

Carter G Woodson School
Electronic Device Program
Electronic Device Policy, Procedures, And Information

Carter G. Woodson School

The focus of the Connecting the Classrooms at Carter G Woodson School is to prepare students for their future, a world of digital technology and information. As we enter the twenty-first century, excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and the learning tool of these twenty-first century students is the laptop computer. The individual use of Electronic devices (IPad, laptop, tablet, chrome book, etc...) is a way to empower students to learn at their full potential and to prepare them for the real world of college and the workplace. Electronic devices (IPad, laptop, tablet, chrome book, etc...) encourage students to solve problems and think critically by stimulating analytical thinking. Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Learning with Electronic devices (IPad, laptop, tablet, chrome book, etc...) integrates technology into the curriculum anytime, anyplace.

The policies, procedures and information within this document apply to all Electronic devices (IPad, laptop, tablet, chrome book, etc...) used at CGW School, including any other device considered by the Administration to come under this policy. Teachers may set additional requirements for computer use in their classroom.

1 General Precautions

No food or drink is allowed next to your laptop while it is in use.

Cords, cables, and removable storage devices must be inserted carefully into the Electronic devices (IPad, laptop, tablet, chrome book, etc...).

Electronic devices (IPad, laptop, tablet, chrome book, etc...) should be shut down before moving them to conserve battery life.

Electronic devices (IPad, laptop, tablet, chrome book, etc...) must remain free of any writing, drawing, stickers, or labels that are not the property of the cgw School District.

Electronic devices (IPad, laptop, tablet, chrome book, etc...) must never be left in an unlocked car or any unsupervised area.

IT/Lab attendants are responsible for keeping the Electronic devices (IPad, laptop, tablet, chrome book, etc...) battery charged for school each day.

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2. Screen Care

The Electronic devices (IPad, laptop, tablet, chrome book, etc...)screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

Do not place anything near the Electronic devices (IPad, laptop, tablet, chrome book, etc...)that could put pressure on the screen.

Do not poke the screen.

Clean the screen with a soft, dry cloth or anti-static cloth.

Do not “bump” the Electronic devices (IPad, laptop, tablet, chrome book, etc...)against lockers, walls, car doors, floors, etc as it will eventually break the screen

3. USING YOUR IPAD AT SCHOOL

Electronic devices (IPad, laptop, tablet, chrome book, etc...)are intended for use at school each day.

4 Screensavers

Inappropriate media may not be used as a screensaver.

Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures will result in disciplinary actions.

5 Sound, Music, Games, or Programs

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

Internet Games are not allowed on the laptops during school hours. NO games can be installed.

Do not save any music, games, or programs to the hard drive. All software must be district provided. Data storage space will be available on the laptop—BUT it will NOT be backed up in case of re-imaging.

6 Originally Installed Software

The software originally installed by the CGWS must remain on the Electronic devices (IPad, laptop, tablet, chrome book, etc...)in usable condition and be easily accessible at all times.

From time to time the school may add software applications for use in a particular course. The licenses for this software require that the software be deleted from laptops at the completion of the course. Periodic checks of Electronic devices (IPad, laptop, tablet, chrome book, etc...) will be made to ensure that students have deleted software that is no longer required in class and that the school has not exceeded its licenses.

7 Virus Protections

The Electronic device (IPad, laptop, tablet, chrome book, etc...)has anti-virus protection software. This software will scan the hard drive for known viruses on boot up. The virus software will be upgraded from the network. The school’s servers are also installed with virus

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protection software. If a virus is found upon scanning, the student must turn in his/her laptop/ipad to the IT Department BEFORE connecting it to the network the next day.

8 Additional Software

Students are not allowed to load extra software on the laptops/ipads.

9 Student Activities Strictly Prohibited:

Illegal installation or transmission of copyrighted materials

Any action that violates existing Board policy or public law

Access or use of any other e-mail program or account other than the one issued by the school-EX: Hotmail, Yahoo Mail, MSN Mail

Use of chat rooms, sites selling term papers, book reports and other forms of student work

Messaging services-EX: MSN Messenger, ICQ, etc

Internet/Computer Games

Use of outside program disks

Use of outside data disks without prior approval from the computer tech

Changing of computer settings

Downloading and Executing Files-EX: MSN Messenger, games, etc

Spamming-Sending mass or inappropriate emails

Gaining access to other student's accounts, files, and/or data

Use of the school's internet/E-mail accounts for financial or commercial gain or for any illegal activity

Use of anonymous and/or false communications such as MSN, Yahoo, Google Messenger

Students are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, Amazon, Ebay, email, etc.

Giving out personal information except in an instructional context or in the performance of CGW School District business and with permission of the school district.

Participation in credit card fraud, electronic forgery or other forms of illegal behavior.

Vandalism (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 will not be allowed

Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.

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Student Pledge for Laptop Use

1. I will take good care of school Electronic devices (IPad, laptop, tablet, chrome book, etc...)
2. I will never leave the Electronic devices (IPad, laptop, tablet, chrome book, etc...)unattended.
3. I will know where the Electronic device (IPad, laptop, tablet, chrome book, etc...) is at all times.
4. I will keep food and beverages away from the Electronic (IPad, laptop, tablet, chrome book, etc...) since they may cause damage to the computer.
6. I will not disassemble any part of the Electronic devices (IPad, laptop, tablet, chrome book, etc...) or attempt any repairs.
7. I will use my Electronic devices (IPad, laptop, tablet, chrome book, etc...)computer in ways that are appropriate and educational.
8. I will not place decorations (such as stickers, markers, etc.) on the District Electronic devices (IPad, laptop, tablet, chrome book, etc...). I will not deface the serial number Electronic devices (IPad, laptop, tablet, chrome book, etc...)sticker on any laptop.
9. I understand that the Electronic device (IPad, laptop, tablet, chrome book, etc...)is subject to inspection at any time without notice and remains the property of the CGW School District.
10. I will follow the policies outlined in the Electronic devices (IPad, laptop, tablet, chrome book, etc...)Handbook and the *Use of Technology Resources Policy* while at school, as well as outside the school day.
11. I will be responsible for all damage or loss caused by neglect or abuse.

Student Discipline

The discipline procedure in the Student-Parent Handbook addresses offenses such as stealing and destruction of school or personal property, which apply to the Electronic devices (IPad, laptop, tablet, chrome book, etc...)Depending on the seriousness of the offense, students may lose Electronic device (IPad, laptop, tablet, chrome book, etc...)and/or network privileges and/or be held for detention or suspended as a result of rule infractions. Students must follow all the rules as stated in the Acceptable Use Policy and these Guidelines. Inappropriate use of the Electronic devices (IPad, laptop, tablet, chrome book, etc...) will result in school disciplinary action which may include loss of Electronic device (IPad, laptop, tablet, chrome book, etc...)privileges and/or computer privileges, and payment for repair and replacement if damages are found to be malicious. Infractions for improper use of the Laptop/IPad will be first handled by the classroom teacher in conjunction with the Technology Specialist, and if necessary referred to the school administrator.

Student Name (Please Print):

Student Signature: _____ **Date:** _____

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Parent Signature: _____ Date: _____

Teacher/Staff Agreement

I agree to the stipulations set forth in the above documents including the Electronic Device (IPad, laptop, tablet, chrome book, etc...)Policy, Procedures, and Information, the Acceptable Use Policy, the Student Pledge for Electronic Device (IPad, laptop, tablet, chrome book, etc...)Use.

Teacher Responsibility,

As a user of the CGWS Electronic devices (IPad, laptop, tablet, chrome book, etc...)in my classroom/home, I agree that I am responsible for monitoring and managing their use while they are in my possession. I agree to the following guidelines for myself and my students:

General Care

- I am responsible for the Electronic devices (IPad, laptop, tablet, chrome book, etc...): moving the cart, locking and unlocking the cart, recharging, and making sure all Electronic devices are returned to the designated secure location and are locked safely in the cart at the end of the usage.
 - Under no circumstances should code be given to students
 - Don't leave the code showing on the lock – turn the numbers right after opening
- I am responsible for communicating the Electronic devices (IPad, laptop, tablet, chrome book, etc...) guidelines to students so that students understand and follow the rules for Electronic devices (IPad, laptop, tablet, chrome book, etc...) use in the classroom.
- Students must be assigned a specific Electronic device (IPad, laptop, tablet, chrome book, etc...) and I must keep a record of the student's name and the number of the Electronic devices (IPad, laptop, tablet, chrome book, etc...) that was used in a specific time period. Retain these records in the event that an administrator or technology specialist asks to see them.
- Each classroom will have in place a protocol for distribution and collection of the Electronic devices (IPad, laptop, tablet, chrome book, etc...) to students in an orderly fashion and to ensure accountability.
- Students must be supervised at all times while using the Electronic (IPad, laptop, tablet, chrome book, etc...)
- Students or Teachers will not synchronize Electronic devices (IPad, laptop, tablet, chrome book, etc...) or add apps to any Electronic devices (IPad, laptop, tablet, chrome book, etc...), to include home syncing, if applicable, accounts.
- Heavy objects should never be placed or stacked on top of the Electronic devices (IPad, laptop, tablet, chrome book, etc...). This includes books, musical instruments, sports equipment, etc.
- Keep sharp objects away from the Electronic (IPad, laptop, tablet, chrome book, etc...) including pens and pencils.

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- Do not remove any Electronic devices (IPad, laptop, tablet, chrome book, etc...) from your classroom at any time. The Electronic devices (IPad, laptop, tablet, chrome book, etc...) are delivered to a specific classroom, and the entire lab or individual Electronic devices (IPad, laptop, tablet, chrome book, etc...) must remain in the classroom to which they were delivered.
- Do not do anything to the Laptops/IPads that will alter it in any way.
- Email accounts will not be set up on Electronic devices (IPad, laptop, tablet, chrome book, etc...) for teachers or students.
- Be sure that students use both hands when carrying the (IPad, laptop, tablet, chrome book, etc...).
- Do not allow them to walk around the room frivolously to show you something.
- Keep the Laptop/IPad with its case if applicable.
- Keep food and beverages away from the Laptop/IPad.
- When the room is empty (such as during conference periods and lunch), the Electronic devices (IPad, laptop, tablet, chrome book, etc...) must be secured. **Do not** leave the Electronic devices (IPad, laptop, tablet, chrome book, etc...) in an unlocked room.
- I am responsible for making sure all Electronic devices (IPad, laptop, tablet, chrome book, etc...) and cases are accounted for at the end of the class.
- Return the Electronic devices (IPad, laptop, tablet, chrome book, etc...) to the IT staff at the end of the class/day
- Report any Electronic devices (IPad, laptop, tablet, chrome book, etc...) in need of repair to the technology department at the end of class by way of a “helpdesk electronic request ticket”.

I further understand that the discipline procedure in the Student-Parent Handbook addresses offenses such as stealing and destruction of school or personal property, which apply to the Electronic devices (IPad, laptop, tablet, chrome book, etc...). Depending on the seriousness of the offense, student/parent will incur the cost of replacement or repair, may lose Electronic devices (IPad, laptop, tablet, chrome book, etc...) and/or network privileges and/or be held for detention or suspended as a result of rule infractions. Students/Teachers must follow all the rules as stated in the Acceptable Use Policy and these Guidelines. I am responsible for communicating the policy, procedures and rules to my students. Student inappropriate use of the Electronic (IPad, laptop, tablet, chrome book, etc...) will result in school disciplinary action which may include loss of Electronic devices (IPad, laptop, tablet, chrome book, etc...) privileges and/or computer privileges, and payment for repair and replacement if damages are found to be malicious. Infractions for improper use of the Electronic devices (IPad, laptop, tablet, chrome book, etc...) will be first handled by the classroom teacher in conjunction with the Technology Specialist, and if necessary referred to the school administrator. I understand if the Electronic devices (IPad, laptop, tablet, chrome book, etc...) released to me is lost, stolen, or damaged because of my negligence, I will be personally responsible for all cost associated with its repair or replacement. (Negligence: Failure to exercise the degree of care considered reasonable under the circumstances).

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Teacher Name (Print) _____ Date: _____

Teacher Signature _____ Date: _____