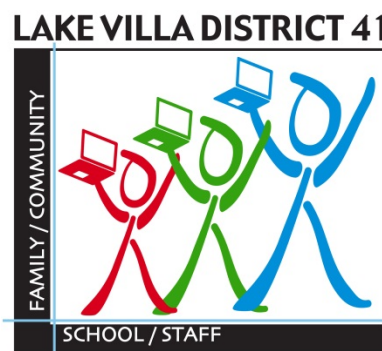


## **Lake Villa School District**

### **1:1 Computing Initiative Handbook**



The Lake Villa School District 41 1:1 Computing Initiative intends to provide equitable 21<sup>st</sup> century tools and resources necessary for our students to be successful and engaged learners. In order to achieve excellence, today’s students require access to educational experiences that seamlessly integrate technology throughout the educational program. This initiative seeks to provide our students with around-the-clock access to technology.

This program is about learning, and that learning results from dynamic and engaging interaction among students, parents, educators, and the community as a whole. The vital role of the teacher is not diminished as a result of the immersion of technology; it is actually transformed from being that of teacher-directed learning to learning that is teacher-facilitated. Teaching and Learning through the integration of technology not only increases student engagement and ownership of learning, but allows for effective transformation of curriculum that can take place anywhere and at any time.

The policies, procedures, and information within this document apply to all District 41 technology used in our schools, including any other devices deemed by the Administration to come under this policy. The information and agreements found here represent a clear and comprehensive attempt to explain to our parents, students, and teachers, the level of responsibility necessary to participate in this initiative. Lake Villa School District 41 reserves the right to make any additions or alterations to this policy necessary in order to ensure the effectiveness of this initiative as well as the safety and well-being of all of our students.

## **The Acceptable Use of Electronic Devices in Lake Villa School District 41**

### **Electronic Network**

Policy 6:235 governs all use of District computers, the District's local and/or wide area network, and access to the Internet through District computers or the District's local and/or wide area network (wireless and wired), which is collectively referred to in the Policy and Procedures as the District's "electronic network."

### **Acceptable Use**

Students will use the network in support of education and research and consistent with the purposes of the Lake Villa C. C. School District #41. Student's use of the network will comply with the rules appropriate for the network. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.

In addition to and in furtherance of the parameters of use set forth in Policy 6:235, the District will not permit use of the electronic network which: (a) disrupts the proper and orderly operation and discipline of schools in the District; (b) threatens the integrity or efficient operation of the district's computer network; (c) violates the rights of others; (d) is socially inappropriate or inappropriate for a student's age or maturity level; (e) is primarily intended as an immediate solicitation of funds; (f) is illegal or for illegal purposes of any kind; (g) constitutes gross disobedience or misconduct; or (h) constitutes prohibited political activity under the *State Officials and Employee Ethics Act* and implementing Board Policy. Use of the electronic network for deliberately accessing, creating, displaying, transmitting, printing, or otherwise possessing or disseminating material which contains pornography, obscenity, or sexually explicit, lewd and vulgar or indecent or inappropriate language, text, sounds, or visual depictions, is prohibited.

Use of the electronic network in violation of Board Policy or procedures or related terms and conditions promulgated by the Superintendent or Building Principal is grounds for suspending or revoking computer network privileges and may result in discipline.

### **Privileges**

The use of electronic devices and the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges.

### **Network Etiquette**

Students will not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network. Students will assume that all communications and information accessible via the network is private property. Students must understand that their use of the Internet may be monitored. Students will not use the network maliciously. Hate mail, harassment, discriminatory remarks or other antisocial behaviors will not be used on the network. Students will not use the network to access or process pornographic material, inappropriate text files, or files dangerous to the integrity of the local area network.

### **Security**

Students will not illegally install copyrighted software on District computers. Students will not share accounts/passwords with anyone. Students will keep passwords private and protected at all times.

### **Vandalism**

Students will not disrupt the use of the network by others; hardware or software will not be destroyed, modified, or abused in any way.

### **Use**

By using the District electronic network, including any District computer or other electronic device, students must agree to utilize the District loaned electronic device while at school only through the District's wireless Student Network, as approved by individual classroom teachers for educational purposes. Students should understand that all discipline rules and all rules for use of District electronic networks apply to use of District loaned electronic devices under this program.

### **Receiving Your Device (Check-Out)**

In order to receive your district-owned device all students and their parents/guardians are required to complete the district user agreement and view the 1:1 presentation.

All devices remain the property of Lake Villa School District 41. This district reserves the right to collect and/or inspect your device at any time and to delete any material or applications deemed inappropriate.

### **Returning Your Device (Check-In)**

If enrollment at Lake Villa School District 41 is terminated for any reason (e.g., transfer, graduation, expulsion), the device, case, charger and charging cable must be returned on the date of termination or withdrawal.

The failure of a student to return the device is a valid basis for the District to determine that the device is lost, missing or stolen. If a student fails to return a District-owned electronic device will result in a theft report being filed with the Lake Villa Police Department. The student will also be required to pay the replacement cost of the device and accessories, or, if applicable, any insurance deductible.

## **Using the Device**

1. The device is the property of Lake Villa School District 41 and as a result may be seized and reviewed at any time. Students should have NO expectation of privacy of materials found on the device or a school supplied email account.
2. The Lake Villa School District 41 device is the only approved personal computer device allowed. All other computers/devices are not allowed and are subject to seizure.
3. The device comes equipped with both a front and rear-facing camera and video and audio recording capacities. You may not use a District electronic device to take any photos or video or audio recording of other students or staff without their permission. Lake Villa School District 41 retains the rights concerning any recording and/or publishing of any student or staff member's work or image. Students must obtain permission to publish a photograph or video/audio recording of any school related activity.
4. Devices are intended for use at school each day. In addition to teacher expectations for device use, school messages, announcements, calendars and schedules may be accessed using the device. Students must be responsible to bring their device to all classes, unless specifically instructed not to do so by their teacher.
5. Not having the device when it is necessary for completing course work is not a valid excuse for not completing work on time. If a student repeatedly leaves his/her device at home, he/she will be required to meet with the building administration and may lose the privilege of taking the device home permanently or for a period of time.
6. Under no circumstances should a device be left in an unsupervised area. Unsupervised areas include the school grounds and campus, the lunchroom, computer labs, locker rooms, library, unlocked classrooms, and hallways. Any device left in these areas in danger of being stolen. If a device is found in an unsupervised area, it will be taken to the school office and the student may be issued disciplinary action.
7. Devices in need of repair should be brought to the technology helpdesk located in the library/media center at each District 41 school. Librarian/library aide must be present for students to submit a device in need of repair. Librarian/library aides will document breakage and a loaner device may be issued to students, if available.
8. Devices must be brought to school each day in a fully charged condition. Students need to charge their devices each evening. Repeat violations of this rule may result in disciplinary actions and the potential loss of the privilege of taking the device home permanently or for a period of time. Device batteries have a life of 6-8 hours. Therefore, if it is fully charged at the beginning of the day, there should be sufficient charge to utilize the device all day.
9. Use of electronic devices at school is not allowed outside the classroom except under the supervision of a teacher. During passing time between classes or while traveling from the

classroom to Specials, the device is to be in its case and if possible, should be placed in a backpack between classes and should only be removed/turned on after arrival to class.

10. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Students may only use ear-buds or headphones in the classroom with permission of the teacher and for instructional purposes. Use of headphones, external or internal speakers is not permitted during passing time or traveling to Specials classes. Again, sound must be muted at all times when in the hallway during passing time.
12. Printing will be limited with the device. Students will be given information on sharing documents with their device at school.
13. The District-assigned device is designed as a tool for school work; any uses of the device should be limited to school activities.
14. All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.
15. Any attempt to circumvent the district web filter will result in disciplinary action and the possible revocation of the device for a period of time. These attempts include, but are not limited to, using proxies, phone tethering, or Wi-Fi Hot-Spots.

## **Usage Guidelines**

1. Abide by the district's Access to District Electronic Network and Device Policies, procedures, and handbooks at all times inside and outside of school hours.
2. Secure your device in your locker whenever it is not in your direct possession. Never leave it unattended.
3. All applications, games, and music on your device must be legitimately purchased and licensed.
4. Repairs will be organized by the Technology Department. Do not attempt repairs yourself.
5. You are responsible for backing up personal data on your device. Documentation will be provided on best practices for backing up data using the cloud. The district accepts no responsibility for lost data.
6. If necessary, your device may need to be reset by a district technician. Resetting causes all programs and files on the device to be erased and the device to be returned to its

original state. Provided you have a good backup to the cloud, most if not all of you data can be restored. Again, the district accepts no responsibility for lost data.

7. Network administrators may review your files and communications to ensure you are using the device appropriately. Do not expect that files stored on you device will always be private, this is a district-owned and issued device.
8. You are responsible for the appropriateness of all files, data, and internet history of your device.
9. You may not take any photos or video or audio recording of other students or staff without their permission. The possession, forwarding, or uploading of unauthorized photos, video, or audio to any website, network storage area, or person is strictly forbidden.
10. You may not access another individual's material, information, or files on their device without permission.

### **Personalization of the Device**

1. You may personalize your lock screen and home screen with appropriate media. The presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang symbols or pictures or any image that is deemed inappropriate by any staff member are not permitted per school/district policies.
2. You are required to passcode protect your device.
3. You may not install apps or other software onto the device.
4. Loading music from your personal collection is prohibited.
5. If illegal or impermissible software/apps are discovered, the device will be restored from backup or reset to factory defaults. The district does not accept responsibility for the loss of any software or documents deleted due to a reset and further disciplinary action may occur

### **Instructional Use of the Device**

To prevent classroom distractions, sound must be muted during school hours unless instructed otherwise.

The software/Apps originally installed by District 41 must remain on the device.

Bring your device to school fully charged every day. It is your responsibility to have sufficient battery life for your expected use while at school.

Plagiarism is a violation of Lake Villa School District 41 Code of Conduct. Give credit to all sources used, whether quoted or in your own words. This includes all forms of media on the Internet, such as pictures, videos, music, and text.

## **Managing Your Files and Saving Your Work**

### Network Connectivity:

Lake Villa District 41 makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the district will not be responsible for lost or missing data.

## **Software on the Devices**

### School Provided Apps and Originally Installed Software:

The software/apps originally installed by the District 41 Technology Department must remain on the device in usable condition and be accessible at all times. From time to time, the district may add software/apps for use in a particular class. Enough storage space must remain on the device for this possibility.

Periodic checks of the devices will be made to ensure that students have not removed required Apps. Removal of required Apps will result in disciplinary action.

### Altering and Hacking

If one of the district's devices is found to have been hacked or in other ways deliberately altered to adjust or increase the level of access to otherwise restricted features or Internet privileges, immediate appropriate disciplinary action will be taken which may include an expense passed to the parents or guardians if it is deemed appropriate by district personnel to recover time/expenses to restore the device to usable condition as a result of the said altering or hacking.

## **Using the Device at Home**

1. Home Internet Access—Students are encouraged to have wireless access at home. A student or family member may contact the Lake Villa School District 41 Technology Department if they have questions regarding purchasing or setting up Wi-Fi at home.
2. Lake Villa School District 41 has partnered with the Internet Service Provider, Comcast, to secure special pricing for families meeting low-income guidelines. Please contact your school office for a brochure describing this program for call Comcast directly.
3. Student use of District electronic devices at home shall be in accordance with all policies and procedures applicable to the use of District devices, including policy 6:235 Access to District Electronic Networks and Devices and its Administrative Procedures, as well as

this handbook. Supervision of access to the internet through wi-fi and other networks outside of the District network shall be the responsibility of the student's parent or guardian.

## **Device Care and Maintenance Guide**

### General Information:

- The device is the property of Lake Villa School District 41 and all users must follow all rules and regulations outlined in this policy. Students are responsible for the general care of the device and the charger they have been issued.
- Do not attempt to gain access to the internal electronics or repair your device. If your device fails to work or is damaged, report the problem to the Technology Department as soon as possible. The technology staff will determine device repair/replacement options. You may be issued a temporary device or other material, until your device is working properly or replaced.
- Each device has a unique identification number, and at no time should the numbers or labels be modified or removed.
- Do NOT lend you device to another person. Each device is assigned to an individual, and the responsibility for the care of the device solely rests with that individual.
- Keep your device off of the floor where it could be stepped on or tripped over.
- Unless an assignment requires the device to be brought out in public, like at a store or a restaurant, or at the park; devices should only be used in school or at home. They should not be left out in plain sight where they can easily be stolen or lost.
- Do NOT bring devices on play-dates, sleepovers, or to after school activities such as sporting events or practices or music or drama practices unless they can be locked up and stored safely and securely.
- **NEVER LEAVE YOUR DEVICE UNATTENDED!**

### Battery and Charging

- Your device comes with ports for charging and other accessories. Care must be exercised when plugging and unplugging accessories. Student-issued device accessories, such as earbuds or headphones, are the responsibility of the student.
- The device is designed for daily use; therefore, each device must be charged at home, using the provided wall charger, and brought to school ready for use each school day.
- Fully charged device batteries will typically last 6-8 hours of use. Waiting to charge the device until the charge is low (less than 20% battery life or red indicator light) will extend the battery life.

- The device should never be left in a hot car or similar environment, as damage to the battery will result.

### Screen

- Devices do not respond well to liquids. Avoid applying liquids to the device. The device can be cleaned with a soft slightly water-dampened, lint –free cloth. Avoid getting moisture in the openings.
- Do NOT use window cleaners, household cleaners, aerosol spray, solvents, alcohol, ammonia, or abrasives to clean the device. Use of unapproved cleaners may remove the protected film covering the face of the device.
- While the device is scratch resistant, the device will scratch. Avoid using any sharp objects on the device.
- The device screen is glass and is vulnerable to cracking. Never place heavy objects on top of the device and never drop your device. Careful placement in your backpack is important.
- Do not “bump” the device against lockers, walls, car doors, floors, etc. as it will break the screen.

### Storage and Carrying

- Never leave a device unattended. When not in personal possession, the device should be in a secure locked environment. Unattended devices will be collected and stored in the school’s main office.
- Never expose a device to long-term temperature extremes or direct sunlight. An automobile is NOT a good place to store a device. The device has been known to stop functioning outside when the temperature rises too high.
- Avoid placing weight on the device. Nothing should be placed on top of the device when stored.
- Never throw or slide a device.
- The device is an electronic device, and care must be exercised when handling the device. Never throw a book bag that contains a device. Never place a device in a backpack that contains food, liquids, heavy, or sharp objects.
- Devices must never be left in any unsupervised area. Unsupervised areas include the school grounds, lunchroom, computer lab, locker rooms, bathrooms, hallways, etc. Any device left in these areas is in danger of being stolen. If a device is found in an unsupervised area, it will be taken to the main office.
- Keep the device away from food and drinks. It is recommended that the device not be used at the table during meal times.

- Devices SHALL NOT be used outside on the playground, in the locker room, or in any bathrooms.
- Under no circumstances should devices be left in unsecured areas. Unsecured areas include the school grounds and campus, the lunchroom, computer lab, locker rooms, library, unlocked classrooms, dressing rooms and hallways. Any device left in these areas is in danger of being stolen. If a device is found in an unsecured area, it will be taken to the school office and further disciplinary action may be taken.

#### Device Identification

- Student devices are labeled with a tamper-resistant asset tag on both the case and the actual device inside the case as well.
- On the labels you will find the Serial Number of the device as well as the device Inventory Tag.

On behalf of Lake Villa School District 41, we would like to thank Gurnee School District 56 for sharing information that assisted the district in the creation of this 1:1 Initiative Handbook.