



DECORAH HIGH SCHOOL Digital Learning Environment Program Expectations



The focus of the digital learning environment initiative at Decorah High School (DHS) is to provide necessary tools and resources for a digital learning environment characterized by flexibility, collaboration, personalization, creativity, and technology rich learning that will lead students to be ready to work and learn in the 21st Century. At DHS, technology will be integrated throughout the educational program. The digital learning environment empowers students and teachers to use technology in new ways.

Learning at DHS requires interaction among students, educators, parents, and the extended community. Implementation of a digital learning environment enables learning that is no longer limited by the four walls of a classroom or building.

The policies, procedures, and information within this document apply to all district owned devices used at Decorah High School. Individuals or teams of teachers may set additional requirements for use in their classroom.

Use of the device is at all times subject to the rules governing legal and ethical behavior set forth in this document, Decorah Community School District Student Computer/Internet Usage Acceptable Use Policy, (Addendum 1), other pertinent Decorah Community School District Policies, and applicable laws. Students shall abide by these rules whenever using the device, whether at school or away from school.

EQUAL EDUCATIONAL OPPORTUNITY

It is the policy of the Decorah Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Sarah Tobiason, Carrie Lee Elementary School Principal, 405 Winnebago Street, (563) 382-8427, sarah.tobiason@decorah.k12.ia.us

Updated 12/18/14

1. Equipment, Distribution, and Collection

1.1 Device Checkout

Devices will be distributed at the beginning of second semester during the 2014-2015 school year and at the start of the school year beginning with the 2015-2016 school year to Decorah High School students. Parents/guardians and students must sign this document prior to any device being distributed. For management and educational reasons, all devices will have the same software. Every device will include a protective case, chargers, and any academically required software/apps. The district will maintain records on inventory and serial numbers of all provided equipment and accessories. The district may have the ability to find a lost or stolen device using locating software.

The district retains the right to collect and/or inspect the device at any time, including by remote access in accordance with applicable law. **Students shall have no expectation of privacy in the device or any data or other materials contained in the device.** The district, with or without prior notice, can check the device and materials at any time.

1.2 Device Check-in

The student to whom the device was checked out to must return his/her individual school device (along with the protective case and charger) on or before the final date of enrollment each school year.

If a student fails to return the device at the end of the school year or upon his/her final day of enrollment at DHS, that student may be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the device, or, if applicable, any insurance deductible. Failure to return the device may result in a theft report being filed with the Decorah Police Department. Another device may not be distributed to the student the following school year or on reenrollment at DHS until the terms of replacement are met.

Just like a textbook or a uniform, the device is the property of Decorah Community School District, and each student is responsible for returning it in reasonable condition. **Loss or damage to the device or accessories beyond normal 'wear and tear' is the responsibility of the student. The student will be charged the actual cost of any needed replacement or repairs, not to exceed the replacement cost of the device.**

2. Taking Care of the Device

Students are responsible for the general care of the device and accessories they have been issued by the school. Devices and/or accessories that are broken or fail to work properly should be taken to the high school technology coordinator's office. If he/she is not available, students should take their device to the designated drop off site. Classroom teachers will share information regarding the drop off site.

2.1 Carrying Devices

The district provides a protective carrying case that has sufficient padding to protect the device from normal day-to-day activity and provides suitable means for carrying the device. The guidelines below should be followed:

- a. Devices and accessories should always be carried in the protective carrying case provided by the district. When transporting the device, it must be secured in the protective carrying case. The protective carrying case should always be zipped shut.
- b. The protective carrying case should not carry anything other than your device, charger, and device accessories.

2.2 Screen Care

Screens can be damaged from excessive pressure on the screen.

- a. Do not lean on the top of the device when it is closed.
- b. Do not place anything near the device that could put pressure on the screen.
- c. Do not place anything in the protective carrying case that will press against the cover. Pens and/or pencils should not be in the protective carrying case.
- d. Clean the screen with a soft, dry cloth or anti-static cloth (**no spray cleaner**).
- e. Take care not to bump the device against lockers, walls, car, etc.

2.3 Storing the Device

When students are not using their device, it should be stored in their locker.

Nothing should be placed on top of the device. When possible, hang the protective carrying case on the hook found in your locker. Devices should not be stored in a vehicle in extreme heat or cold because extreme temperatures can affect the battery, screen, and other parts.

2.4 Devices Left in Unsupervised Areas

- a. Under no circumstances should devices be left in unsupervised areas. Although not an inclusive list, unsupervised areas include school grounds, lunchroom, computer lab, locker room, library, unlocked classrooms, commons, and hallways. Any device left in these areas is in danger of being stolen or damaged.
- b. If a device is found in an unsupervised area, it will be taken to the office. Students shall meet with the Dean of Students or his/her designee to discuss the possible disciplinary consequences and to get the device back.
- c. Devices may be taken on field trips, to athletic events, and/or extracurricular activities with permission from the coach, sponsor, or teacher.
- d. All athletes will store their electronic devices in their school locker until practice is finished. Devices are not to be taken into a locker room.

2.5 Turn Device Off Before Transporting

Devices generate heat and are cooled by internal fans. If the device is inserted into the protective carrying case before it is turned off it WILL overheat and may be damaged as a result. It is necessary to properly shut down the device after each use especially if it is being transported.

2.6 How to Handle Problems

- a. Promptly report any problem to Mr. Lensing, Room C210, and fill out a written repair ticket.
- b. Don't force anything (i.e. connections, popped-off keys,). Seek help instead.
- c. When in doubt, ask for help.
- d. Do not remove or interfere with the serial number or any identification placed on the computer. This number is assigned to each device, which in turn, is assigned to each student.
- e. Back up your data. Never consider any electronic information safe when stored on only one device.

3. Using Your Device at School

Devices are intended for use at school each day and should be used for educational purposes only. School announcements, calendars, schedules, and PowerSchool may be accessed using the device. Students are responsible to bring their device to all classes unless specified by individual teachers, i.e. PE, band, etc.

3.1 Device Availability

Students who do not bring their device to class may be subject to consequences. The first time a student is referred to the office for not having his/her device in class or charged for class use, he/she will receive a warning. Subsequent referrals will result in having the student leave his/her device in the office of the Dean of Students at night for a specific number of days, ranging from one night to one week.

3.2 Device Undergoing Repair

Loaner devices may be issued, if available, to students when their device needs repair. The provisions of this handout remain in effect for loaner devices.

3.3 Charging Your Device's Battery

Devices are needed at school each day in a fully charged condition. Students should charge their devices at home each evening. Students who repeatedly fail to bring their devices to school charged may be subject to consequences. See section 3.1. **Chargers should be left at home.**

3.4 Personalizing Devices

Inappropriate media such as presence of inappropriate expressions or depictions of prohibited items, including drugs, tobacco, and alcohol-related products may not be on the device. **No stickers or skins are allowed on any device or accessory.** Inappropriate photos/media may result in disciplinary action as well as forfeiture of the device for a period of time to remove the inappropriate material.

3.5 Sound, Music, Games, Books, or Programs

- a. System sounds must be muted during the school day unless permission is obtained from the teacher. System sounds include 'beeps' for incoming emails, etc.
- b. Audio can be used at the discretion of the teacher.
- c. All software/apps/games must be district provided.
- d. Videos, streaming videos, and music sites may only be used which have educational value and purpose as deemed by the teacher.
- e. Personal iTunes accounts, videos, streaming videos, music sites may not be accessed. The school will monitor the network for violations.
- f. Music sites that are allowed include *Soundzabound*, AEA online, and teacher required sites.

3.6 Printing

Printing will be available with the device on a limited basis. Students will receive instructions about when and how to print.

3.7 Internet Access

Students are allowed to access wireless networks on their device when away from school. Students should not use privately owned access points without prior consent. The Decorah Community School District makes no guarantee that their network will be up and running 100% of the time. When the network is down, the District will not be responsible for lost or missing data.

3.8 Saving to the Device

Students may save work on their device although limited storage space is available. It is the student's responsibility to ensure that work is not lost due to accidental deletion. Device malfunctions are not always an acceptable excuse for not submitting work. Any device malfunction should be reported to Mr. Lensing as soon as possible. Teachers will instruct students on methods of managing workflow with Google Drive, Dropbox, iCloud, and district server drop boxes.

4. Software/Apps on Devices

4.1 Originally Installed Software

The software/apps originally installed by Decorah Community School District 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 or apps for use in a particular course. Periodic checks of devices will be made to ensure that students have not removed required apps or software.

4.2 Additional Software

Students are not allowed to load extra software/apps on their devices. DHS will synchronize the devices so that they contain the necessary software/apps for schoolwork. Students will not synchronize devices to home or personal iTunes accounts.

4.3 Inspection

Students may be selected at random to provide their device for inspection. Devices are the property of Decorah Community School District, and any district administrator, teacher, or staff member may confiscate any device, at any time, for inspection for any purpose. **The district also has the right to electronically access a device remotely for any reason in accordance with applicable law.**

4.4 Procedure for Re-Loading Software

If technical difficulties occur or illegal or non-DHS installed software/apps are discovered, the device will be restored. The school does not accept responsibility for the loss of any software/apps or documents deleted due to a re-format and re-image.

4.5 Software Upgrades

Upgraded 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.

5. Digital Citizenship

The use of the Decorah Community School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Decorah Community School District is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the Decorah Community School District. This handout is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the terms and conditions named in this handout or the District Acceptable Use Policy, other pertinent District Policies or applicable law, privileges may be terminated, access to the school district technology resources may be denied, and appropriate disciplinary action may be applied.

Violations may result in disciplinary action up to and including suspension or expulsion for students. When applicable, law enforcement agencies may be involved.

5.1 Parent/Guardian Responsibilities

Your son/daughter has been loaned a digital device to enhance his/her education this year. To help ensure the safe, efficient, lawful, and ethical operation of the district's digital device, the terms of this handout and the Decorah Community School District Acceptable Use Policy and other pertinent District Policies and applicable laws must be followed. In order for your son/daughter to use this device in class and to take it home, you must be willing to accept the following conditions and responsibilities:

Parent(s)/Guardian(s) will:

- a. Discuss the expectations and precautions that should be followed while on the Internet.
- b. Supervise the device at home.
- c. Ensure that the device arrives at school fully charged.
- d. Review this handout and all policies on using the device with the student and require compliance with these provisions.
- e. Be responsible for acquiring Internet in their home if they so choose.

Should you choose to opt out of having your son/daughter take a digital device home each evening, you will need to sign a form indicating this and understand that your son/daughter is still responsible for meeting the course requirements, which will be expected to be submitted using the same applications, and formats as are utilized on the assigned digital device.

5.2 Student Responsibilities

Each student will:

- a. Use the device and accessories in a responsible, ethical, and legal manner.
- b. Bring the device to school each day, fully charged.
- c. Assure that his/her device will be stored in a secure location provided by the school during athletic events or after school events.
- d. Use the device for educational purposes only.
- e. Obey school rules concerning behavior and communication that apply to device use.
- f. Comply with all copyright laws.
- g. Use all technology resources in an appropriate manner so to not damage school equipment.
- h. Report any security problems.
- i. Be the only user of the device. Loss or damage that occurs when anyone else is using his/her assigned device will be his/her full responsibility.
- j. Monitor all activity on his/her account(s)/device.
- k. Secure device when not in use.
- l. Report inappropriate digital content immediately to a district staff member.

- m. Not delete 'history'.
- n. Not let anyone else use his/her machine.
- o. Not alter anything on 'settings'.
- p. Not deface his/her device with stickers, markers, etc.
- q. Not reveal his/her password to another user.
- r. Only use the device's recording capabilities for educational purposes, with consent of the participants, their knowledge of the intended use, and with the staff approval.
- s. Review this handout and all policies related to the use of this device with the student's parent/guardian, and comply with these provisions.

5.3 Activities Strictly Prohibited

The following activities are strictly prohibited in connection with use of the device:

- a. Illegal installation or transmission of copyrighted materials.
- b. Any action that violates existing DCSD board policy or applicable law.
- c. Creating, sending, accessing, uploading, downloading, or distributing profane, threatening, pornographic, obscene, or sexually explicit materials.
- d. Changing device settings (exceptions include personal settings such as font size, brightness, etc.).
- e. Downloading software/apps.
- f. Spamming and/or sending mass or inappropriate emails.
- g. Gaining access to other students' accounts, files, and/or data.
- h. Using the school's Internet/e-mail accounts for financial or commercial gain or for any illegal activity.
- i. Using anonymous and/or false communications.
- j. Giving out personal information over the Internet should only occur with the permission of your teacher/parent/guardian.
- k. Vandalizing (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment.
- l. Transmitting, accessing, or creating materials that are obscene, threatening or otherwise intended to harass, demean, or bully recipients.
- m. Bypassing Decorah Community School District's web filter.

5.4 Legal Decorum

The following expectations shall also be followed in connection with use of the device:

- a. Comply with trademark/copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- b. Plagiarism is a violation at DHS. 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.
- c. Use or possession of hacking software is strictly prohibited and violators will be subject to disciplinary action. Violation of applicable state or federal laws may result in criminal prosecution or disciplinary action by the District.

6. Repairing or Replacing Your Device

6.1 Lost or Stolen Device

All lost or stolen devices, including accessories, insurance claims must be reported to the High School office immediately. Students or parents may be required to file a police or fire report and bring a copy of the report to the principal's office before a device can be repaired or replaced.

6.2 Damaged Device

All damaged devices, including accessories, must be reported to the Decorah High School office immediately. Students will be held responsible for ALL damage caused to the devices loaned to them including, but not limited to: broken screens, cracked pieces, inoperability, etc. Should the cost to repair exceed the cost of purchasing a new device, the student and parent/guardian will pay for full replacement value.

6.3 Fines for Replacement or Repair of Lost or Damaged Devices

Each student shall use reasonable care to ensure that the device and accessories checked out to his/her are not lost or damaged. In the event of loss of the device, including accessories, the student and parent/guardian may be fined for the actual cost of replacement of the device. In the event of damage to the device, including accessories, the student and parent/guardian may be fined for the actual cost of repair of the device, not to exceed the cost of replacement. The determination of whether a student and parent/guardian shall be charged for damage or loss to a device shall be determined by the district administration on a case-by-case basis and in accordance with this handout and applicable board policies and regulations and the law.

7. Acceptable Use Policy; DCSD Board Policy 604.3

The provisions of Decorah Community School District Student Computer/Internet Usage Acceptable Use Policy, Code No. 604.3 and Exhibit A thereto, are incorporated into this handout by this reference.

8. Personal Health and Safety

- a. Avoid extended use of the computer resting directly on your lap. The bottom of the laptop can generate significant heat and therefore cause temporary or permanent injury. Use a barrier—such as a book or devices made specifically for this purpose— when working on your lap. Also, avoid lap-based computing while connected to the power adapter, as this will significantly increase heat production.
- b. Avoid lengthy use involving repetitive tasks (such as typing and use of the track-pad). Take frequent breaks as well as alter your physical position (typing while standing, sitting, leaning, etc.) to minimize discomfort.

**DECORAH COMMUNITY SCHOOL DISTRICT
STUDENT COMPUTER/INTERNET USAGE ACCEPTABLE USE POLICY**

All of the District's automated systems, including electronic mail, Internet access and electronic storage systems, are District property, and are not confidential. **The District has the right to access, review, copy, modify, and delete any information transmitted through or stored in the system, including e-mail messages, web postings, and other online communications.** Files containing personal information of a student are treated no differently than the District's other files, and the student has no expectation of privacy in such materials.

Internet access is available to students in the Decorah Community School District. The Internet is an electronic highway connecting millions of computers and individual subscribers all over the world. With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. On a global network, it is impossible to control all materials, and a user may discover controversial information. The District believes that the valuable information and interaction available on the Internet far outweighs the possibility that users may procure material that is not consistent with the educational objectives of the District.

Internet access is coordinated through a complex association of government agencies and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end user who must adhere to strict guidelines. These guidelines are provided so that students are aware of the responsibilities they must undertake when accessing the District's network resources. In general, students are required to make efficient, ethical and legal utilization of the network resources. If a District user violates any of these provisions, his or her account may be terminated and further discipline may be imposed.

- 1) **Acceptable Use.** The purpose of the Decorah Community School District's internet access is to support research and education consistent with District goals and objectives by providing access to unique resources and the opportunity for collaborative work. The use of a student account must be in support of education and research and consistent with the educational objectives of the District. Use of other organizations' networks or computing resources must comply with the rules appropriate for that network; however, students remain subject to the District's general rules governing legal and ethical behavior when using such resources on District property or at District activities. The creation, access, or transmission of any material in violation of any federal or state law, regulation or District policy is prohibited. This includes, but is not limited to: material protected by copyright, trademark or other trade secret laws, and items which are or may be reasonably considered to be defamatory, obscene, pornographic, lewd, profane, offensive, discriminatory, harassing, or otherwise disturbing or harmful to minors. Use of network resources for commercial activities, product advertisement, political lobbying and/or other activities in violation of federal or state ethics and campaign disclosure laws are also prohibited. Only properly licensed software authorized by the District may be loaded onto the District's system, and no programs or files shall be downloaded from the Internet without prior permission of the District.
- 2) **Privilege.** The use of the Internet and network resources is a privilege, not a right, and inappropriate use may result in a suspension or cancellation of those privileges or other disciplinary action. The principal will deem what is inappropriate use in accordance with these guidelines and will take appropriate action. The principal or a system administrator may suspend or close an account at any time. Notification of any suspension or cancellation of an account will be given in writing to the user within two weeks of the action. Students whose accounts are denied, suspended, or revoked may appeal such action using the student complaint procedure.
- 3) **Network Etiquette (Netiquette).** Users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
 - a) **Be polite.** Do not use abusive or offensive language in messages sent to others.
 - b) **Use appropriate language.** Do not swear, use vulgarities, profanity, lewd remarks, or any other inappropriate language. Illegal activities are strictly forbidden.
 - c) **Do not release personal information.** Do not reveal personal addresses or phone numbers or other personal information, or that of other students or colleagues.
 - d) **Note that email, web postings (including blogs, Facebook/Myspace pages, etc.), and other online communications are not private.** People who operate the system and other school personnel do have access to all information transmitted through or stored in the District's system. Messages relating to or in support of illegal activities or activities in violation of District policies may be reported to the proper authorities or used against students in school disciplinary proceedings.
 - e) **Respect other users.** Do not use the District's network in such a way that would disrupt the use of the network by other users, or would waste system resources. Do not send unsolicited e-mail messages (including spam) and do not use the District's network as a way to harass, bully or intimidate others. Such behavior will not be tolerated and will be subject to disciplinary action.
 - f) **Compliance with Laws.** Under no circumstances may any user engage in any activity that is illegal under local, state, federal, or international laws, or that is prohibited by District policies or rules.

- 4) **Reliability.** The Decorah Community School District makes no warranties of any kind, whether express or implied, for the service it is providing. The District will not be responsible for any damages that students or other persons may suffer. This includes damages due to loss of data resulting from delays, nondeliveries, mis-deliveries, or service interruptions, whether caused by the District's own negligence or students' errors or omissions. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- 5) **Security.** Security on any computer system is a high priority, especially when the system involves many users. If students identify a security problem with the District's Internet or network resources, students must notify a teacher, principal or the system administrator. Students should not demonstrate the problem to other users. In addition, students should take all necessary steps to prevent unauthorized access to their accounts, and may not use another individual's account. Any attempt to log on to the Internet as a system administrator is prohibited. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the District's Internet and network resources.
- 6) **Vandalism.** Vandalism by a student will result in cancellation of a student's network privileges and may be grounds for other disciplinary action. Vandalism is defined as any malicious act or attempt to harm, modify, or destroy the computer property or data of the District or another user, the Internet or network resources of the District, or any other technologies used in the District.
- This includes, but is not limited to, participation in hacking or the uploading or creation of computer viruses and other malicious programs.
- 7) **Restricted Material.** Users shall not create, access, download, or disseminate any text file, picture, or other material that includes material which is defamatory, harassing, discriminatory, obscene, pornographic, libelous, indecent, vulgar, profane, lewd, disturbing and harmful to minors, or which advertises any product or service not permitted to minors by law, or which is otherwise prohibited by this policy. If a user encounters such restricted material, the user should immediately terminate contact with the material and notify District personnel.
- 8) **Unauthorized Costs.** Users shall not access any service or site via the Internet, which has a cost involved without prior consent of the District. Users accessing such a service without prior consent will have access suspended and will be responsible for all costs.
- 9) **Account Information.** The District will require all users to notify the system administrator of all changes in account information. Currently, there are no user fees for use of the Internet.
- 10) **Monitoring.** The District may monitor the use of District equipment, systems, and network resources at any time, with or without notice to users.
- 11) **Harassment and Bullying.** In accordance with Iowa law, the District's policy against harassment and bullying applies to electronic communications such as e-mail messages, internet-based communications, cell phones, and electronic text messaging while on District property, at District activities or District sponsored events. Students shall not engage in harassing or bullying behavior via any electronic means, including those means that may not necessarily be a part of the District communications network system.
- 12) **Internet Safety.** To the extent required by federal law, the District shall monitor the online activities of minor students and use technology protection measures to protect against their access of inappropriate material online. The District shall also educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response. This District education does not and should not take the place of parents educating their children at home about the importance of Internet and other on-line safety measures.
- 13) **Student Use of Personal Communication Devices.** The District prohibits student use of personal communication devices such as cellular phones, smart devices, palm pilots, and PDAs for purposes not directly related to established educational programming. This prohibition applies during the school day and while participating in school activities, whether those activities are in the school district or elsewhere. If a student has a question regarding the use of a communication device, including but not limited to whether the use of that device is prohibited by this policy, the student should contact the Superintendent before using the device. The prohibition of these devices is required to prevent unnecessary disruption of the educational process.
- 14) **Authorization.** Parent/Guardians shall be asked to sign off as having read this policy with their student(s) on the registration form at the start of school.