

Device Policy & Usage Handbook



Minnewaska Area Schools Notice of Non-Discrimination

Minnewaska Area School District 2149 does not discriminate on the basis of race, color, creed, religion, national origin, sex, age, marital status, status with regard to public assistance, sexual orientation or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. **School District 2149** Career and Technical Education department does not discriminate in enrollment or access to any of the programs available. The lack of English language skills shall not be a barrier to admission or participation in the district's activities and programs. The **Minnewaska Area Schools District 2149** also does not discriminate in its hiring or employment practices.

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990 and Minnesota Statute 363A.13. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator(s).

Table of Contents

Receiving Your Device	4
1. Parent/Guardian Signatures	4
2. Distribution	4
3. Transfer/New Student Distribution	4
Returning Your Device	4
1. End of Year	4
2. Transferring/Withdrawing Students	4
Insurance Option	5
Training	5
Taking Care of Your Device	5
General Precautions	6
Carrying Devices	6
Screen Care	6
Using Your Device	6
If a student does not bring his/her Device to school	6
Devices being repaired	7
Charging Devices	7
Personalizing the Device	7
Sound	7
Printing	7
Logging into a Device	7
Using Your Device Outside of School	7
Operating System and Security	8
No Expectation of Privacy	8
Monitoring Software	8
Updates	8
Virus Protection	8
Content Filter	8
Inspection	8
Software on Devices	9
Originally Installed Software - Chromebooks/Windows Laptops	9
Google Apps for Education (ISD2149.org Accounts)	9
Additional Apps and Extensions	9
Repairing or Replacing Your Device	9
Estimated Costs if Insurance is not purchased (subject to change)	9
Accidental Damage	9
Device Insurance	10
Device Support	10

	3
Appropriate Uses and Digital Citizenship	11
Minnewaska Area Schools Internet Use, Safety, and Computer Use Policy	11
Compliance with the Law and Use of Computers / Internet	11
Access to the Internet by Minors (students under the age of 18) or Adults (over the age of 18)	12
Policy Violations	13
Acceptable Use	13
Privacy and Safety	14
Legal Propriety	14
Email	14
Discipline Consequences	14
Parent/Guardian Signature (REQUIRED)	16

Receiving Your Device

1. Parent/Guardian Signatures

All parents/guardians are required to sign the Minnewaska Area Schools Device Agreement before a Device can be issued to their student.

2. Distribution

Seventh through Twelfth grade students attending Minnewaska Area Schools at least ½ time will receive their Device shortly after school starts. Students and parents must sign the Minnewaska Area Schools Device Policy before they receive their device.

3. Transfer/New Student Distribution

All transfers/new students will be able to pick up their Device from the school Media Center. Both students and their parents/guardians must review device policy guidelines and associated information and sign the Minnewaska Area Schools Device Agreement prior to picking up a Device.

Returning Your Device

1. End of Year

At the end of the school year, students will turn in their Devices and any issued peripherals. Failure to turn in a Device will result in the student being charged the full \$340.00 replacement cost. The district may also file a report of stolen property with the proper authorities.

2. Transferring/Withdrawing Students

Students who transfer out of or withdraw from Minnewaska Area Schools must turn in their Devices and issued peripherals to the Media Center 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 Minnewaska Area Schools may be turned over to a collection agency. The district may also file a report of stolen property with the proper authorities.

Insurance Option

Minnewaska Area Schools strongly recommends that insurance be purchased prior to the distribution of the Device to your student. The insurance cost is \$45.00 annually (About \$5.00/month) for each Device. Each claim covered by insurance will be assessed an incremental deductible within the current school year. Claim deductibles are listed below. If a student withdraws from school and then re-enrolls later in the current school year, the coverage purchased at the student's initial registration will be reinstated along with the number of claims made prior to withdrawal.

Annual Premium Due at Registration	Deductible Claim #1	Deductible Claim #2	Deductible Claim #3
\$45 per device	\$0	\$45	\$90

Insurance Notes:

- Insurance will only be available to be purchased up to the end of the first week of school or within 1 week of the student starting.
- Insurance is non-refundable if student withdraws early
- Taking the unit apart or tampering with the unit will void insurance coverage and result in loss of insurance premium and deductibles as well as may incur fee to repair the device.
- If your device came with a case, removal of the case will void warranty and insurance coverage.
- Intentional abuse as determined by ISD 2149 technology staff will void all insurance coverage and student will be charged for full replacement costs
- Insurance does not cover loss due to theft or misplacement
- All previous year charges must be paid prior to a student being issued a Device

Training

Students will receive regular training to address care and usage of the Device as well as usage of Google Apps (ISD2149.org Accounts). Regular Digital Citizenship training will also be provided during the school year to address respectful, responsible, and ethical use of the internet and digital tools.

Taking Care of Your Device

Students are responsible for the general care of the Device which they have been issued by the school. Devices that are broken or fail to work properly must be taken to the Media Center immediately. If a loaner Device is needed, one may be issued to the student until their Device can be repaired or replaced.

General Precautions

- No food or drink should be next to your Device while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Device.
- Students should never carry their Device while the screen is open unless directed to do so by a teacher.
- 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, or labels.
- Devices should be shut down when not in use to conserve battery life.
- Devices should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Heavy objects should never be placed on top of Devices.
- Do not expose your Device to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the Device.
- Always bring your Device to room temperature prior to turning it on.

Carrying Devices

- Always transport Devices with care.
- Never lift Devices by the screen.
- Never carry Devices with the screen open.

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.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens or pencils).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

Using Your Device

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.

If a student does not bring his/her Device to school

- Just like Pens & Notebooks, Students are expected to bring their Device to school every day.
- In the event a student forgets his/her Device - Students should call home and have it brought to School.
- A limited number of desktop devices are available in the Media Center for use during the day.

Devices being repaired

- Loaner Devices may be issued to students when they leave their school-issued Device for repair.
- A student borrowing a Device will be responsible for any damage to or loss of the loaned device as if it was their original device.
- Devices on loan to students having their devices repaired may be taken home.
- The Media Center staff will contact students when their devices are repaired and available to be picked up.

Charging Devices

- Devices must be brought to school each day with a full charge.
- Students should charge their Devices at home every evening.
- The School **WILL NOT** have chargers available to check out. If a student loses their charger, they can purchase one at school for \$45.00.

Personalizing the Device

Devices must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of the Minnewaska Area Schools. Spot checks for compliance will be done by administration, teachers, learning coaches, and technology support staff at any time.

Students may add appropriate music, photos, and videos to their Device. Personalized media are subject to inspection and must follow the Minnewaska Area Schools acceptable use policy.

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.

Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Students may set up their home printers with the Google Cloud Print solution to print from their Devices at home. Information about Google Cloud Print can be obtained here: <http://www.google.com/cloudprint/learn/>.
- A printer is available in the Media Center for printing of information that may not be submitted digitally.

Logging into a Device

- Students will log into their Devices using their school-issued Google Apps for Education (@isd2149.org) account. Students that log into their device with an account other than the one issued by Minnewaska Area Schools will be in violation of this policy.
- Students should never share their account passwords with others. In the event of a compromised account, the Minnewaska Area Schools reserves the right to disable your account.

Using Your Device Outside of School

- Students are encouraged to use their Devices at home and other locations outside of school.
- A Wi-Fi Internet connection will be necessary for the majority of Device use; however, some applications can be used while not connected to the Internet. Students are bound by the Minnewaska Area Schools Acceptable Use of Technology Policy, Administrative Procedures, acceptable use agreement, and all other guidelines in this document wherever they use their Devices.

Operating System and Security

Students may not use or install any operating system on their Device other than the current version of Operating System that is supported by the device and managed by the district.

No Expectation of Privacy

Students should 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.

Monitoring Software

Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student Devices.

Updates

The Device operating system, Chrome OS or Microsoft Windows, should update itself automatically. Students do not need to manually update their Devices but should restart their device properly weekly to ensure updates are being installed. Students may be asked to update devices manually if the device is found to not be updating automatically,

Virus Protection

- Devices use the principle of “defense in depth” to provide multiple layers of protection against viruses and malware, including data encryption and verified boot.
- There is no need for additional virus protection.

Content Filter

The district utilizes an Internet content filter that is in compliance with the federally mandated Children’s Internet Protection Act (CIPA). While on premise, All Devices, will have all Internet activity protected and monitored by the district. While outside of the school network, student and parent or guardian are responsible for content viewed. If you do not want your student using the device outside of school hours, the device may be left at the MAHS Media Center for charging.

Inspection

Students may be selected at random to provide their Device for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school.

Software on Devices

Originally Installed Software – Chromebooks/Windows Laptops

Device software is delivered via the Chrome Web Store (Chromebooks) and the Microsoft Store (Windows Laptops). These may be web-based applications that do not require installation space on a hard drive or independent applications (Windows Laptops). Some applications, such as Google Drive, are available for offline use. The software originally installed on the Device must remain on the Device in usable condition and be easily accessible at all times.

All Devices are supplied with the latest build of the Operating System (OS), and many other applications useful in an educational environment. The Operating System should automatically install updates when the computer is idle or restarted.

Google Apps for Education (ISD2149.org Accounts)

- Devices seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, Forms, Sites, Gmail, Groups, Voice, and Blogger, etc.
- Students are responsible for saving and organizing their own work in the appropriate application or drive as requested by their teachers.

Additional Apps and Extensions

Students are NOT to install additional apps and extensions on their Device other than what has been approved by the Minnewaska Area Schools.

Repairing or Replacing Your Device

Repair/Troubleshooting

All Devices in need of repair must be brought to the Media Center as soon as possible.

Estimated Costs if Insurance is not purchased (subject to change)

The following are estimated costs of Device parts and replacements:

- Screen - \$100.00
- Keyboard/touchpad - \$75.00
- Power cord - \$45.00
- Device Case - \$35.00
- Full Replacement Cost (Device, Charger) - \$340.00

Accidental Damage

As part of the 1:1 Device initiative at Minnewaska Area Schools, we are recommending the purchase of accidental damage insurance prior to the deployment of the Device to your child. Minnewaska Area Schools will be the sole provider of this insurance. Under this insurance agreement, the Devices are protected against accidental damage. The Minnewaska Area Schools will require that a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the district wide student disciplinary policy.

This insurance policy does not cover loss or theft of the Device and/or its accessories, cosmetic damage, or damages caused by intentional misuse and abuse. Minnewaska Area Schools will assess the Device damage and repair or replace the device if the damage is determined to be accidental and within the protection guidelines. **Parents/Students will be charged for full replacement cost of a device that has been damaged due to intentional misuse or abuse.**

Device Insurance

Minnewaska Area Schools strongly recommends that insurance be purchased prior to the deployment of the Device to your child. The insurance cost is \$45.00 annually (approximately \$5.00/month) for each Device. Each claim covered by insurance will be assessed an incremental deductible within the current school year. The first claim deductibles are listed below. If a student withdraws from Minnewaska Area Schools and then re-enrolls later in the current school year, the coverage purchased at the student's initial registration will be reinstated along with the number of claims made prior to withdrawal.

Annual Premium Due at Registration	Deductible Claim #1	Deductible Claim #2	Deductible Claim #3
\$45 per device	\$0	\$45	\$90

Insurance Notes:

- Insurance will only be available to be purchased up to the end of the first week of school or within 1 week of the student starting
- Insurance is non-refundable if student withdraws early
- Taking the unit apart or tampering with the unit will void insurance coverage and result in loss of insurance premium and deductibles.
- Intentional abuse will void all insurance coverage and student will be charged for full replacement costs
- Insurance does not cover loss due to theft or misplacement
- All previous year charges must be paid prior to a student being issued a Device

Device Support

The Media Center will be the first point of contact for repair of the Devices. Services provided include:

- Password Identification
- User account support
- Coordination of warranty repair
- Distribution of replacement Devices
- Hardware maintenance and repair
- Operating System or software configuration support
- Restoring Device to factory default
- System software updates

Appropriate Uses and Digital Citizenship

School-issued devices should be used for educational purposes and students are to adhere to the Acceptable Use of Technology and all of its corresponding administrative procedures at all times.

If students need to sign up for specific services on their device, they should **ALWAYS** use their lsd2149.org account because this is issued by the school. Students should not use other accounts (Gmail, Yahoo, etc.) when signing up for these services.

1. **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
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 a schedule of my

activities. I will report any attacks or inappropriate behavior directed at me while online. 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 people. I will show respect for other people in my choice of websites. I will not visit sites that are degrading to others, pornographic, racist, or inappropriate.
4. **Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
5. **Respect Intellectual property.** I will request permission to use copyrighted or otherwise protected materials. I will suitably cite 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 purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

Minnewaska Area Schools Internet Use, Safety, and Computer Use Policy

Minnewaska Area Schools Internet Access is to be used only for classroom related activities. This policy applies when using either school equipment or personal equipment on the district network. The administration reserves the right to refuse access to the Internet by Minnewaska Area Schools to anyone when it deems it necessary in the public interest.

Compliance with the Law and Use of Computers / Internet

Students, using the Internet, will follow all laws, policies, and rules governing computers. This includes (but is not limited to) copyright laws, software publisher's rights, license agreements, acts of terrorism, assault, threats, and student right of privacy.

Students at Minnewaska Area Schools shall receive instruction in Internet Safety. This curriculum will include material related to appropriate "Access to Internet by Minors", appropriate use of social networking sites, cyber-bullying, and other topics as are relevant in encouraging digital citizenship. A copy of the scope and sequence or other outline of the Internet Safety Curriculum may be found in the district Curriculum Office and each school media center.

Access to the Internet by Minors (students under the age of 18) or Adults (over the age of 18)

Minors or adults shall:

1. Not access material that is obscene, pornography, harmful to minors, or otherwise inappropriate for education.
2. Not use Minnewaska Area School's technology or Internet resources to engage in hacking or attempts to otherwise compromise any computer or network system's security.
3. Not engage in any illegal activities on the Internet.

4. Only use electronic mail, chat rooms, social networking sites, and other forms of direct electronic communications for the purposes related to education within the context of a Minnewaska Area Schools-related assignment or activity.
5. Not attempt to override or bypass any protection measure that has been put in place by Minnewaska Area Schools to block and/or filter access to Internet Sites that are not in accordance with the policies of Minnewaska Area Schools.
6. Minors shall not disclose personal identification information on the Internet.

Policy Violations

Any violation of this policy may result in the loss of access to the Internet by the student/adult involved. Additional disciplinary action may be determined in accordance with existing policies of the Minnewaska Area Schools, including applicable State and Federal laws.

Details and definitions of the full Minnewaska Area Schools Acceptable Use Policy can be reviewed at District Offices at Minnewaska Area Schools or online at www.minnewaska.k12.mn.us.

Students shall be granted permission to access the Internet under the direction of a teacher upon receipt of the signed Acceptable Use Policy Signature form available from your local building administrator or media/technology staff.

Acceptable Use

- We believe that access to the Internet is an important educational resource for our students.
- We understand that although there are many valuable educational resources available, there are also unacceptable and offensive materials available on the Internet.
- We require efficient, ethical, courteous and legal utilization of the equipment, computers, and network resources.
- As a safety precaution, full names or addresses are not to be revealed online.
- Computer and network resources have been provided for educational purposes - game-playing and commercial uses are prohibited.
- Sharing of individual accounts is prohibited.
- Electronic mail (email) and other computer use or storage is not guaranteed to be private or confidential. Network or other computer use or storage areas are and will be treated as school property. Computers, files and communications may be accessed and reviewed by district personnel and may be accessed by other computer users.
- Chain letters and inter-relay chat are misuses of the system.
- Vandalism or "hacking" of any kind is prohibited.
- The security of the system and the rights of other users are to be respected at all times.
- Students or staff knowingly violating the terms of the agreement will be dealt with according to the discipline policies of the individual school building and Minnewaska Area Schools and/or civil authorities.
- Such activities may result in termination of their account/access and/or expulsion from school and/or legal prosecution.
- Any problems which arise from the use of an account are the liability or responsibility of the user. By using the computers or network system, participants agree to indemnify and hold Minnewaska Area Schools harmless from any claims or damages arising from such use. Minnewaska Area School District makes no warranties for the information or the services provided.

Privacy and Safety

- Do not go into any chat rooms other than those set up by your teacher or mandated in other distance education courses.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, passwords, or passwords of other people.
- Remember that network storage is not guaranteed to be private or confidential. District Administration reserves the right to inspect your files at any time and will take the necessary steps if files are in violation of the district's Acceptable Use Policy.
- If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, notify a teacher or the principal immediately so that such sites can be blocked from further access. This is not merely a request. It is a responsibility.

Legal Propriety

- All students and staff must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask if you are in compliance with the law.
- Plagiarism is a violation of the School policies. 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.

Email

- Students will be given email access through an address assigned by the district. This email access will be through a Google Gmail system managed by the Minnewaska Area Schools. These email systems are monitored by the Minnewaska Area Schools Technology Department and all messages sent or received through this system are archived and subject to filtering of inappropriate content.
- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters, or spam.
- No private chatting during class is allowed without permission.
- Email is subject to inspection at any time by school administration.
- It is every student's responsibility to check their school issued email account on a regular schedule to receive information from the school office, technology department or their teachers.

Discipline Consequences

- The student whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of the Device Policy Handbook or the Minnewaska Area Schools Acceptable Use Policy will result in disciplinary action as outlined by the student code of conduct and/or other school policies for the user unless there is proof that another is responsible.

- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by the Minnewaska Area Schools Technology Department to ensure appropriate use. Minnewaska Area Schools cooperates fully with local, state, and federal officials in any investigation concerning or relating to violations of computer crime laws.

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

- 1st Offense - Student will check in /out their Device from the Tech Department/Media Center on a daily basis for 3 weeks.
- 2nd Offense - Three weeks of Device and/or network privilege suspension (student still responsible for all required work)
- 3rd Offense - Loss of Device and/or network privileges for a length of time determined by district personnel.



The Minnewaska Area Schools Device Policy and Usage Handbook is available on the Minnewaska Area Schools website at www.minnewaska.k12.mn.us and is located under the Departments & Technology.

Your signature on this document states that you have read, understand, and agree to abide by the compliance requirements of Minnewaska Area Schools Policy regarding the use of computers and the Internet in the Minnewaska Area Schools. Your signature also states that you authorize Minnewaska Area Schools to create and utilize “cloud services” accounts that will be under the control of Minnewaska Area Schools, but which reside elsewhere on the Internet.

Additionally, as part of the 1:1 Device initiative Minnewaska Area Schools is recommending the purchase of accidental damage insurance prior to the deployment of the Device to your child. Minnewaska Area Schools will be the sole provider of this insurance. Under this insurance agreement, the Devices are protected against accidental damage to the device.

This insurance policy **does not** cover for loss of the Device and/or its accessories, cosmetic damage, or damages caused by intentional misuse and abuse. Tampering with and/or taking the unit apart will void all insurance coverage and result in loss of insurance premium and deductible. Minnewaska Area Schools will assess the Device damage and repair or replace the device if the damage is determined to be accidental and within the protection guidelines. Parents/ students will be charged for full replacement cost of a device that has been damaged due to intentional misuse or abuse.

Annual Premium Due at Registration	Deductible Claim #1	Deductible Claim #2	Deductible Claim #3
\$45 per device	\$0	\$45	\$90

Please check one of the following 2 options:

- I accept and will abide by the Minnewaska Area Schools Device Policy & Usage Handbook. **Additionally, I would like to purchase insurance through the Minnewaska Area Schools in the amount of \$45.00.**
- I accept and will abide by the Minnewaska Area Schools Device Policy & Usage Handbook. **I DO NOT wish to purchase insurance through the Minnewaska Area Schools and understand that I am responsible for 100% of all damages.**

If you do not want your student to use their device off school grounds, please check the following box:

- I accept and will abide by the Minnewaska Area Schools School Device Policy & Usage Handbook. **I DO NOT wish to have my child issued a Device to take home. (PLEASE NOTE: If you choose this option, students will be able to check out a Device for daily use.**

 Printed Student Name Grade

 Student Signature Date

 Parent/Guardian Signature (REQUIRED) Date