

# **HOWARD SCHOOL DISTRICT**

## **TABLET/LAPTOP POLICY, PROCEDURES AND INFORMATION**

### **Howard High School Tablet/Laptop Program**

The focus of the Learning with Tablets Program at Howard High School is to prepare students for their future, a world of digital technology and information. As we enter the twenty-first century, excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and the learning tool of these twenty-first century students is the Tablet computer. The individual use of Tablets is a way to empower students to learn at their full potential and to prepare them for the real world of college and the workplace. Tablets encourage students to solve problems and think critically by stimulating analytical thinking. 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. Learning with Tablets integrates technology into the curriculum anytime, anyplace.

### **IPAD POLICY**

<http://howard.k12.sd.us/PDF/HowardiPadPolicy.pdf>

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The policies, procedures and information within this document apply to all tablets/laptops used at Howard High School, including any other device considered by the Administration to come under this policy.

Teachers may set additional requirements for computer use in their classroom.

## 1. TABLET SPECIFICATIONS

The tablet selected for use at the Howard High School is the **HP x360 310 convertible tablets with touchscreen.**

**Operating System:** Microsoft® Windows® 10 Pro Education

**Processor:** Intel® Pentium N3700

**Memory:** 4 GB 1DM Memory

**Hard Drive:** 128 GB SATA 3 Layer Cell SSD

**Screen:** 11.6 inch LED HD HWVA Anti-Glare with webcam Touchscreen

**Battery:** 3 cell 48 WHR

**Wireless LAN:** Intel® 7265NV ac 2X2 + Bluetooth

**AC Adapter:** 45 Watt Smart nPFC AC adapter

**Protective Bag:** Padded Laptop case with strap

## 2. RECEIVING YOUR TABLET

Tablets will be distributed each fall during “*Student Registration & Tablet Orientation.*” Parents & students must sign and return the Tablet Computer Protection Plan and UNDERSTANDING OF RULES AND REGULATIONS documents before the Tablet can be issued to their child. The Tablet Computer Protection plan outlines three options for families to protect the Tablet investment for the school district. Please review the Tablet Computer Protection plan included in this handbook.

Tablets will be collected at the end of each school year for maintenance, cleaning and software installations. Students will retain their original tablet each year while enrolled at HHS.

## 3. TAKING CARE OF YOUR TABLET

Students are responsible for the general care of the tablet they have been issued by the school. Tablets that are broken or fail to work properly must be taken to the Technology Coordinator.

### 3.1 General Precautions

- No food or drink is allowed next to your tablet while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the tablet.
- Students should never carry their tablets while the screen is open, unless directed to do so by a teacher.
- Tablets should be shut down before moving them to conserve battery life.
- Tablets must remain free of any writing, drawing, stickers, or labels that are not the property of the Howard School District.
- Tablets must never be left in a car or any unsupervised area.
- Students are responsible for keeping their tablet’s battery charged for school each day.

### 3.2 Carrying Tablets

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

- Tablets should always be within the protective case when carried.
- The carrying case has an external pocket to hold the AC adapter
- The tablet must be turned off before placing it in the carrying case.

### 3.3 Screen Care

The tablet screen 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 tablet when it is closed.
- Do not place anything near the tablet that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Clean the screen with a soft, dry cloth or anti-static cloth.

## 4. USING YOUR TABLET AT SCHOOL

Tablets are intended for use at school each day. In addition to teacher expectations for tablet use, school messages, announcements, calendars and schedules will be accessed using the tablet computer. Students must be responsible to bring their tablet to all classes, unless specifically advised not to do so by their teacher.

### 4.1 Tablets Left at Home

If students leave their tablet at home, they must immediately phone parents to bring them to school. First violation will be a warning, 2<sup>nd</sup> violation will result in points being deducted for all classes where the tablet is not present, 3<sup>rd</sup> violation will result in a meeting with the parent, student and building principal.

### 4.2 Tablet Undergoing Repair

Loaner tablets may be issued to students when they leave their tablets for repair at the Coordinator.

### 4.3 Charging Your Tablet's Battery

Tablets must be brought to school each day in a fully charged condition. Students need to charge their tablets each evening. First violation will be a warning, 2<sup>nd</sup> violation will result in points being deducted for all classes where the tablet is not usable, 3<sup>rd</sup> violation will result in a meeting with the parent, student and building principal.

### 4.4 Screensavers

- Inappropriate media may not be used as a screensaver.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures will result in disciplinary actions.
- Passwords on screensavers are not to be used.
- Hard drive passwords are forbidden. If used, students may be responsible for the cost of replacement hardware.

### 4.5 Sound

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

#### 4.6 Printing

Students may use the printer in the library, and computer lab with teachers' permission.

### 5. MANAGING YOUR FILES & SAVING YOUR WORK

#### 5.1 Saving to the Home Directory

Students will be logging onto our network in order to back up their work. Students will have their own user account and folder on the network with ample space to back up any school-related work.

The tablets will be set up with a **Home Directory** in which students should save their work. The **Home Directory** will automatically save a copy of all student documents saved to the Home Directory to the high school server while they are on the high school network. When a student adds a document to the Home Directory folder while working at home or away from school, that document will be copied automatically to the school server when the student logs onto the network at school.

Additional folders in the **Home Directory** may be created or added by the student. All student work should be stored in one of the **Home Directory** folders. Only files stored in the **Home Directory** will be automatically backed up and saved. Student work saved to a different location on the computer will not be saved to the high school server.

#### 5.2 Saving data to Removable storage devices

Students should also backup all of their work at least once each week using removable file storage.

It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Computer malfunctions are not an acceptable excuse for not submitting work.

### 6. SOFTWARE ON TABLETS

#### 6.1 Originally Installed Software

The software originally installed by the HHS must remain on the Tablet 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. The licenses for this software require that the software be deleted from tablets at the completion of the course. Periodic checks of tablets will be made to ensure that the enacted policies have deleted software that is no longer required in class and that the school has not exceeded its licenses.

#### 6.2 Virus Protection

The tablet has anti-virus protection software. This software will scan the computer for known viruses on boot up. The virus software will be updated from the network. The school's storage server is also installed with virus protection software and hardware.

### 6.3 Additional Software

It is the responsibility of individual students to be aware of additional software programs and files loaded onto their tablet. Students are responsible for maintaining the integrity of software required for facilitating academic activities.

- Any additional software must be appropriate for the school environment and may not infringe on the productivity of the classroom setting.
- Students are responsible for ensuring that only software that is licensed to their tablet is loaded onto their computers.
- Violent games and computer images containing obscene or pornographic material are banned.

### 6.4 Inspection

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

### 6.5 Procedure for re-loading software

If technical difficulties occur or illegal software is discovered, the hard drive will be re-formatted. Authorized software will be installed and the data files reinstated in the **Home Directory**. The school does not accept responsibility for the loss of any projects or software deleted due to a re-format and re-image.

### 6.6 Software upgrades

Upgrade versions of licensed software are available from time to time. Students will be instructed to upgrade their software from the school's network periodically.

## 7. INTERNET USER AGREEMENT AND PERMISSION FORM

See Pages 12 - 13

## 8. PROTECTING & STORING YOUR TABLET COMPUTER

### 8.1 Tablet Identification

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

- Record of serial number and an asset tag
- Individual User account name and password

### 8.2 Storing Your Tablet

When students are not monitoring tablets, they should be stored in their lockers. Nothing should be placed on top of the tablet, when stored in the locker. Students are encouraged to take their tablets home every day after school, regardless of whether or not they are needed. Tablets should not be stored in a student's vehicle at school or at home.

### 8.3 Tablets Left in Unsupervised Areas

Under no circumstances should tablets be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, computer lab, commons area, locker rooms, library, unlocked classrooms, dressing rooms and hallways. Any computer left in these areas is in danger of being stolen. Unsupervised tablets will be confiscated by staff and taken to the technology coordinator. Disciplinary action may be taken for leaving your tablet in an unsupervised location.

## 9. REPAIRING OR REPLACING YOUR TABLET COMPUTER

### 9.1 Device Warranty

This coverage is maintained by the Howard School. Device warrants the tablets from defects in materials and workmanship. This limited warranty covers normal use, mechanical breakdown or faulty construction. The Device warranty does not warrant against damage caused by misuse, abuse, accidents or computer viruses. Please report all tablet problems to the technology coordinator.

Please report all tablet problems to the technology Coordinator.

### 9.2 Claims

All insurance claims must be reported to the Technology Coordinator. Students or parents must file a police or fire report and bring a copy of the report to the principal's office before a tablet can be repaired or replaced with School District Protection.

Fraudulent reporting of theft, loss, or accidental damage by fire will be turned over to the police and insurance company for prosecution. A student making a false report will also be subject to disciplinary. The district will work with the Howard Police Department to alert pawnshops and police departments in the area to be aware of this district-owned equipment.

## 10. TABLET TECHNICAL SUPPORT

The Technology Coordinator coordinates the repair work for tablets. Services provided include the following:

- Hardware maintenance and repairs
- Password identification
- User account support
- Operating system or software configuration support
- Application information
- Re-imaging hard drives
- Updates and software installations
- Coordination of warranty repairs
- Distribution of loaner Tablets and batteries



## 11. TABLET REWARD SYSTEM

All students will begin the school year with Standard Privileges and have the opportunity to earn the Rewards Privileges by meeting the criteria listed below. Student records will be reviewed continually to determine whether they have earned the opportunity to receive advanced Internet privileges.

### 11.1 Standard Privileges:

- Tablet computer
- Home use of tablet computer
- Microsoft Office Suite software
- K12 e-mail
- The ability to change desktop settings only to those things already loaded in Windows
- Internet Explorer
- Home Directory to back-up school work

### 11.2 Rewards Privileges:

- *All Standard Privileges plus the following:*
- Ability to personalize display settings & backgrounds in addition to those already loaded in Windows
- Increased storage space
- Liberal access to websites including You Tube

### 11.3 Suspended Privileges:

- Tablet computer use at school
- Tablet may be checked out with teacher's permission
- Microsoft Office Suite software
- Internet Explorer
- Home Directory to back-up school work

### 11.4 Standard Privileges Criteria

All students will begin on this level at the beginning of the school year. To remain at this level, students will have...

- No more than 1 incident of accidental damage
- No more than 1 incident of a Computer Tablet Violation including forgetting their laptop at home or not charging their laptop for daily use
- No incidents of Computer Network Violations

### 11.5 Rewards Privileges Criteria

Students will earn rewards and be placed at this level if they have...

- No incidents of accidental damage
- No incidents of a Computer Tablet Violation including forgetting their laptop at home or not charging their laptop for daily use
- No incidents of Computer Network Violations

### 11.6 Suspended Privileges Criteria

Students will be placed at this level if they have...

- Three or more incidents of accidental damage
- Two or more incidents of Computer Tablet Violations including forgetting their laptop at home or not charging their laptop for daily use
- One or more incidents of Computer Network Violation

## Letter To Parents/Guardians Regarding Internet

Howard School District has access to the Internet, and it will be made available to your child for school projects such as research papers and class assignments. Through this service your child will have access to hundreds of databases, libraries, and computer services all over the world. Students can use email services before and after school. Students will only be allowed to use E-mail during school hours with permission from an instructor for educational purposes only. Students will not be allowed to use chat rooms, Internet games, etc. Use of the Internet and e-mail are not private and each will be monitored.

Part of the district's responsibility in preparing students for the 21<sup>st</sup> century is to provide them with access to tools that they will use as adults. We believe that this global information network is one of those tools. Please note that the Internet is an association of diverse communication and information networks. Making Internet access available to students carries with it the potential that some students might encounter information that you might find objectionable or controversial. Because information on the Internet appears, disappears, and changes, it is not possible to predict or control what students may locate. The district has implemented firewalls to help control some access to material that is objectionable or controversial but it does not have complete control over access to all material.

Each student will be provided a password for individual access to the Internet. The school district has the capability to track each site obtained. Any student violating any conditions of this policy will lose their Internet privileges for 45 school days. The second offense will be for a period of 175 school days. Students will be allowed to reapply for Internet access by obtaining a second application form from the office after each suspension has been completed. Students providing their personal password to other students will lose their privileges under the same conditions.

Attached to this letter is an application for your child to read and sign, stating his/her agreement to follow district policy and etiquette. **This application requires a parent/guardian signature as well as the student's.**

PLEASE REVIEW THIS MATERIAL CAREFULLY WITH YOUR CHILD BEFORE SIGNING THE REQUIRED APPLICATION FORM. Return the signed application form to the school for reference.

Sincerely,

Todd Lee, Superintendent/Principal

## Policy Statement for Internet Use and Computer Networks

### **Mission Statement:**

The primary purpose of the use of Internet and the computer networks in the Howard Schools is to support and enhance learning and teaching by providing electronic communications and access to numerous information resources.

### **Users:**

Staff and students who use the telecommunications networks shall do research and other activities that will further their educational objectives. Each student must have (1) a specific objective for network use, (2) statements from both the student and parent(s) indicating the commitment, and (3) knowledge to act responsibly.

### **Acceptable Use of the Networks Include:**

- \*Using proper language that is not offensive to another person
- \*Accessing material of educational value
- \*Using networks for legal activities
- \*Using networks without disrupting the equipment or system performance
- \*Honoring the privacy of other individuals using the system
- \*Using the network in keeping with school policies and behavior standards

The use of Internet and the computer networks is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges. Students will be taught appropriate use of the Internet.

E-mail addresses will be given to all staff members. Staff members are expected to follow and enforce the district's Internet policies and etiquette.

Adopted by Board Action July 11, 2005

### Application for Computer Network Use for Students with Suspended Privileges

In the event a student has had his/her privileges suspended, this application will be available through the technology coordinator or building administrator.

## Howard Public Schools Student Network/Internet User Agreement and Parent/Permission Form

To use networked resources, all students must sign and return this form, and those under age 18 must obtain parental permission. The activities listed below are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Giving personal information, such as complete name, phone number, address or identifiable photo, without permission from teacher and parent or guardian
- Harassing, insulting or attacking others
- Damaging or modifying computers, computer systems or computer networks
- Violating copyright laws
- Using others' passwords
- Trespassing in others' folders, work or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes, financial gain, or fraud

Violations may result in a loss of access as well as other disciplinary or legal action.

**Student User Agreement:** As a user of the Howard Public Schools computer network, I hereby agree to comply with the statements and expectations outlined in this document and to honor all relevant laws and restrictions. **(INITIAL appropriate items)**

\_\_\_\_\_ agree to use the network responsibly

\_\_\_\_\_ grant permission to have my materials published to the World Wide Web

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Parent/Guardian Permission:** All students are provided with access to district computer resources. In addition to accessing our district computer network, as the parent or legal guardian, I grant permission for the above named student to:

**(INITIAL appropriate items)**

\_\_\_\_\_ access the Internet and e-mail systems

\_\_\_\_\_ have his/her materials published to the World Wide Web

These permissions are granted for an indefinite period of time, unless otherwise requested. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use – setting and conveying standards for my daughter or son to follow when selecting, sharing or exploring information and media.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

## Understanding of Rules And Regulations

We (Mother, Father, Legal Guardian, and Student) hereby confirm that we have read and understand the contents of the **Howard School District Tablet Policy, Acceptable Use Policy** and **Howard School District Student Handbook**, and that we promise to follow all the rules and regulations of the Board of Education of the Howard School District contained in these handbooks.

### Student Pledge for Tablet Use

1. I will take good care of my tablet and know that I will be issued the same tablet each year.
2. I will never leave the tablet unattended.
3. I will never loan out my tablet to other individuals.
4. I will know where my tablet is at all times.
5. I will charge my tablet's battery daily.
6. I will keep food and beverages away from my tablet since they may cause damage to the computer.
7. I will not disassemble any part of my tablet or attempt any repairs.
8. I will protect my tablet by only carrying it while in the bag provided or an approved case.
9. I will use my tablet computer in ways that are appropriate and educational.
10. I will not place decorations (such as stickers, markers, etc.) on the district tablet.
11. I understand that my tablet is subject to inspection at any time without notice and remains the property of the Howard School District.
12. I understand and agree to follow the criteria described in the *Tablet Reward System*.
13. I will file a police report in case of theft, vandalism, and other acts covered by insurance.
14. I will be responsible for all damage or loss caused by neglect or abuse.
15. I agree to pay for the replacement of my power cords, battery, or tablet case in the event any of these items are lost or stolen.
16. I agree to return the district tablet and power cords in good working condition.

Student Name \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

This form must be signed and returned to the  
**Howard High School Office**  
prior to receiving the tablet/laptop.