

*Lincoln High School*  
**Electronic Device (iPad/Chrome book) Policy,  
Procedures, and Information 2016-2017**  
Vincennes Lincoln High School Technology/Electronic Device  
Program

The focus of the electronic device program at Lincoln High School is to provide tools and resources to the 21<sup>st</sup> Century Learner. Excellence in education requires that technology be seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future. The individual use of an electronic device 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 electronic devices integrates technology into the curriculum anytime, anywhere.

The policies, procedures and information within this document apply to all electronic devices used at Lincoln High School, including any other device considered by the Administration to come under this policy. Teachers may set additional requirements for use in their classroom. The parent/student contract is located on the last page of this policy.

## **1. RECEIVING YOUR DEVICE AND CHECK-IN**

### **1.1 Receiving the VCSC electronic device**

VCSC issued electronic devices will be distributed the first week of school. **Parents & students must sign and return the “Usage Contract” document before the device will be issued.**

### **1.2 Electronic Device Check-in**

Devices will be returned during final week of school so they can be checked for serviceability. Individual school issued devices and accessories must be returned to the LHS media center at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Lincoln High School for any other reason must return their individual school device on the date of termination. If a student fails to return the device at the end of the school year or upon termination of enrollment at LHS, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the device or, if applicable, any insurance deductible. Failure to return the device will result in a theft report being filed with the Vincennes Police Department.

Furthermore, the student will be responsible for any damage to the device, consistent with the Vincennes Community School Corporation’s electronic device insurance plan and must return the machine and accessories to the LHS media center. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the device.

## 2. TAKING CARE OF YOUR DEVICE

Students are responsible for the general care of the electronic device they have been issued by the school. Electronic devices that are broken or fail to work properly must be taken to the Library for an evaluation of the equipment.

### 2.1 General Precautions

- **The iPad and/or Chrome book is school property** and all users will follow this policy and the LHS acceptable use policy for technology.
- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted carefully into the device to prevent damage. Devices must remain free of any writing, drawing, stickers, or labels that are not the property of the VCSC.
- Devices must never be left in an unlocked locker, unlocked car, or any unsupervised area.
- Students are responsible for keeping their electronic device battery charged for school each day.
- If any barcode needs to be replaced there will be a \$5 fee.
- Each electronic device comes with a case. This case **MUST** remain on the device to minimize the risk of breakage. The case must be on the device at all times. Removal of the case voids insurance coverage.

### 2.2 Carrying Electronic Devices

The protective cases provided with devices have sufficient padding to protect the device from normal treatment and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

- iPads should always be within the protective case when carried.
- Some carrying cases 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 iPad screen.
- The chrome books also come with a protective covering, this should be on the device at all times.

### 2.3 Screen Care

The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- 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 cloth, or anti-static cloth
- Do not “bump” the device against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

### **3. USING THE ELECTRONIC DEVICE AT SCHOOL**

Chrome books and iPads are intended for use at school each day. In addition to teacher expectations for electronic device use, school messages, announcements, calendars, and schedules may be accessed using the school issued electronic device. Students must be responsible to bring their device to all classes, unless specifically instructed not to do so by their teacher.

#### **3.1 Devices Left at Home**

If students leave their device at home, they are responsible for getting the course work completed, as if they had their device present. If a student repeatedly (three or more times as determined by any staff member) leaves their device at home, they will be required to “check out” their device from the Media Center help desk for three weeks. The teacher or staff person will notify LHS administration of this by a “log entry” in Power School.

#### **3.2 Devices Undergoing Repair**

A loaner electronic device **may** be issued to students when they leave their device for repair at the Help Desk. There may be a delay in getting an iPad or comparable electronic device, should the school not have enough to loan. There is no guarantee of an immediate replacement. **Additionally, students who show a pattern of misuse will not be issued a replacement device.**

#### **3.3 Charging Your Devices Battery**

Devices must be brought to school each day in a fully charged condition. Students need to charge their device each evening. Repeat violations (minimum of three days-not consecutively) of this policy will result in students being required to “check out” their device from the Help Desk for three weeks. Second offense will result in the loss of electronic device privileges for three weeks. In cases where use of the electronic device during the school day has caused batteries to become discharged, students may be able to connect their device to a power outlet in class.

#### **3.4 Screensavers/Background photos**

- Inappropriate media may not be used as a screensaver or background photo
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols, or pictures will result in disciplinary action.

#### **3.5 Sound, Music, Games, or Programs**

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes
- All software/apps must be VCSC provided. Data storage will be available on the cloud.

### **3.6 Printing**

If students need to print documents from the device, they may do so at home, or at the LHS Media Center. Excessive paper use could warrant a fee charged to the student.

### **3.7 Home Internet Access**

Students are allowed to set up wireless networks on their electronic device. This will assist them with technology use while at home. Printing at home will require a wireless printer, proper settings on the device, and the correct app. (Students can also send their files to a desktop computer via e-mail and print in that manner.)

## **4. MANAGING YOUR FILES & SAVING YOUR WORK**

### **4.1 Saving to the Device**

Students may save work to the home directory on the device. It is recommended students e-mail documents to themselves for storage on flash drive or VCSC servers. Storage space will be available on electronic device—BUT it will NOT be backed up in case of re- imaging. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Device malfunctions are not an acceptable excuse for not submitting work. Google and Dropbox are acceptable places to store information and documents.

### **4.2 Network Connectivity**

The Vincennes Community School Corporation makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the VCSC will not be responsible for lost or missing data. The VCSC cannot be responsible for issues arising from students losing work because of issues with a home network.

## **5. SOFTWARE ON DEVICE**

### **5.1 Originally Installed Software**

The software/apps originally installed by the VCSC must remain on the device in usable condition and be easily accessible at all times.

From time to time, the school may add software applications for use on a particular course. The licenses for this software require that the software be deleted from the device at the completion of the course. Periodic checks of devices will be made to ensure students have not removed required apps.

### **5.2 Additional Software**

Students are not allowed to load extra software/Apps on their devices. LHS will synchronize the device so that they contain the necessary apps for schoolwork. Students will not synchronize the device or add apps to their assigned device, to include home synching accounts.

### **5.3 Inspection**

Students may be selected at random to provide their device for inspection.

### **5.4 Procedure for re-loading software**

If technical difficulties occur or illegal software, non-VCSC apps are discovered, the device will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image.

### **5.5 Software upgrades**

Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in their device for periodic updates and synching.

## **6. ACCEPTABLE USE**

The use of the VCSC technology resources is a privilege, not a right. The privilege of using the technology resources provided by the VCSC is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the VCSC. This 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 VCSC technology resources may be denied, and the appropriate disciplinary action shall be applied. The VCSC and LHS Student Code of Conduct shall be applied to student infractions.

**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**

- Talk to your children about values and the standards that your children 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.
- Remind children that the electronic device is school property and must be treated as such.

### **6.2 School Responsibilities are to:**

- Provide appropriate Internet connectivity as available.
- Provide Internet Blocking of inappropriate materials as appropriate.

- Provide network data storage areas. These will be treated similar to school lockers. The VCSC reserves the right to review, monitor, and restrict information stored or transmitted via VCSC-owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help during research and help assure student compliance of the acceptable use policy.

### **6.3 Students are responsible for:**

- Using computers/devices in a responsible and ethical manner
- Obeying general school rules concerning behavior and communication that apply to computer use
- Using all technology resources in an appropriate manner so as to not damage school equipment. This “damage” includes, but is not limited to, the loss of data resulting in delays, non-deliveries, service interruptions caused by the student’s own negligence, errors, or omissions. Use of any information obtained via VCSC’s designated Internet System is at your own risk. The VCSC specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Helping VCSC protect our computer system/device by contacting an administrator about any security problems they may encounter
- Monitoring all activity on their account(s)
- Students should always turn off and secure their device after they are done working to protect their work and information
- If a student should receive e-mail containing inappropriate or abusive language or if the subject matter is questionable, he/she is asked to print a copy of it and turn it in to the office
- Returning their 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 LHS for any other reason must return their individual school device on the date of termination

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

- Illegal installation or transmission of copyrighted materials
- Any action that violates existing Board policy or public law
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Use of chat rooms, sites selling term papers, book reports, and other forms of student work
- Messaging services such as MSN Messenger, ICQ, etc.
- Changing of iPad and or chrome book settings (exceptions include personal settings such as font size, brightness, etc.)
- Spamming-sending mass or inappropriate e-mails
- Gaining access to other students’ accounts, files, and/or data

- Use of the school's Internet/e-mail accounts for financial or commercial gain or for any illegal activity
- Students are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up Internet accounts including those necessary for chat rooms, EBay, e-mail, etc.
- Participation in credit card fraud, electronic forgery, or other forms of illegal behavior
- 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.
- Transmission or accessing materials that are obscene, offensive, threatening, or otherwise intended to demean recipients
- Bypassing the VCSC web filter through a web proxy.

## 6.5 Device Care

Students will be held responsible for maintaining their individual device and keeping them in good working order.

- Device batteries must be charged and ready for school each day
- Device cases furnished by the VCSC must be returned with only normal wear and no alterations to avoid paying a case replacement fee
- Devices that malfunction or are damaged must be reported to the Help Desk. The VCSC will be responsible for repairing devices that malfunction. 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 devices that are damaged intentionally.
- **iPad/Chrome book damage: Students are responsible for any and all damage**
- Devices that are stolen must be reported immediately to the Help Desk, school office, and the Vincennes Police Department

## 6.6 Legal Propriety

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the VCSC student code. 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.
- Use or possession of hacking software is strictly prohibited and violators will be subject to disciplinary action. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the VCSC.

## **6.7 Student Discipline**

If a student violates any part of the above policy, he/she will be put on the following disciplinary steps:

1<sup>st</sup> Offense- Student(s) will check in/check out their device from the Help Desk daily for three weeks

2<sup>nd</sup> Offense- Three weeks of device privilege suspension (student still responsible for all required work)

3<sup>rd</sup> Offense- Loss of device privileges for a length of time determined by the administration and the Help Desk

**Major violations of the technology acceptable use policy may result in suspension and/or expulsion**



## **7. PROTECTING & STORING YOUR iPad AND COMPUTER**

### **7.1 Device Identification**

Student devices will be labeled in the manner specified by the school. Devices can be identified in the following ways:

- Record of serial number
- VCSC Label affixed to the case
- Etching made on the back near the apple of an iPad or on the surface of a chrome book.

### **7.2 Storing Your Device**

When students are not using their device, they should be stored in their lockers. Nothing should be placed on top of the device, when stored in the locker. Students are encouraged to take their device home every day after school, regardless of whether or not they are needed. Devices should not be stored in a student's vehicle at school or at home. If a student needs a secure place to store their device, they may check it in for storage with the Help Desk.

### **7.3 Devices Left in Unsupervised Areas**

Under no circumstances should an electronic device be left in an unsupervised area. Unsupervised areas include the school grounds and campus, the cafeteria, computer labs, locker rooms, media center, unlocked classrooms, dressing rooms and hallways. Any device left in these areas is in danger of being stolen. If a school issued electronic device is found in an unsupervised area, it will be taken to the Help Desk or the office.

## **8. REPAIRING OR REPLACING THE SCHOOL ISSUED ELECTRONIC DEVICE**

### **8.1 Insurance Coverage**

LHS and the VCSC self-insures the electronic devices we provide. Families are encouraged to take advantage of the program. Details, along with the rental agreement are available at the end of this document.

### **8.3 Claims**

All insurance claims will be initiated through the LHS media center help desk.

## **9. COST OF REPAIRS**

Students will be held responsible for ALL damage to their electronic device including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value. Lost items such as cases and cables will be charged the actual replacement cost.

VCSC Electronic Device Student/Parent Contract

As Parent/Guardian of \_\_\_\_\_ (student name and graduation year), we understand and accept the responsibility of participation of my student in the VCSC technology/electronic device program. If the device is damaged, stolen or lost while issued to my student, I/We understand that I/We could be responsible for restitution to bring the iPad to original condition.

Signed: \_\_\_\_\_ Parent      Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Student      Date: \_\_\_\_\_

\_\_\_\_\_ Yes, I will allow my student to take the school issued device home.

\_\_\_\_\_ No, I will only allow my student to use the device while at school.

Voluntary Insurance Program

The VCSC funded insurance program costs **\$20 per student** or **\$30 per family** per school year, with a deductible. Each student will be allowed **one** repair incident per year for a damaged screen, cable or case. ***Other physical damages, intentional vandalism, lost, or stolen items will remain the responsibility of the student and parent/guardian.*** Once enrollment money is paid, the insurance will take effect **fifteen (15)** days after payment is received.

Listed below are the out of pocket costs and the cost with insurance:

	Broken Screen	Cord	Case
Without Insurance	\$100+	\$25	\$30
With Insurance	\$20	\$10	\$5

\_\_\_\_\_ Yes, I/We would like to participate in the insurance program

\_\_\_\_\_ No, I/We decline insurance.