when the laptop is in a backpack or bag, it is important to ensure that there is no adverse pressure applied to it. Laptops do not function well after having been bumped around, and screens will break if enough pressure is applied to them. You should try to ensure that there are not too many other objects in the carrying case alongside the laptop. It is expected that you keep your laptop within the school-provided case at all times, even when in use.

If you wish to purchase your own case, it must meet district requirements and be designed so that the laptop can be used while in the case.

## Caring for Your Device

A laptop will serve as a learning device for many years if treated well. You are expected to have your laptop in full-functioning order for every class every day at STARK 100. For this reason, it is vital that you exercise care at all times to keep your laptop functioning properly. There are several fundamental ways to retain the functionality of the laptop.

- Always carry your laptop safely.
- Whenever you move your laptop, close the case and hold it carefully.
- Never carry your laptop with the lid open.
- Keep laptops away from liquids and food.
- Don't eat or drink while using the computer
- Don't use your laptop as a folder.
- You should not carry papers, books, pencils or any other items inside your laptop.

## Keep your device clean

To clean your laptop, shut it down and unplug the power adapter first. Use a damp, soft cloth to clean the laptop's exterior. Do not apply any liquid directly on the laptop. You may use cleaners that contain no alcohol or ammonia.

However, it is recommended to purchase cleaning spray for computers. The keyboard may gather lint and dirt underneath the keys. Using either a mini-vacuum or air spray can help remove unwanted debris. Don't insert inappropriate objects into any openings in your laptop.

### **Avoid Heat and Humidity**

Try to keep your laptop away from extreme temperature changes, especially with high levels of humidity, as too much moisture can damage your computer.

Be patient with your laptop. It may occasionally take a few seconds for your laptop to "think." Pounding on the keys or the computer can damage the laptop, ultimately slowing the process, and negatively impact the long-term functionality of the computer. Your laptop can offer you great access to a variety of information, but it will only cooperate if you treat it well.

### **Connecting to the Internet from Home**

The paperwork you received from your Internet service provider should contain login and password information required to configure your computer for Internet access.

## **Frequently Asked Questions**

### **What grades will receive a device to take home?**

Grades 6 - 12 (and in some cases grade 5) will receive school-issued laptops they may take home.

### **Will I have to pay for the device?**

The cost of the laptop, software, and support is included in registration fees. The District will include a technology registration fee for each student to help defray the cost of purchasing and maintaining the laptops and tablets. The cost will be \$60 per student, per year (which includes a \$20 tech insurance fee), per year for grades 4-12 and \$20 per student, per year for grades K-3. The total tech fee maximum for any family for one year will be \$120.

### **If necessary, can I pay my annual tech fee in installments?**

Yes. Parents who wish to pay the tech fee in installments may choose to spread out the cost by making up to three payments during a school year. Parents choosing the installment option may pay 1/3 of the fee at registration; 1/3 of the fee by Nov. 1 and; 1/3 of the fee by Feb. 1.

### **Does the District Fee Waiver for qualifying students apply to this technology fee?**

Yes – except that every student will be required to pay the annual \$20/student tech insurance fee.

### **How many years will the student use the same device before it is replaced?**

We carefully manage our computer resources so that they are reliable, fully functional and best support technology integration. In general, students will use the same laptop for three years, after which we will replace the laptop.

### **After my child has his/her device for three years, what happens to the device?**

- Students exiting grades 6, 9, and 12 can choose to buy their laptops at a discounted rate. Software that is licensed to Stark 100 may be removed before the ownership of the laptop is transferred to the family. If you

choose not to purchase the laptop, it will simply be returned to the school and used to augment the district laptop inventory.

- There is currently no option for SCES students to purchase used tablets. The District plans to utilize and replace tablets as needed.

### **What if my child already has a laptop?**

A key objective our 1-1 Initiative is to enable all students to have ready and consistent access to a common set of software, hardware and network resources. It is therefore very important that the learning experience is not negatively impacted by variations in hardware or software. With a school-provided laptop we can control the standard specification and software so that learning is optimized. Purchasing in volume, we are also able to secure high-spec laptops and tablets and needed software at a more reasonable price.

### **Why has the school selected Chromebooks and tablets?**

STARK 100 selected the devices primarily because of their superior reliability, adaptability and simplicity of use. Please check out our website ([www.stark100.com](http://www.stark100.com)) for access to information and video more fully describing the benefits of these two devices.

### **Will students have to bring their laptops to school every day?**

Yes. There is an expectation that students take their computers home every night and bring them to school, fully charged, every day.

### **What happens if I forget my laptop?**

The District has a few extra devices at each building to mitigate this issue. If you forget your laptop at home and the school has an available “spare”, you may be able to “sign it out” for the day. Repeated incidents of “leaving your device at home” may result in your inability to “sign out” a spare device.

### **What accessories will come with the laptop?**

The laptop will come with a power supply for charging. We will also provide a carrying case for the computer. The case will help to protect the laptop. Other accessories will need to be purchased by the family.

### **What happens if I want to purchase my own device case?**

The school-provided laptop case is designed so that the laptop does not need to be taken out of the case when it is being used. You can buy your own case but it must also allow the laptop to be used without taking it out of the case and meet district durability standards.

### **Can students personalize their devices?**

No stickers or other personalization will be allowed on the laptop itself. (The school will have an ID label on the laptop for inventory control.) Students may personalize the carrying case that comes with the laptop.

### **What if the device is accidentally damaged?**

A portion of the \$60 Tech Fee (\$20) will go toward device insurance. If the laptop is damaged it will either be repaired or replaced at the discretion of the District. The insurance fee covers one such incident in a given school year. If the insurance has been used cost of parts or the replacement will be the responsibility of the parents.

**What if the device is lost?**

If you can't find your laptop the student/parent will be responsible for paying the replacement cost. If you lose the power supply that comes with your laptop you will be asked to pay 100% of the replacement cost for the power supply. Parents may opt to use the one-time per year school tech insurance to cover the loss.

**What happens if the device is stolen?**

Whether on campus or off campus, when you are not using your laptop you are responsible for keeping it secured or supervised. It should not be left unattended. Should the laptop go missing, your liability is 100% of the replacement cost. Parents may opt to use the one-time per year school tech insurance to cover the loss.

**What if I drop my device or spill water on the keyboard by accident?**

When you damage your laptop accidentally the computer's warranty cannot be used to fix the computer. You will be responsible for the cost of repair or replacement. Parents may opt to use the one-time per year school tech insurance to cover the loss.

**What happens if the device needs repair?**

If there is a problem, we will arrange to have the laptop repaired. We will try to provide another laptop for you to use during the repair process if there is another device available.

**Who will determine whether damage is accidental or covered under insurance or warranty?**

STARK 100 staff can make this determination but may ultimately defer to the judgment of the computer vendor.

**Insurance Recap**

Stark 100 includes a \$20 fee which is assessed during registration. The program is self-administered by the District. The insurance itself covers one incident per school year per student. It covers non-warranty repair due to accidental damage, non-warranty failures, or if the device is determined to have been stolen. It will be at the discretion of District Administrators on a case by case basis whether the insurance can be applied to other causes such as intentional damage, damaged proved to be caused by others, and careless loss.

**Will students be able to put additional software on the device?**

No software should be loaded without authorization from district IT personnel or the student's classroom teacher.

**What should I do at home to ensure that my child is using the laptop in the way intended?**

You need to monitor your child's activity and talk openly with your child about your expectations in regard to where, when, how long, and for what activities the laptop is used. These conversations are very important and if held regularly could focus on learning and could be a very positive experience. Students will be using their laptops for a variety of interesting projects. Ask them to show you some of the things they are doing.

**Will there be filtering on the device my child is able to take home?**

The District utilizes the same CIPA (Child Internet Protection Act) filtering technology for take home student devices that is currently used for all district-owned computers.

### **Will students have a secure place to keep their device at school?**

Yes, students in grades 5 - 12 have lockable lockers. Students are responsible to lock their lockers and to immediately report a locker that does not function properly. Students in grades K – 4 will have their devices secured by classroom teachers at school.

### **Will students be able to charge their laptops at school?**

We expect students to bring their laptops to school every day with 100% charge. Under normal conditions the battery's charge will be sufficient to last for a whole day. If a situation arises where a student needs to charge his/her computer battery at school.

### **Will students be able to use laptops during break times?**

Yes – at the JH and HS levels.

### **How will students store their data? Can they use the server?**

While some data may be stored on school servers, almost all of the data storage for the laptops will be in the cloud.

### **What should students do about backing up their data?**

Instructions on how to backup data will be provided by the student's classroom teacher. Additional questions should be posed to the District's IT personnel.

### **How does STARK 100 student email work?**

Students will be assigned email accounts through the Stark 100 network. Stark County email should only be used to interact with teachers and students regarding school-related activities. In most, if not all situations, student email accounts will be configured so that they may only email within the network and a few trusted organizations.

## **Additional Information**

For additional information contact:

Superintendent Nick Sutton – nsutton@stark100.com

JHS/HS Principal Bill Lamb - wlamb@stark100.com

ES Principal Jenna Bibb – jbibb@stark100.com

District IT Coordinator Dale Heinold – dheinold@stark100.com



# Responsible Use Agreement for Junior High School and High School Students

(Grades 6 - 12)

As part of my learning experiences at STARK 100, I will be using a school-issued laptop computer, the Internet and other information technology (IT) to gather knowledge, learn collaboratively and possibly share my work online. My parents and I have read, discussed and agree to the STARK 100 Responsible Use Policy.

- I understand and agree to comply with the terms and conditions of the STARK 100 Responsible Use Policy and Laptop Acceptance Form.
- I understand that violations of the STARK 100 Responsible Use Policy and this Responsible Use Agreement will be subject to STARK 100 disciplinary processes and procedures.
- I am aware that these rules and guidelines apply to any IT device used at STARK 100 or outside school.
- I will follow the advice, instructions and rules that are set by my teachers with respect to using my laptop and other IT equipment and not allow technology to disrupt my studies or classes.

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_

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

Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_





## Responsible Use Agreement for Elementary Students

(Grades K – 5)

As part of my learning experiences at STARK 100, I will be using computers, the Internet and other information technology (IT) at school to gather knowledge, learn collaboratively, and share my work online. I promise to be a good digital citizen by following these rules:

- My parents and I have read, discussed and signed this Responsible Use Agreement.
- I will use STARK 100 computers and other IT equipment for schoolwork and with a supervising adult's permission.
- I will only go online or use the Internet at school for schoolwork and when a supervising adult gives permission and is present.
- I will follow the rules that are set by the teacher and not allow technology to disrupt my studies or classes. I will not play games, use social networking sites or engage in activities that disrupt my studies, my peers or my classes.
- If I am unsure about when and/or how I may use computers and other IT equipment or go online, I will ask a supervising adult.
- I will not use the Internet, email, or any IT equipment to be mean, rude, or unkind to other people.
- I will protect my password and respect the privacy of others' passwords.
- If I find anything on a computer or other IT device that upsets me, or makes me uncomfortable or things I know are not acceptable at our school, I will:
  - Close the computer/device and not show others.
  - Tell a supervising adult straight away.
  - I will not put personal identifying information online at school. Personal identifying information includes: Full name, Address, Email address or Phone numbers
- I will be careful and will look after all our school IT equipment by:
  - Always closing the laptop lid before carrying it anywhere.
  - Carrying it with both hands.
  - Being careful not to drop the computer/device.
  - Keeping food and drink away from equipment.
  - Telling a supervising adult right away if any equipment is damaged or not working.

Student Name: \_\_\_\_\_

Class: \_\_\_\_\_

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

Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date \_\_\_\_\_



## Device Acceptance Form for Grades 4 through 12

This agreement sets forth the terms and conditions under which a student may be issued a school-owned laptop computer, and the obligations that the student and his/her parent or guardian take on in accepting the computer. This agreement, as well as the Responsible Use Agreement, must be signed by the student and a parent or guardian in order for a laptop to be issued.

Student (Print Full Name): \_\_\_\_\_ Date: \_\_\_\_\_

Parent or Guardian (Print Full Name): \_\_\_\_\_

STARK 100 agrees to issue the following laptop computer to the above-named student for his/her school use until such time as a) the computer is to be replaced or b) the student withdraws from the school. If the student leaves the school prior to the time when the laptop is scheduled for replacement, he/she may purchase the laptop from the school at a depreciated price to be set by the STARK 100 IT Department. In signing this form, the student and his/her parent or guardian acknowledges the following obligations to STARK 100 in relation to the use and care of the laptop:

### If the Laptop Is Lost or Stolen

If you (the student) can't find your laptop, you or your parent/guardian are responsible for paying the replacement cost. If you lose any accessories (power adapter, Ethernet adapter), you will pay 100% of the replacement cost for each instance.

### Damage to the Laptop

When you damage your laptop accidentally the computer's warranty cannot be used to fix the computer. You will be responsible for paying the cost of repair or replacement.

### Who Will Determine Whether Repair Is Caused By Accidental Damage?

STARK 100 IT Department staff can make this determination initially but must ultimately defer to the decision of the computer vendor.

### Insurance

I understand that I am purchasing insurance from the District that may help to offset the cost of repair/replacement due to accidental damage or loss/theft.

### Use of the Laptop during the Summer Break

You will be asked to return the laptop to STARK 100 at the end of the school year in June, so that maintenance can be carried out.

### Acknowledgement and Acceptance

We understand and agree to the above obligations, terms and conditions for using the school-issued laptop computer. We have also read and signed the Responsible Use Agreement.

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

Parent or Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_