

Decorah Middle School Digital Learning Environment Program Expectations Handout

Decorah Middle School Mission Statement

Decorah Middle School, in partnership with its parents and community, will strive to instill in its students high standards for learning, integrity, leadership, and citizenship.

The focus of the digital learning environment initiative at Decorah Middle School (DMS) 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 DMS, technology will be integrated throughout the educational program. The digital learning environment empowers students and teachers to use technology anytime a task calls for it.

Learning at DMS 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 Middle 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, Code No. 604.3 and Exhibit A thereto, 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, Ms. Leona Hoth, Decorah Middle School Principal, 405 Winnebago Street, (563) 382-8427, leona.hoth@decorah.k12.ia.us

1. Equipment, Distribution, and Collection

1.1 Device Checkout

Devices will be distributed each fall to Decorah Middle 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 device and materials therein can be checked at any time by the district, with or without prior notice.

1.2 Device Check-in

The device, protective case, and charger, must return his/her individual school device on or before the date of termination.

If a student fails to return the device at the end of the school year or upon termination of enrollment at DMS, 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 DMS 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 Your 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 office.

2.1 Carrying Devices

The district provided protective case has sufficient padding to protect the device from normal day-to-day treatment 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 case provided by the district. When transporting your device, it must be secured in your carrying bag. The carrying bag should always be zipped shut.
- b. Your 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 carrying case that will press against the cover. Pens and/or pencils should not be in the 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

2.3 Storing Your 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 your carrying case on the hook found in your locker. Students are encouraged to take their device home every day after school. 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 and dealt with as a disciplinary matter.
- c. Devices will not go on field trips, athletic events, and/or extracurricular activities unless permission is granted from the supervising adult/principal.
- d. All 7th and 8th grade athletes will store their electronic devices in the lockers in the PE hallway near the locker room. Devices will not be permitted in the locker room.

2.5 Turn Your Device Off Before Transporting

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

2.6 How to Handle Problems

- a. Promptly report any problem to the office or Mrs. Stortz, room 309.
- 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...it's how we can identify which computer is yours.
- 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.

3.1 Devices Left at Home

Students who repeatedly (as determined by any staff member) leave their device at home may be subject to the following consequences:

1st Offense: Warning—phone call home

2nd Offense: Device will be left in the office for one week

3rd Offense: Device will be left in the office for two weeks

Continued offenses will result in device being kept in the office for remainder of the school year.

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 must be brought to school each day in a fully charged condition. Students need to charge their devices at home each evening. Students who repeatedly (as determined by any staff member) fail to bring their devices to school charged may be required to leave their devices at school and check it out/in from the office at the beginning and end of each day. **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 and may result in the removal 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 the office as soon as possible. Teachers will instruct students on methods of managing workflow with Google Drive, Dropbox, iCloud, and district server dropboxes.

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. DMS 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 or technology staff 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-DMS 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 synching.

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 or other pertinent District Policies or applicable law, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action may be applied.

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

5.1 Parent/Guardian Responsibilities

Your child has been loaned a device to enhance his/her education this year. To help ensure the safe, efficient, lawful, and ethical operation of the district's 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 child 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 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. Wireless Internet at home is the responsibility of the parent/guardian.

Should you want to opt out of taking a device home, you will need to sign a form indicating this and understand that your child 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 device.

5.2 Student Responsibilities

Student will:

- a. Use the device and accessories in a responsible, ethical, and legal manner.
- b. Devices must be brought to school each day, fully charged.
- c. During athletic events or after school events, devices will be stored in a secure location provided by the school.
- d. Use the device for educational purposes only. Students may not play games on their device at school at any time during school hours.
- 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 your assigned device will be your 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 an adult.

- m. Do not delete 'history'.
- n. Do not let anyone else use your machine.
- o. Do not alter anything on 'settings'.
- p. Do not deface your device with stickers, markers, etc.
- q. Do not reveal your password to another user.
- r. Only use the device's recording capabilities for educational purposes, with consent of the participants and their knowledge of the intended use, and with the staff approval.
- s. Review this handout and all policies on using 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 DMS. 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 law 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 Middle 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 Middle 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

The student shall use reasonable care to ensure that the device and accessories 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. If possible, set up a workstation at home with an external keyboard that allows you to situate the screen at eye-level and keyboard at lap-level.