

DEER CREEK PUBLIC SCHOOLS

2020-2021 Technology Device Guidebook

Deer Creek Public Schools 1:1 Instructional Initiative

Overview

A “Device” is available to be checked out to students at the beginning of each year who choose to utilize a district Device. This one-to-one instructional initiative will allow students to utilize instructional technology that will provide them the opportunity to learn utilizing face-to-face, blended, and virtual classroom settings.

Device

The District chose device’s that provide the best fit for the needs of the students in terms of processing speed, ease of operation, productivity, and cost-effectiveness. The District will purchase and retain full ownership of the “Device” and will have in place measures to prevent the inappropriate use of the device and/or Internet in keeping with District Technology Policy.

Distribution of the Device

Distribution of the “Device” will take place at the beginning of the school year. A student will be able to check out a “Device” only if a parent or guardian has signed the Deer Creek Schools Technology Usage Agreement.

District Responsibilities for the use of the Device

The District will comply with the Children’s Internet Protection Act (CIPA) to prevent the inappropriate use of the “Device” and/or the Internet whether the device is being used at school or at home. Any malfunction of the “Device” that is not the result of negligence or inappropriate use will be repaired at the District’s expense. The District will have devices available that available for checkout to current Deer Creek students whose devices are being repaired or replaced.

Parent and Student Responsibilities

As with any District-owned property (ex.: textbooks), parents/guardians and students will be responsible for returning the “Device” in good working condition. The student and his parent/guardian will be responsible for replacing a lost “Device” or making repairs that were the result of inappropriate use or neglect of the device through the district technology department. An *optional* Protection Plan for the device is available to those parents/guardians who choose to purchase that coverage.

Because the “Device” is an Internet-based device, the student will need Internet access either at home or at public places that offer WIFI access in order to use the web-based applications. At school or elsewhere, students should observe all Deer Creek Public School technology policies as well as federal, state and local laws.

Damaged Device

Students with a damaged or malfunctioning “Device” may take the device to the technology department office and check out another device to use while the device is being repaired.

General Care of the Device

- Do not place food or drink near the device.
- Do not leave “Device” unsupervised.
- Insert cords, cables, and removable storage devices carefully.
- Do not deface the device with writing, drawings, stickers, labels, etc...
- Do not place heavy objects on the device.
- Always carry the device with care; the screen should not be open when being carried.
- Do not store the device where other items can place pressure on the screen. (ex:backpack)
- Clean the screen only with a soft, dry microfiber cloth or anti-static cloth. **DO NOT USE CLEANING SOLVENTS OR OTHER LIQUIDS ON THE SCREEN.**
- Do not deface or remove any District labeling.
- **Always keep the “Device” in the District-issued protective case.** Although the case helps to protect the “Device”, it is not guaranteed to prevent damage. It remains the student’s responsibility to care for and protect the device.

Guidelines for Appropriate Use

With the opportunity afforded by using District technology, come to the responsibilities to use that technology responsibly. Failure to use District devices, networks or other resources responsibly may result in disciplinary action.

Students will:

- Use the “Device” and other district technology resources only for academic purposes.
- Use appropriate language and graphics, whether posting and publishing from home or school, when using blogs, podcasts, email or other communication tools.
- Use only assigned accounts.
- Maintain confidentiality about usernames and passwords.
- Communicate only in ways that are kind and respectful.
- Give credit when using the words or works of others.
- Follow “General Care” guidelines provided in this handbook to prevent damage.
- Report the loss or damage of the device immediately to Deer Creek Technology Office.
- Charge the device at home and have it ready to use every day, every class period.
- Keep the sound muted or use headphones or earbuds when the noise might disturb others.

Students will NOT:

- Allow other people to use their assigned device.
- View, use or copy passwords, data, or networks to which they are not authorized.
- Reveal personal information (telephone numbers, addresses, passwords, etc.).
- Harass, bully or threaten anyone.
- Use offensive or inflammatory language of any kind.
- Misrepresent themselves or others.
- Destroy or damage data, programs, networks or any other system or component of a system owned or managed by the District.
- Attempt to override, bypass or otherwise change the Internet filtering software, Google Management, or other network configurations.
- Make copies of music, games, movies or other copyrighted material.
- Reset or wipe their device.