

TECHNOLOGY DEVICE POLICIES AND PROCEDURES

Introduction

The Apple MacBook or iPad, and peripheral items (collectively referred to herein as the “device”) that have been issued to you are the property of the Waukee Community School District (the District). This device is being provided to the student as a courtesy, and must be used in accordance with the following Policies and Procedures, the District’s device Use Expectations and other District policies and procedures, and any applicable laws. Use of this device, as well as access to the District’s device network, the Internet and e-mail is a privilege and not a right. Moreover, the District administrative staff retains the rights to: (1) collect and/or inspect the device at any time, including via electronic remote access, with or without prior notice, and to (2) alter, add or delete installed software or hardware. Students should understand that they have no expectation of privacy in the device and that any data in the device is not considered private. The device provided is expected to be used for educational purposes only, and intended to support the learning objectives of the District.

Standard for Proper Use and Care Student Expectations for Use of Device at School

- Each device is assigned to an individual student. Students should never “swap” or “share” their device with anyone. Loss or damage that occurs when anyone else is using your assigned device will be your full responsibility.
- Devices should be in a student’s possession, or secured (i.e., home or other secure place where others do not have access) or attended (with you or within your sight) at all times. Keep the device stored in a secure place when you cannot directly monitor it. For example, during athletic events, games, practices and trips, store the device in a secure place assigned by your coach/sponsor and arrange to return to school to retrieve it after the activity. Unsecured or unattended devices may be confiscated by school personnel. It will be your financial responsibility to replace devices which are lost or stolen.
- Passwords should be kept confidential.
- Students who have permission to take their device home are responsible for bringing their device, fully charged, to school each day.
- Students are responsible for making sure their device is plugged in for recharging every night.
- Students are responsible for saving or backing up their documents. All data should be backed up to the student’s Google Drive or iCloud account. Never consider any electronic information safe when stored on only one device.

- Students are not allowed to download or install software or other materials without permission of the District Technology Department.
- In the event the device is inoperable, the District has a limited number of spare devices for use while the device is repaired or replaced. However, it cannot be guaranteed a substitute device will be available at all times. This agreement remains in effect for a substitute device also. The student may not opt to keep a broken device or to avoid using the device due to loss or damage. Please note that if a student forgets to bring their device or power adaptor to school, a substitute will not be provided.
- Students will not be allowed to utilize their own personal device at school in place of the District-issued device.
- Devices with cameras, cell phones with cameras, and other portable “Remotely Activated or Activating Communication Devices” capable of storing and transmitting or receiving images are banned from locker rooms and restrooms at ALL times. Students will be disciplined for the possession of such cameras in school locker rooms or restrooms. At no time are students authorized to video, photograph, or audio record others in the school building or at school activities without the consent of the other party.
- Harassment and bullying of students and employees, including via electronic communications, are against federal, state and local policy, and are not tolerated by the Board.
- All copyright laws must be adhered to, for this reason the installation and/or use of any Internet-based file sharing tools are explicitly prohibited. File sharing programs and protocols may not be used to facilitate the illegal sharing of copyrighted material (music, video, and images).

Using the Device at Home

- Students in grades K-5 will leave their devices in their classroom at the end of each school day. There may be instances where devices are sent home (prediction of inclement weather or health related reasons) so that continuous learning will occur. Students in grades 6-12+ will be allowed to take their device home with them at the conclusion of each school day.
- If the device is lost or stolen, parents/guardians should immediately report the loss or theft to the local police and District Administration.
- If the device is damaged or not working properly, it must be turned into the school for repair or replacement. Parents/guardians are not authorized to attempt repairs themselves, or contract with any other individual or business for the repair or replacement of the device.

- Students are responsible for charging the device at home on a daily basis.

Using the Device for Internet and E-mail

- Students and parents/guardians understand the District does not have control over information found on the internet. The District will attempt to block access from inappropriate material when possible. It is the parent/guardian's responsibility to supervise the information that a student is accessing from the internet while at home.
- Students should never share personal information about themselves or others while using the internet or e-mail. This includes a student's name, age, address, phone number, or school name.
- Parents/guardians and students are required to read school board policies [605.6](#) and [605.6-R\(0\)](#) prior to receiving internet and e-mail access.
- The District retains the sole right of possession and/or ownership of District equipment and/or resources, including, but not limited to: the device; related equipment including but not limited to any materials, hardware, software, or programs owned by and/or installed on the device by the District; District internet and networks; and/or District e-mail. The District grants permission to the student to use the District equipment and/or resources, for educational purposes only, according to the guidelines set forth in this document; the Student Handbook; District rules and/or policies; and all applicable laws.
- The student may not deface, add stickers, or destroy District equipment and/or resources in any way. The student may not install or use any software or programs other than software or programs owned or approved by the District and made available to the student in accordance with this agreement. Inappropriate use of District equipment or resources may result in the student losing his/her privilege to use the District equipment and/or resources, discipline, and/or fines.
- The District retains the right to collect and/or inspect District equipment and/or resources at any time as well as the right to alter, add or delete items, documents, software, and/or programs accessed, created, stored, or installed as well as those which are in violation of the guidelines set forth in this document.
- The District has the right to review these items for appropriateness, and to limit or revoke student's access to them at any time and for any reason.

General Use and Care of the Device

- When transporting their device to and from school, students should always be sure it is kept in its protective case, or backpack.
- Device should not be placed inside the student's book bag or backpack where it may be

compressed and damaged by other heavy books, liquids, etc.

- Students are expected to treat their device with care and respect. The device, case, and peripheral items are the property of the District and should be kept clean and free of marks at all times. Placing stickers, writing or drawing on, engraving or otherwise defacing the device, case, or peripheral items are not allowed and will result in loss of privileges to use the District equipment and/or resources, discipline, and/or fines.
- Do not attempt to remove or change the physical structure of the device, including the keys, screen cover or casing. Doing so will void the warranty and parents/guardians will be responsible for 100 percent of the repair or replacement cost.
- Students are encouraged to help each other in learning to operate their devices. However, such help should be provided with voices and not hands. Students should operate only their own devices and not those of other students.
- Any damage, loss, or inappropriate or careless use of a device should be reported to a teacher, or other staff member immediately.
- Students should protect their device from extreme heat or cold. Devices should never be left in a car, even if the car is locked.
- Devices should be protected from the weather, water or other liquid, food, and pets. Students should never eat or drink while using their device or use the device near others who are eating and/or drinking. This includes use during school lunches.
- Heavy objects should never be placed or stacked on top of your device. This includes books, musical instruments, sports equipment, etc.
- Students should use care when plugging in their power cord or phone cord or other peripherals.
- Devices should never be placed in a carrying case, bag or backpack while they are turned on. The device should either be turned off or in “sleep mode.” In addition, devices should not be placed on or under soft items such as pillows, chairs or sofa cushions, or blankets. This will cause the device to overheat and will result in damage to the device.
- Do not remove or interfere with the serial number or any identification placed on the device or its peripheral items.
- The device screen can be easily damaged if proper care is not taken. Do not touch the device screen with anything (e.g. pen, pencil, etc.) other than approved screen cleaners.
- Never leave any object on the keyboard. Pens or pencils left on the keyboards are guaranteed to crack the screen when closing the lid.

Consequences of Inappropriate Use

The use of any District technology is a privilege and not a right. Students are expected to use their devices in accordance with these policies and procedures, District device Use Expectations and other District policies and procedures, and any applicable laws. Students are expected to maintain a 100% working device at all times and will use reasonable care to ensure that the device is not damaged or lost. Failure to use this device in an appropriate manner may result in one or more of the following consequences, as determined by the staff and administration of the District:

- Cancellation of student use or access privileges, including but not limited to the privilege of the use of the device, taking the device home, or loss of specific websites and/or internet connection.
- Suspension from school.
- Expulsion from school.
- Civil or criminal liability under applicable laws.
- Fines.

Damage/Loss

In the event of damage to or loss of the device, the District's repair warranty provides for two instances of damage per year. After the student has incurred a third instance of damage, the parents/guardians will be billed for the replacement cost of the device. If the device case, cable, adapter, and/or any of the peripheral items included with their device become lost or damaged they will incur a fee at the time of replacement.

The District reserves the right to charge the student and parents/guardians the full and actual cost for repair or replacement (whichever is less) at any time, such as when damage or loss occurs due to intentional misconduct or gross negligence as determined by the District administration and/or the District's break fix insurance/AppleCare.

ITEM	ESTIMATED REPLACEMENT COST
Macbook Air: laptop	\$661
iPad	\$291
Macbook Air: power adapter	\$39
iPad adapter	\$19
Macbook Air: charge cable	\$19
iPad cable	\$19

iPad case with Keyboard	\$130
PC Laptop	\$1,600
PC Laptop Charger	\$61

Agreement

The provision of a device by the Waukee Community School District to a student is conditioned on the student's compliance with the terms and conditions for use of the device set forth herein. The student's acceptance of the device shall constitute agreement by the student and parents/guardians to read, understand and abide by these policies and procedures.