

2020-2021 Poplarville School District 1:1 Technology Handbook



The policies, procedures, and information within this document apply to all technology used both on-site and off-site in the Poplarville School District by students, staff, or guests, including any other device considered by the administration to fall under this policy.

Teachers may set additional requirements for technology use in their classrooms.

The Technology Insurance Agreement form and Technology Acceptable Use form need to be signed and turned in each year before being issued a device. By signing these documents, I also agree to the terms and conditions set forth by Poplarville School District in School Board Policy.

Receiving Your Chromebook:

In order for technology to be issued, both the parent and student must have signed the Acceptable Use Form and Technology Use/Insurance forms.

Technology Use/Insurance:

Poplarville School District requires that the technology use/insurance fee be purchased. The annual fee will be *\$15 per device and must be paid before the student is issued the technology. *(Reduced for remainder of 20-21 SY.)*

Return:

Staff and student technology and accessories will be collected at the end of each school year for maintenance over summer vacation. If possible, students will retain their original technology each year while enrolled at the same location from the previous year.

When asked to do so, students must surrender/return the technology and accessories to PSD. Any student who transfers out of PSD will be required to return their technology and accessories. If technology and accessories are not returned, the parent/guardian will be held responsible for the full replacement cost of the device and accessories. If payment is not received, the parent/guardian will be turned over to a collection agency and/or law enforcement agency.

Taking Care of Your Technology:

Staff and students are responsible for the general care of the technology which PSD has issued them. Technology devices that are broken or fail to work properly must be reported to the technology department using the district helpdesk at <https://help.poplarvilleschools.org/>. If a loaner device is needed, one will be issued to the student until their device can be repaired or replaced.

General Guidelines:

- No food or drink is allowed next to your technology while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the technology.
- Students/teachers should never carry their technology while the screen is open.
- Technology should be shut down when not in use to conserve battery life.
- Technology should never be shoved into a locker or wedged into a book bag, as this may break the screen.
- Do not expose your technology to extreme temperatures or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the technology.
- **DO NOT LEAVE TECHNOLOGY IN A VEHICLE.**

Carrying Technology:

The device exterior of the technology will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. Carrying the device in a padded backpack or padded book bag is acceptable, provided the backpack or bookbag is handled with care.

Screen Care:

Technology 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 top of the device.
- 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 or screen.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g., pens, pencils, notebooks).

- Clean the screen with a soft, dry anti-static or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the device. You can also purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen. These are very convenient and relatively inexpensive.
- Do not spray directly on the screen. Apply cleaner to cleaning cloth and proceed to clean the screen.

Using Your Technology Device

At School:

Technology is intended as a tool for learning whether on campus or virtually every day. In addition to teacher expectations for device use, school messages, announcements, calendars, academic handbooks, student handbooks, and schedules will be accessed using the technology. High school and middle school students are responsible for bringing their device to all classes.

At Home:

All students in grades 6-12 may be required to take their Chromebook home each night throughout the school year for charging. ***Chromebooks must be brought to school each day in a fully charged condition.*** If students leave their Chromebook at home, they must immediately phone parents/guardians to bring the Chromebook to school. Repeat violations of this policy will result in a referral to administration and possible disciplinary action. Devices at home should be used for educational purposes only.

Students in grades K-5 will not take devices home unless necessary for virtual teaching/learning.

Sound:

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

Printing:

At School: Printing functionality will be limited at school and subject to printer availability. Teachers are encouraged to accept assignments electronically through Google applications.

At Home: Users are responsible for the setup of home printer use on chrome devices. School staff members and technology staff will not aid in setting up printing capabilities.

Managing Your Files and Saving Your Work:

Patrons will create and save documents in Google Drive. Google Drive is a cloud storage service that allows students to store their documents, photos, videos, and more online in one place. From Google Drive, students can also access a variety of Google Apps. Google applications allow students to create, share, and collaborate on documents, spreadsheets, presentations, and more from anywhere while online. You can learn more about Google Drive at this address: <http://goo.gl/7uM7SX>

Personalizing Technology:

Technology must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of the Poplarville School District. Employees of PSD can do spot checks for compliance at any time. Students are discouraged from adding music, photos, and videos to their device.

Software:

Originally Installed Software:

All software on devices is deployed via the district's software management system. Students are not allowed to install software on their devices.

Threat Protection:

Virus protection is unnecessary on the districts' student devices due to the unique nature of its design. However, all traffic and interaction over the internet will be monitored using the district's filter and end-point protection.

Inspection:

Students may be selected at random to provide their device for inspection. The purpose of inspection will be to check for proper care and maintenance as well as proper use.

Procedure for Restoring the Chrome OS:

If technical difficulties occur, the technology department will use the "5-minute" rule. If the problem cannot be fixed in 5 minutes, the device will be restored to factory defaults. Restoring the device will restore it to the state in which the user initially received it. All student created files stored on an external SD card, USB flash drive, or Google Drive will be intact after the operating system is restored. All files saved on the device that have been synced to Google Drive will be intact. However, all other data *stored on internal memory that has NOT been synced* will not be restored.

Protecting & Storing Your Device:**Device Identification:**

Technology will be labeled in the manner specified by the school. Technology can be identified in the following ways:

- Record of the serial number and PSD asset tag
- Individual's Google Account username

Under no circumstances are students to modify, remove, or destroy identification labels.

Storing the Device

The Chromebook should be charged each night fully at the student's home or at the school provided charging station. Chromebooks should **never** be stored in a vehicle.

Storing your device (PLE and PUE)

- At the end of the day or time of check-out from school, students in K-5 should place their issued device in their assigned secure charging stations provided at school. The Chromebook is not to be stored anywhere else at school besides the school provided charging station outside of school hours. If student issued devices must be sent home, and students will be responsible for charging the device there.

Storing your device (MSP and PHS)

- Chromebooks not in use should be stored in their case. Nothing should be placed on top of the Chromebook while in its case. Students in grades 6-12 will need to take their issued Chromebook home with them every night to charge. The Chromebook is not to be left on campus.

At Extracurricular Events:

Students are responsible for securely storing their Chromebook during extra-curricular events.

In Unsupervised / Unsecured Areas:

- Under no circumstance should a Chromebook be stored in unsupervised areas. Unsupervised areas include but are not limited to school grounds and campus, the cafeteria, unlocked classrooms, Library, locker rooms, dressing rooms, hallways, bathrooms, extra-curricular areas, bus, vehicle, or any other entity that is not securely locked or in which there is no supervision.
- Unsupervised Chromebooks will be confiscated by staff and taken to the Principal's office. Disciplinary action will be taken for leaving a Chromebook in an unsupervised location.

Technology Undergoing Repair:

- Loaner technology, if available, may be issued to students when they have their devices collected for repair by Poplarville School District's Technology Department.
- If repair is needed due to malicious damage, the school may refuse to provide a loaner.
- Repaired devices will end up with the original factory image as first received. Students must keep their school data synced to their Google Drive, so files and class projects will not be lost. Personal information that cannot be replaced should be kept at home on an external storage device.
- Parents/guardians will be charged for device damage that is a result of **misuse/abusive** handling. Parents/guardians will be billed for device parts and labor.

Technology Warranty:

Technology warrants the device from defects in materials and workmanship for a period of one year. This warranty is only valid for the first 12 months from the date PSD takes delivery of the device. This limited warranty covers normal use, mechanical breakdown, or faulty construction and will provide replacement parts necessary to repair or, if necessary, replace the device. The device warranty **DOES NOT WARRANT AGAINST DAMAGE CAUSED BY MISUSE, ABUSE, OR ACCIDENTS**. Please report all device problems to the district helpdesk.

If a device becomes defective (at no fault of the student) after the device warranty expires, PSD will replace the device at no charge with a refurbished device.

Accidental Damage or Loss Protection:

The District is requiring the purchase or waiver of technology use/ insurance fee. Under this insurance policy, the devices are protected against accidental damage or loss due to an act of nature. Poplarville School District will require that a police report be submitted in cases of theft. Fraudulent reporting of theft will be referred to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the school discipline code.

This policy **does not** cover for loss of the device and/or its accessories, cosmetic damage, or damages caused by misuse and abuse. Poplarville School District will assess the device damage and repair or replace it if the damage is determined to be accidental and within the protection guidelines. **Parents/Guardians/Students will be charged for the full replacement cost of a device that has been damaged due to misuse or abuse.**

Poplarville School District Technology Use /Insurance Fee

Poplarville School District requires that the technology use/insurance fee be paid before the deployment of technology to the student. The technology use/insurance cost is \$15.00 annually for each device. Each accident claim, after the first, covered by insurance, will be assessed an incremental deductible within the current school year. The first claim deductible will be \$0 with the deductible increasing to \$20.00 plus 25% of repair/replacement cost for the second claim made and \$20.00 plus 50% of the repair/replacement cost for the third claim made within the current school year. Any additional claims after the 3rd will require full payment of the repair/replacement.

Insurance/Damage Fees

Annual Technology Use/Insurance Fee Due at Registration	*\$15 per device (<i>Reduced for remainder of 20-21 SY.</i>)
1 st Accidental Damage	\$0
#2 Accidental Damage	\$20 + 25% of repair/replacement cost
#3 Accidental Damage	\$20 + 50% of repair/replacement cost
Any additional occurrences of Accidental Damage	Full repair/replacement costs
Any occurrences Malicious/Intentional Damage	Full repair/replacement costs

Lost or Intentionally Damaged Device and Accessories:

A device or any of its accessories that are lost (whereabouts unknown) or damaged are the responsibility of the student and parent/guardian involved in the loss of property. The user will not be given another device or accessory to use until the replacement cost of the lost/damaged device or accessory is paid to the school.

Replacement Fees

Replacement of Student Chromebook	\$250
Replacement of Case	\$30
Replacement of Power Cord (no partial replacement)	\$30

Technology Acceptable Use:**General Guidelines:**

- Staff and students will have access to forms of media and communication, which is in support of education and research and support of educational goals and objectives at PSD. Access to media and communication beyond these specific uses will not be supported or allowed.
- Staff and students are responsible for their ethical and educational use of the technology resources of PSD.
- Access to PSD technology resources is a privilege and not a right. Each employee, student, and/or parent/guardian will be required to follow the rules of the District's Acceptable Use Policy. Violations of these rules will result in the loss of privileges as well as other disciplinary action as defined by the District's Acceptable Use Policy, Plan of Discipline, or other policies.
- Recognizing that it is impossible to define every instance of acceptable and unacceptable use, it will be at the discretion of the system administration staff and/or school administration to use judgment as to what is acceptable in any undefined instances that may arise.
- Transmission of any material that violates any federal or state law is prohibited. This includes, but is not limited to, the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, school administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action per school discipline policy.
- All users of the district's technology resources and/or school network must sign the District's Acceptable Use Policy and abide by the rules defined in the District's Acceptable Use Policy. This is in addition to the rules and policies that this document and the student handbook contains.
- Please reference the PSD's student handbook for the full Acceptable Use Policy.

Privacy and Safety:

- Do not join any chat/meeting rooms other than those set up by your teacher or mandated in other distance education courses.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, passwords, location, or any personal information of other people.
- Remember that network storage and email **is not guaranteed to be private or confidential**. District Administration reserves the right to inspect your files at any time and will take the necessary steps if files are in violation of the district's Acceptable Use Policy.

- If you inadvertently access a website that contains obscene, pornographic or otherwise offensive material, notify a teacher or the principal immediately so that such sites can be blocked from further access. This is not merely a request. It is a responsibility.

Legal Propriety:

- All students and staff must comply with trademark and copyright laws and all license agreements. **Ignorance of the law is not immunity.** If you are unsure, ask the network administrator if you comply with the law.
- Plagiarism is a violation of PSD discipline code. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

Email:

- Staff and students in need of email for academic reasons will only be allowed email access through an address assigned by the district. This email access will be through a Google Gmail system managed by PSD. The interface is heavily monitored by network administrators and is subject to filtering of inappropriate content.
- 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.
- No private chatting without permission is allowed.
- Email is subject to inspection at any time by the school administration.

Consequences:

- The student or staff member whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of the 1:1 Technology Handbook or the District's Acceptable Use Policy will result in disciplinary action as outlined by the discipline code and/or other school policies for the user unless there is proof that another is responsible.
- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by the network administrator or other school administrators to ensure appropriate use. PSD cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.

Poplarville School District
STUDENT/PARENT TECHNOLOGY USE/INSURANCE AGREEMENT

In this agreement, "Technology means Chromebook, Tablet, or equivalent and all its components, accessories, software, battery, and charger.

TERMS:

- You agree to pay a *\$15 annual technology use/insurance fee per year. *(Reduced for remainder of 20-21 SY.)*
- You will comply at all times with PSD Technology Handbook and its guidelines as well as the PSD Technology Acceptable Use Policy listed here and the student handbook. Any failure to comply may terminate your rights of possession effective immediately, and the school may repossess the property. Devices are assigned to a single individual and are not to be shared.

TITLE:

- Legal title to the technology is to Poplarville School District, and it shall remain in the school district. The staff or student's right of possession and use is limited to and conditioned upon full and complete compliance with this Agreement and the 1:1 Technology Handbook. Poplarville School District shall assume control of ownership and liability for devices and other equipment purchased for use by students and staff regardless of purchasing funds.

LOSS OR DAMAGE:

- If the property is accidentally damaged, PSD technology staff will assess the technology damage and repair or replace the device under the accidental loss or damage policy. The repair costs and deductibles are listed in this 1:1 Technology Policy, and I understand that the user/guardian are responsible for these costs as outlined. If the property is stolen, a police report must be filed by the student or student's parents/guardian involved in the loss of property. Loss or theft of the property must be reported to the school by the next school day after the occurrence. Fraudulent reporting of theft will be referred to the police for prosecution.

REPOSSESSION:

- Staff or students not complying with all terms of this Agreement and the 1:1 Technology Handbook, including the timely return of the property, will be declared to be in default, and authorities may be sent to your place of residence or other location of the technology to take possession.

TERM OF AGREEMENT:

- Your right to use and possession of the property terminates no later than the last day of classes during the school year unless earlier terminated by the School or upon student withdrawal from the Poplarville School District.

APPROPRIATION:

- Your failure to timely return the property and the continued use of it for non-school purposes without the school's consent will be considered unlawful appropriation of school property.

Parent/Guardian Agreement

I agree to pay the *\$15 technology use/insurance fee per device. *(Reduced for remainder of 20-21 SY.)*

Common Damage (without insurance cost):

Replacement of screen (\$50)	Replacement of each key (\$15)
Replacement of whole keyboard (\$100)	Charging cord (\$30)
Replacement of device (\$250)	

Parent/Guardian Signature: _____ Date: _____

Poplarville School District
1:1 STUDENT/PARENT TECHNOLOGY ACCEPTABLE USE AGREEMENT

- I will take good care of my Technology.
- I will never leave my Technology unattended in an unsecured or unsupervised location.
- I will never loan out my Technology to other individuals.
- I will keep my Technology in its District assigned protective case, if provided.
- I will know where my Technology is at all times.
- I will charge my Technology's battery to full capacity each night (PHS and MSP schools only).
- I will keep food and beverages away from my Technology since they may cause damage to the device.
- I will not disassemble any part of my Technology or attempt any repairs.
- I will protect my Technology by always carrying it in a secure manner to avoid damage.
- I will use my Technology in ways that are appropriate for education.
- I will not place decorations (stickers, markers, writing, etc.) on the Technology.
- I understand that the Technology I am issued is subject to inspection at any time without notice and remains the property of the Poplarville School District.
- I will follow the policies outlined in the 1:1 Technology Handbook and the District Acceptable Use Policy at school as well as off-site.
- I will file a police report in case of theft or damage caused by theft or fire.
- I will be responsible for all damage or loss caused by misuse or abuse.
- I agree to pay the full replacement cost of my Technology, power cord/charger, and accessories if any of these items are lost or intentionally damaged.
- I agree to return the Technology, power cord/charge, and accessories in good working condition at the end of each school year.

Student's Last Name _____ Student's First Name _____

Parent/Guardian Last Name _____ First Name _____

Student Agreement

Rules and regulations are necessary in order to offer technology opportunities to the students. In order to use technology resources, I agree to abide by PSD Acceptable Use Policy Guidelines, as stated in this document and listed in the Student Handbook.

Student Signature: _____ Date: _____

Parent/Guardian Agreement

In consideration of the privileges and opportunities afforded by the use of the PSD technology and computer resources, I hereby release the PSD and its agents from any and all claims of any nature arising from my child's use or inability to use the PSD technology and computer resources.

Parent/Guardian Signature: _____ Date: _____

**Poplarville School District
1:1 STAFF TECHNOLOGY ACCEPTABLE USE AGREEMENT**

- I will take good care of my Technology.
- I will never leave my Technology unattended in an unsecured or unsupervised location.
- I will never loan out my Technology to other individuals.
- I will keep my Technology in its District assigned protective case, if provided.
- I will know where my Technology is at all times.
- I will keep food and beverages away from my Technology since they may cause damage to the device.
- I will not disassemble any part of my Technology or attempt any repairs.
- I will protect my Technology by always carrying it in a secure manner to avoid damage.
- I will use my Technology in ways that are appropriate for education.
- I will not place decorations (stickers, markers, writing, etc.) on the Technology.
- I understand that the Technology I am issued is subject to inspection at any time without notice and remains the property of the Poplarville School District.
- I will follow the policies outlined in the 1:1 Technology Handbook and the District Acceptable Use Policy at school as well as off-site.
- I will file a police report in case of theft or damage caused by theft or fire.
- I will be responsible for all damage or loss caused by misuse or abuse.
- I agree to pay the full replacement cost of my Technology, power cord/charger, and accessories if any of these items are lost or intentionally damaged.
- I agree to return the Technology, power cord/charge, and accessories in good working condition at the end of each school year.

Last Name _____ First Name _____

Staff Agreement

Rules and regulations are necessary in order to offer technology opportunities to staff members. In order to use technology resources, I agree to abide by PSD Acceptable Use Policy Guidelines, as stated in this document and listed in the Student Handbook. In consideration of the privileges and opportunities afforded by the use of the PSD technology and computer resources, I hereby release the PSD and its agents from any and all claims of any nature arising from my use or inability to use the PSD technology and computer resources.

Staff Signature: _____ Date: _____

**Poplarville School District
STAFF TECHNOLOGY USE/INSURANCE AGREEMENT**

In this agreement, "Technology means Chromebook, Tablet, or equivalent and all its components, accessories, software, battery, and charger.

<p>TERMS:</p> <ul style="list-style-type: none"> You will comply at all times with PSD Technology Handbook and its guidelines as well as the PSD Technology Acceptable Use Policy listed here and PSD school board policy. Any failure to comply may terminate your rights of possession effective immediately, and the school may repossess the property. Devices are assigned to a single individual and are not to be shared.
<p>TITLE:</p> <ul style="list-style-type: none"> Legal title to the technology is to Poplarville School District, and it shall remain in the school district. The staff's right of possession and use is limited to and conditioned upon full and complete compliance with this Agreement and the 1:1 Technology Handbook. Poplarville School District shall assume control of ownership and liability for devices and other equipment purchased for use by students and staff regardless of purchasing funds.
<p>LOSS OR DAMAGE:</p> <ul style="list-style-type: none"> If the property is accidentally damaged, PSD technology staff will assess the technology damage and repair or replace the device under the accidental loss or damage policy. The repair costs and deductibles are listed in this 1:1 Technology Policy, and I understand that I am responsible for these costs as outlined. If the property is stolen, a police report must be filed by the staff member involved in the loss of property. Loss or theft of the property must be reported to the school by the next school day after the occurrence. Fraudulent reporting of theft will be referred to the police for prosecution.
<p>REPOSSESSION:</p> <ul style="list-style-type: none"> Staff not complying with all terms of this Agreement and the 1:1 Technology Handbook, including the timely return of the property, will be declared to be in default, and authorities may be sent to your place of residence or other location of the technology to take possession.
<p>TERM OF AGREEMENT:</p> <ul style="list-style-type: none"> Your right to use and possession of the property terminates no later than the last day of classes during the school year unless earlier terminated by the School or upon resignation/retirement from the Poplarville School District.
<p>APPROPRIATION:</p> <ul style="list-style-type: none"> Your failure to timely return the property and the continued use of it for non-school purposes without the school's consent will be considered unlawful appropriation of school property.

Parent/Guardian Agreement

I agree to the above information and I consent to abide by the AUP listed above and in PSD School Board Policy.

Common Damage (without insurance cost):

- Replacement of screen (\$50)
- Replacement of each key (\$15)
- Replacement of whole keyboard (\$100)
- Charging cord (\$30)
- Replacement of device (\$250)

Staff Signature: _____ Date: _____