

Gardner Public Schools



www.gardnerk12.org

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Device Initiative

Information and Procedures

Procedures, and Information Guide

The focus of the Device Initiative is to provide tools and resources to the 21st Century Learner. Excellence in education requires that technology be seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and preparing our students for 21st Century Learning.

According to studies and school reports, students who use a technology device in an educational environment are more organized and engaged learners, attend school more regularly, advance their knowledge and understanding of technology, and become constructors and designers of information and ideas. The laptop is a next generation device that makes learning more engaging and accessible. Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology 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 devices integrates technology into the curriculum anytime, anyplace.

1.0 GENERAL INFORMATION

The procedures and information within this document apply to all student devices used at Gardner Middle School. Teachers may set additional rules, expectations, and requirements for use in their classroom.

1.1 Receiving your Device

Devices will be distributed during scheduled times with a student's advisory teacher and will take place during the school day. Parents & students must sign and return the Device Acceptable Use and Student Pledge document, return the device Option selection document, and provide any applicable payment *before* the device can be issued to their child.

1.2 Returning your Device

District-owned devices with accessories may be returned back to Gardner Middle School during the final month of school. If a student transfers out of the Gardner School District during the school year, the device will be returned at that time. Students who withdraw, are suspended or expelled, or terminate enrollment at Gardner Middle School for any other reason must return their individual school device with accessories on the date of termination.

2.0 CARE OF THE DEVICE

Devices distributed through **Options 2 through 5** remains school property and all users will follow this policy and the Gardner School District Acceptable Use Policy for this technology. Students are responsible for the general care of the device they have been issued by the school. Devices that are broken or fail to work properly must be reported, as soon as possible, to the Gardner Middle School Help Desk, Main Office, or directly to a staff member. This is to ensure that the device does not suffer additional damage, and a suitable device is given to the student to use on a temporary or permanent basis.

Students will be responsible for payment at the time the unit is reported as damaged.

2.1 General Precautions

- 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 Gardner School District.
- Devices must never be left in an unlocked locker, unlocked car, or any unsupervised area.
- Students are responsible for keeping their device's battery charged for school each day.

2.2 Carrying 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:

- Devices should always be within the protective case when carried.
- Care should be taken when devices are transported in backpacks that may hold other objects (such as folders and textbooks).

2.3 Screen Care

The device 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.

2.4 Device Responsibility

Students are expected to use their devices in a responsible way at all times. Students that do not meet the expectations set out in this document or by their teacher will be subject to consequences set forth in the student handbook. Teachers will report instances where the device may be being used inappropriately to the administration and assign consequences as necessary.

3.0 USING YOUR DEVICE AT SCHOOL

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

3.1 No Device Zones

Some areas of the school are specifically designated “No Device Zones” where students are not able to use devices at any time. Some examples of “No Device Zones” are the use of devices in the hallways, cafeteria, lower gym, upper gym, playground, buses, etc. Signs will be specifically posted in these “No Device Zones.”

3.2 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 leaves their device at home, they will lose at home privileges of the device for one week and will have to leave their devices in school with their advisory teacher.

3.3 Device Undergoing Repair

Loaner devices may be issued to students when they leave their devices for repair through the Gardner Middle School Help Desk. There may be a delay in getting a device should the school not have enough to loan.

3.4 Charging your Device’s Battery

Devices must be brought to school each day in a fully charged condition. Students need to charge their devices each evening. Repeat violations (minimum of 3 days-not consecutively) of this may result in students losing at home privileges of the device for one week and will have to leave their device in school with their advisory teacher.

3.5 Screen Savers/Background photos

Inappropriate media may not be used as a screensaver or background photo. Inappropriate media includes but is not limited to the presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures and will result in disciplinary actions. Passcodes can be used only if necessary. Please note that if a student forgets their passcode, or disables their device because of too many incorrect attempts, the device may need to be reset and significant data could be lost.

3.6 Sound, Music, Games, or Programs

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Music is allowed on the device and can be used at the discretion of the teacher.

Games are not allowed on district distributed devices, unless teacher directed. If game apps are installed, it will be completed by the Gardner School District’s technology staff. All software/Apps must be district provided.

3.7 Home Internet Access

Students are allowed to set up wireless networks on their devices. Parents should understand that the filters present at school do not apply to the devices at home. Close supervision and

monitoring of device use outside of school (including at home, over unsecured public wireless networks, etc.) is essential to student safety. Parents/Guardians are responsible for monitoring and supervising student activity on the device outside of school.

4.0 MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving to the Device

Students may save work directly on the device. It is recommended students e-mail documents to themselves or store them in a third party storage app (like “Google Drive” or “Dropbox”). Storage space will be available on the 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. The most common, and most effective, backup method is backing the device up to iCloud. Backups should be done on a regular basis (at least weekly).

4.2 Network Connectivity

The Gardner School District 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 District will not be responsible for lost or missing data.

5.0 SOFTWARE ON DEVICES

5.1 Originally Installed Software

The software/apps originally installed by Gardner Middle School 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 in a particular course. Periodic checks of devices will be made to ensure that students have not removed required software/apps or added software/apps that are not authorized by the school.

5.2 Additional Software

Students are not allowed to load extra software/apps on their devices unless otherwise directed to do so by their teachers or school staff.

5.3 Inspection

Students may be selected at random to provide their device for inspection by a member of the school administration and a member of the Information Technology department.

5.4 Procedure for re-loading software

If technical difficulties occur or unauthorized (non-Gardner Middle School) installed software/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 devices for periodic updates and syncing.

6.0 ACCEPTABLE USE

6.1 Statement of Responsibility

The use of the network is a privilege. The user is responsible for what he/she says and does on the network. Communication with thousands of others is quick and easy. Therefore it is important for the user to stop and think before communicating and to show respect for other people and for their ideas. It is beneficial for all users to keep the network running efficiently. Each user must take responsibility for keeping down costs and avoiding system disruption.

Network administrators will make reasonable efforts to maintain reliable service. They cannot, however, absolutely guarantee that the system will always be available or operating correctly. Student users should assume that none of their data is private or confidential. Any communication or data may be subject to review by network or school administration.

Internet access is available on every computer with network access in the Gardner Public Schools. In general, the Internet is itself a complex network of regional, state, national, and international networks. This requires users to adhere to the same rules and guidelines outlined here for our network, as well as to any additional network policy procedures required, when the Internet connects them to other networks.

6.2 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 would on the use of all media information sources such as television, telephones, movies, and radio.
- Monitor their use of the devices and other technological devices to ensure that they are using them safely and responsibly.

6.3 School Responsibilities

- Provide Internet and Email access to its students.
- Provide Internet Blocking of inappropriate materials as able.
- Provide network data storage areas. These will be treated similar to school lockers. The Gardner Public School District reserves the right to review, monitor, and restrict information stored on or transmitted via Gardner Public School District owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help assure student compliance of the Acceptable Use Policy.

6.4 Students Responsibilities:

- Use devices in a responsible and ethical manner.
- Obey general school rules concerning behavior and communication that apply to network use and according to the **Gardner Public School District Acceptable Use Policy**. This policy is available online in the student handbooks and must be signed by students and their parents each year as part of the student handbook.
- Use 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 from delays, non-deliveries, misdeliveries or service interruptions caused by the students’ own negligence, errors or omissions. Use of any information obtained via Gardner Public

School District's designated Internet System is at your own risk. The Gardner Public School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

- Help the Gardner Public School District protect our tablet/computer system/device by contacting an administrator about any security problems they may encounter.
- Monitor 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 email or other electronic message containing inappropriate or abusive language or if the subject matter is questionable, he/she is asked to print a copy and turn it in to the office.

6.5 Device Care

- **Device batteries must be charged and ready for school each day.**
- Students will be held responsible for maintaining their individual devices and keeping them in good working order.
- No labels or stickers may be applied to the device.
- Cases furnished by the school district must be returned with only normal wear and no alterations to avoid paying a replacement fee.
- Devices that malfunction or are damaged must be reported to the Gardner Middle School Help Desk or a staff member immediately. The school district 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/parents.
- Devices that are stolen must be reported immediately to the Gardner Middle School Administration.

6.6 Student Discipline

The discipline procedure in the Middle School Handbook addresses serious and major offenses such as stealing and destruction of school or personal property, which apply to the devices. Depending on the seriousness of the offense students may lose device and/or network privileges as well as being held for detention, suspension or even in extreme cases expulsion.

7.0 PROTECTING & STORING YOUR DEVICE

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
- Gardner Middle School Personalized Student Label

7.2 Storing your Device

When students are not using their devices, they should be stored in their locked lockers. Nothing should be placed on top of the device, when stored in the locker. Devices should not be stored in a 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 their advisory teacher.

7.3 Devices Left in Unsupervised Areas

Under no circumstances should devices be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, locker rooms, library, unlocked classrooms, and hallways. If a device is found in an unsupervised area, it will be taken to the Main Office.

8.0 LOSS OR DAMAGE

In cases of theft, vandalism and other criminal acts, a police report, or in the case of a fire, a fire report **MUST** be filed by the student or parent. A copy of the police/fire report must be provided to the principal's office. If it has been determined by the school that there was intentional damage to a device, then the students/parents are responsible for full payment of the intentional damage. Warranty or school district device protections **DOES NOT** cover intentional damage.

[Adopted: April 2016]