

# 1:1 Policy and Procedures 2021-2022

Cross County Community Schools

Cross County Community Schools is proud to offer our Cross County Middle and High School Students Apple MacBook Air computers for use at school and at home. The 1:1 Laptop Program, which provides mobile computing and wireless technology to all Cross County Middle and High School Students, has been designed to enhance the delivery and individualization of instruction.

For students and parents/guardians, the following information is provided to help everyone understand the expectations and the responsibility of care and use related to receiving a laptop.

# 1 : 1 Learning Policies and Procedure For 1:1 Program

## Cross County Community Schools

Cross County Community Schools is proud to offer our Cross County Middle and High School opportunities for students to learn in a dynamic and growing environment.

For students and parents/guardians, the following information is provided to help everyone understand the expectations and the responsibility of care and use related to receiving a MacBook.

- Students will receive instruction from school district staff on the proper use of the laptop.
- Students will be able to take the laptop home during the school year if the student signs the Student Acceptable Use of Technology, Laptop Consent sheet. (see user guide), and provides homeowners insurance or join the school's insurance cooperative.
- Students are expected to treat the laptop as a valuable piece of equipment.
- Students must take all precautions to prevent theft; for example, do not leave the laptop unattended or in the passenger area of a car.
- Students must take precautions to prevent damage to the laptop; for example, do not leave the laptop where there is danger of coming in contact with moisture or excessive heat. This would include protecting the machine from inclement weather.
- The laptop comes with preloaded software. Students may not load additional software onto the machine without the express permission of the technology department.
- Students are to use the laptop to access only socially and educationally appropriate materials and websites.
- Parents/students are charged with full responsibility for any financial obligations incurred from the use of the laptop.
- Students are to use the laptop in accordance with the Cross County Community Schools Acceptable Use Regulations and to maintain the laptop in accordance with the procedures and information provided.
- Laptops are the property of Cross County Community Schools and must be returned at the end of the academic year, upon withdrawal from Cross County Community Schools, or at the request of a teacher or administrator. Willful failure to return the laptop in accordance with the stated conditions will result in criminal prosecution.
- Since the laptops are the property of Cross County Community Schools, officials of the school have the right to review all material stored on or accessed by any laptop. School officials may revoke a student's computer use privileges for misuse or violation of policies.

The 1:1 laptop initiative that has been adopted by Cross County Community Schools will enhance opportunities for students to learn in a dynamic environment.

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## Section 1: Laptop Specifications

### MacBook Air

- Processor: 1.6GHz dual-core Intel Core i5 (Turbo Boost up to 2.7GHz) with 3MB shared L3 cache
- Memory: 4GB of 1600MHz LPDDR3 onboard memory
- External Ports: USB 3 ports, Thunderbolt 2 ports, MagSafe 2 power port, SDXC card slot
- Operating System: Apple Macintosh OS X Yosemite (latest release)
- Anti-Virus Software: Light Speed
- Screen: 13 Inch
- Keyboard and Mouse: Standard Laptop Keyboard and Touchpad
- Multimedia Package: Built in Stereo Speakers; Software Control Volume, Built in

### Microphone, Camera

- Battery: Last up to 12 hours
- Wireless Networking: built in
- AC Adapter – 45-Watt type
- Some additional software will be provided.

### Laptop Restrictions

- No personal machines will be allowed in Cross County Community Schools.

## Section 2: Receiving Your Laptop

Laptops will be distributed during our “Laptop Deployment Day.” Parents and students must attend a yearly Information Session. Before receiving the laptop, students and parents must sign and return these forms/agreements:

1. Cross County Community Schools Technology/Internet Acceptable Use Agreement
2. Insurance Form
3. Laptop Consent Forms\*
4. Personal Technology Plan

\* See student user guide.

All students must have insurance forms signed and turned in before receiving laptop.

Any student that needs assistance with laptop insurance fees should contact the building principal.

## Section 3: Taking Care of Your Laptop

\*See student user guide.

## Section 4: Using Your Laptop at School

### General

- Ownership: The school shall be deemed to have retained title to the equipment at all times, unless the school transfers title to student. The student shall hold no security or ownership interest in the equipment. Likewise, the student shall hold no security or ownership interest neither in the licenses to the installed software included with the equipment nor in the licenses to any other software that the school may from time to time install on the notebook computer used by the student.
- Laptops are intended for use at school each day. Students are responsible for bringing their laptop to all classes, unless specifically advised not to do so by their teacher.
- If students do not bring their laptop to school, they may check out an older-loaner laptop. Please remember that loaner laptops are on a first-come first-serve basis. Repeat violations of this policy will result in disciplinary action.
- Laptops must be brought to school each day fully charged. Only charge your laptop with the provided charger.

### Laptops Undergoing Repair

- Any attempt by the student to repair equipment on their own will void warranty and insurance coverage. The student is never to duct tape or superglue or otherwise try to repair damaged equipment on his/her own. Attempting to do so is considered gross negligence and voids warranty and or insurance coverage resulting in the student being responsible for any and all charges related to the repair or replacement of the equipment.
- Damage to equipment due to gross negligence or willful misconduct is not covered by warranty or insurance. If damage is attributed to either of these causes, the student will be held responsible for all charges related to the repair or replacement of equipment.
- Loaner laptops may be issued to students when they leave their laptops for repair with the Technology Team.
- Students will be expected to return the loaner laptop by the end of the school day to the Technology Team office.

### Screensavers and Backgrounds

- Only school appropriate backgrounds and screensavers may be used on the laptops.
- Presence of weapons-related materials, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols, or pictures on the laptop or within its files will result in disciplinary action and, where appropriate, referral to law enforcement.
- Passwords on screensavers are not to be used.
- The computer is the property of the school district. Therefore, school staff have the right to check any material stored on a student's laptop, including the screensaver at anytime.
- Violations of this policy will result in disciplinary action.

## Sound

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

## Printing

- Materials printed on school printers must be school related. No personal printing is allowed.

## Section 5: Managing Your Files and Saving Your Work

### Saving Your Work

- Students should save all of their work daily and use Google Docs. It is the student's responsibility to ensure that work is not lost due to technical failure or accidental deletion. Computer malfunctions are not an acceptable excuse for not submitting work. We encourage using GOOGLE DRIVE so your work is online!
- SAVE OFTEN

## Section 6: Laptop Software

### Installed Software

- Compliance with software licenses: The students shall not make copies of software licensed to the school.
- The software originally installed by Cross County Community Schools must remain on the laptop in usable condition and be easily accessible at all times.
- The Technology Team has the discretion to approve and install additional software programs and files.
- Distributing software to unauthorized machines is prohibited.

### Additional Software

- Students are NOT ALLOWED to install anything on school laptops nor remove or alter software.

### Security

- Internet usage is filtered and documented at all times.
- The laptop has an Anti-virus protection software package installed.
- The virus software will be updated from the Internet. Students are required to allow anti-virus updates to download uninterrupted.

## Inspection

- Students may be selected at random to provide their school-issued laptop for inspection without notice.

## Section 7: Protecting and Storing Your Laptop Computer

### Laptop Identification

- Student laptops will be labeled in the manner specified by the school. Under no circumstances are students to modify, remove, or destroy these labels.

### Password Protection

- Students must change their password the first time they log in. This password will be the SAME password they use for GOOGLE and must be kept PRIVATE!
- Tampering with machine security measures is forbidden. Violations of this policy will result in disciplinary action.

## Section 8: Acceptable Use Guidelines

### General Guidelines

- Students are responsible for their ethical, socially appropriate and educational use of the technology resources of the Cross County Community Schools.
- Access to the Cross County Community Schools technology resources is a privilege and not a right. Each employee, student, and/or parent will be required to follow the Cross County Community Schools Acceptable Use Policy.
- Transmission of any material that is in violation of any law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- In addition to any standard or rules established by the schools, the following behaviors are specifically prohibited as they violate the standard of integrity and civility.
  - o Cheating
  - o Plagiarizing
  - o Falsifying Information
  - o Violating Copyright Law
  - o Hacking
  - o Gaining unauthorized access to any network or computer

Any attempt to alter data, the configuration of a computer, or the files on another user, without the consent of the Principal or Technology Team, will be considered an act of vandalism and subject to disciplinary action in accordance with the district Acceptable Use Policies. Students who violate this may also be referred to law enforcement for criminal prosecution as appropriate.

## E-mail

The only email account that students are allowed to access during school hours is that students' Cross County Community Schools Gmail account. Please note that emails sent via the Gmail server and accessed on school-issued computers are not private and may be reviewed at any time and without notice. Correspondence on the Gmail server is limited to users within Cross County Community Schools. The following rules will apply when using a

Gmail account:

- 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
- Students should maintain high integrity with regard to email content
- No private chatting during class without permission

**\*Cyber bullying- Refer to Internet Safety in Student Handbook**

## Section 9: Precautions and Consequences

### Technology Left in Unsupervised Areas

- Under no circumstances should laptops or other technology equipment be left in unsupervised areas. Unsupervised areas include, but are not limited to: the school grounds and campus, computer labs, commons areas, unlocked classrooms, bathrooms, locker rooms, busses and hallways. Any computer left in these areas is in danger of being stolen.
- Store laptops in supervised areas or lockers. Optional locker locks will be provided by the school.
- Unsupervised laptops will be confiscated by staff and taken to the administrative office. Disciplinary action will be taken for leaving your laptop in an unsupervised location. Each student is responsible for his or her laptop once it has been issued.

### Insurance

- Insurance must be purchased through the Cross County Community Schools Damage/Loss Cooperative or parent must purchase insurance through homeowners insurance. Proof of insurance must be turned in before student is allowed to take computer home or out of the building.
- If electing to participate in the Cross County Damage/Loss Cooperative, cost to participate is \$35 per student. Checks made payable to "Cross County Community Schools" An individual check must be made for this fee for each student. This fee is applicable for one academic year.
- Homeowner's insurance or the Damage Loss Cooperative will cover one machine per student for any costs outside the manufacturer's warranty.

- Damage to equipment due to gross negligence or willful misconduct is not covered by warranty, insurance, or the schools Damage/Loss Cooperative. If damage is attributed to either of these causes, the student will be held responsible for all charges related to the repair or replacement of equipment.
- \*\*\*Governing Law: Nebraska statute 79-737 and 79-2, 127 allow the district to obtain reimbursement from, or on behalf of, students for any damage to, loss of, or failure to return school property. Student/borrower acknowledges and agrees that his/her use of the district property is a privilege and that by student/borrower's agreement to the terms hereof, student/borrower acknowledges his/her responsibility to protect and safeguard the district property and to return the same in good condition and repair upon request by Cross County Public Schools.
- If your laptop is stolen, you are required to file a police report.

\*Power adapter, bag or any other school-owned accessories are not included. These items require a full replacement cost with the exact same item. \*\*If you are needing a new bag in the second or third year, you will need to pay a \$25 replacement fee.

#### Damage/Loss Cooperative Coverage

If parents/students elect to pay \$35.00 and be part of School District Protection coverage, the School District Protection coverage would cover 100% of expense on the first incident and 75% of expense on the 2<sup>nd</sup> incident. Three or more incidents, involving damages to a laptop, will be the sole responsibility of the parent/student. Coverage for the School District Protection Plan is 24/7. Again, parents will be given the option of Self Insurance, under their homeowner's insurance plan and not pay the \$35.00. If parents chose to self-insure, proof of insurance will need to be provided before student is issued a computer.

Noncompliance with the policies of the Cross County Community Schools Laptop Handbook or acceptable use policies will result in loss of privileges, disciplinary action, and/or criminal prosecution as deemed appropriate. (See Acceptable Use Policy.)

Electronic mail, network usage, and all files stored on a school-issued laptop is not be considered confidential and may be monitored at any time by designated Cross County Community Schools staff. The district will refer student misconduct to law enforcement and will cooperate fully with local, state, or federal officials in any criminal investigation, particularly those concerning or relating to violations of computer crime laws.

## Appendix I - ACCEPTABLE USE POLICY

**Definition:** The Computer Network includes, but is not limited to, the use of local area networks, Internet, online commercial communications, and all other computer communications provided by the Cross County School District.

**Purpose:** The purpose of the District's Computer Network is to assist in preparing students for success in life and provide them with electronic access to a wide range of information.

The following conditions are imposed on the use of the Computer Network and violation of these conditions is cause for revoking the privilege of access to the network or further disciplinary action. These conditions apply whether the user accesses the network during school time and on school property or at a remote location.

Acceptable:

1. The computer network is to be used for the educational purposes stated above.
2. Computer network use in the School District is a privilege and not a right.
3. Use of the computer network to support illegal, inappropriate or obscene purposes, is expressly prohibited and is grounds for disciplinary or legal action, account termination and monetary reimbursement for expenses incurred due to such activities. Illegal activities are defined as violations of local, state, or federal law. Inappropriate use is defined as violation of the intended use or purpose of the network such as the use of any unauthorized games, email accounts, chat rooms, attempts to gain unauthorized access, harassment, threats, racial slurs or any other actions that are disruptive to the network or network users. Inappropriate activities include, but are not limited to, the distribution of profanity or other offensive language and sexually explicit materials including nudity and other graphic or textual depictions of sexually explicit activities.
4. Commercial use, product advertisement, or political lobbying activities on the computer network are prohibited.
5. Each individual computer network account will be issued to one designated user only. Each user is ultimately responsible for all activity in the use of the account and will keep the password confidential.
6. Computer network users shall be committed to the efficient use of computer networks and use all practical measures to conserve time and storage space in their use of these resources.
7. The Superintendent or designee of the School District is the final authority on the acceptable use of the network and accounts under its jurisdiction.
8. Copyright law is strictly adhered to within the School District. Any violation of copyright law is prohibited.
9. The School District cautions users that no computer network should ever be considered as completely private, and are subject to monitoring by local, state, and federal.
10. The Cross County School District will take reasonable precautions to ensure the security and appropriate use of the computer network. However, it accepts no responsibility for harm caused directly or indirectly through its use.

## Examples of Unacceptable Uses.

1. Personal Gain: Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.
2. Personal Matters: Technology resources shall not be used, and no person shall authorize its use, for personal matters.
3. Occasional use that the Superintendent or designee determines to ultimately facilitate the mission of the District is not prohibited by this provision. Examples of occasional use that may be determined to ultimately facilitate the mission of the District: sending an email to a minor child or spouse; sending an email related to a community group in which an employee is a member where the membership in the community group facilitates the District's mission.
4. This occasional use exception does not permit use by employees contrary to the expectations of their position. For example, employees may not play games or surf the net for purposes not directly related to their job during duty time; nor may students do so during instructional time.
5. The occasional use exception also does not permit use of the technology resources for private business, such as searching for or ordering items on the Internet for non-school use; or sending an e-mail related to one's own private consulting business.
6. Campaigning: Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.
7. Technology-Related Limitations: Technology resources shall not be used in any manner, which impairs its effective operations or the rights of other technology users. Without limitation,
  8. Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
  9. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
  10. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
  11. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
  12. Users shall not copy, change, or transfer any software without permission from the network administrators.
  13. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
  14. Users shall not engage in any form of vandalism of the technology resources.
  15. Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.

Parent Responsibilities Your son/daughter has been issued a MacBook Air computer to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this computer.

- I will supervise my son's/daughter's use of the MacBook Air at home.
- I will discuss our family's values and expectations regarding the use of the Internet and email at home and will supervise my son's/daughter's use of the Internet and email.
- I will not attempt to repair the MacBook Air, nor will I attempt to clean it with anything other than a soft, dry cloth.
- I will report to the school any problems with the MacBook Air.
- I will not load or delete any software from the MacBook Air.
- I will make sure my son/daughter recharges the MacBook Air battery nightly.
- I will make sure my son/daughter brings the MacBook Air to school every day.
- I understand that if my son/daughter comes to school without his/her computer I may be called to bring it to school.
- I agree to make sure that the MacBook Air is returned to the school when requested and upon my son's/daughter's withdrawal from Cross County School.
  - I will return the MacBook Air when requested and upon my withdrawal from Cross County School

Student Responsibilities Your MacBook Air is an important learning tool and is for educational purposes only. In order to take your MacBook Air home each day, you must be willing to accept the following responsibilities.

- When using the MacBook Air at home, at school, and anywhere else I may take it, I will follow the policies of the Cross County Community Schools— especially the Student Handbook—and abide by all local, state, and federal laws.
- I will treat the MacBook Air with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.
- I will not lend the MacBook Air to anyone, not even my friends or siblings; it will stay in my possession at all times.
- I will not load any software onto the MacBook Air.
- I will not remove programs or files from the MacBook Air.
- I will honor my family's values when using the MacBook Pro.
- I will not give personal information when using the MacBook Air.
- I will bring the MacBook Air to school every day.
- I agree that e-mail (or any other computer communication) should be used only for appropriate, legitimate, and responsible communication.
- I will keep all accounts and passwords assigned to me secure, and will not share these with any other students.
- I will not attempt to clean or repair the MacBook Air.
- I will recharge the MacBook Air battery each night.
- I will return the MacBook Air when requested