

## **North Iowa CSD Electronic Devices Policies, Procedures, and Information**

### ***“Linking Students with Success”***

The “many to one” philosophy recognizes that no single device meets all of our technology needs. In today’s society we use multiple devices based on the task at hand. For example, a person may use a cell phone for calling and texting, a tablet for emailing or entertainment, and a laptop or desktop computer for work at home or in the office. Each device has a unique purpose and we must allow our students access to multiple devices if we are truly preparing them for the 21<sup>st</sup> century. To that end, the North Iowa Community School District will provide its students with electronic devices with the intent of strengthening their educational experience.

The policies, procedures, and information within this document apply to all district-owned electronic devices used at North Iowa Community School, as well as any other device considered by the Administration to come under this policy. Teachers may set additional requirements for use in their individual classroom.

### **Non-Discrimination Policy**

It is the policy of the North Iowa 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: Joe Erickson, Superintendent, 111 3<sup>rd</sup> Ave NW, Buffalo Center, Iowa, 641-562-2525, [joe.erickson@northiowa.org](mailto:joe.erickson@northiowa.org).

## **1. NORTH IOWA ELECTRONIC DEVICE DISTRIBUTION AND COLLECTION**

### **1.1) Electronic Device Distribution/Check-Out**

Electronic devices will be distributed/checked out each fall to incoming NICS students.

### **1.2) Electronic Device Collection/Check-In**

All electronic devices, cases, chargers, and school-provided accessories must be returned at the end of each school year to be updated, serviced, and stored safely for the summer. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at North Iowa for any other reason, must return their individual school device on the date of termination.

If a student fails to return the electronic device at the end of the school year or upon termination of enrollment at North Iowa, that student will 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 will result in a theft report being filed with the Police/Sheriff's Department.

Just like a textbook or a band uniform, electronic devices are the property of North Iowa Community School District, and students are responsible for returning them in reasonable condition. Any loss of or damage to a device is the responsibility of the student and will be handled in a manner consistent with the student's Electronic Device Protection Plan. Students will be charged the actual cost of any needed repairs, not to exceed the replacement cost of the device.

## **2. TAKING CARE OF YOUR ELECTRONIC DEVICE**

Students are responsible for the general care of the electronic device issued to them by the school. Electronic devices that are damaged, broken, or fail to work properly should be taken to the High School Media Center.

### **2.1) General Precautions**

- The electronic device is school property and all users will follow NICS Electronic Device policy and the North Iowa Acceptable Use policy for technology.
- Only use a clean, soft cloth to clean the screen and do not use cleansers or liquids of any type.
- Cords and cables must be inserted carefully into the device to prevent damage.
- Electronic devices and cases must remain free of any writing, drawing, stickers, or labels that are not the property of the North Iowa School District.
- Electronic devices should always be locked or supervised directly by the student to whom it is assigned. For instance, electronic devices should never be left in an unlocked locker, unlocked car, or any unsupervised area.
- Students are responsible for keeping their electronic device's battery charged for each day of school.
- Protect the device from extreme heat or cold. Devices should never be left in a car, even if the car is locked.

### **2.2) Carrying Electronic Devices**

The protective cases provided with electronic devices have sufficient padding to protect the device during normal use/treatment and provide a suitable means for carrying the device within the school. The guidelines below should be followed.

- Electronic devices should be within their protective carrying case at all times.
- No other items should be stored or carried within the electronic device's case to avoid pressure and weight on the screen.

### **2.3) Screen Care**

The electronic device's screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the device when it is closed.
- Do not place anything near the device that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Take care not to bump the device against lockers, walls, car doors, floors, etc., as it will eventually break the screen.

## **3. USING YOUR ELECTRONIC DEVICE AT SCHOOL**

Electronic devices provided by the school are intended for use at school each day. In addition to regular teacher expectations, the electronic devices can be used for school messages, announcements, calendars, and schedules. Students must be responsible to bring their device to all classes, unless specifically instructed not to do so by their teacher.

### **3.1) Electronic Devices Left at Home**

If an electronic device is left or forgotten at home, students are still responsible for getting the course work completed as if they had their device present. Students who repeatedly (as determined by any staff member) leave or forget their device at home will be required to leave their device at school and check it in/out at the beginning and end of each day.

### **3.2) Electronic Device Undergoing Repair**

Loaner electronic devices may be issued to students when their device is in need of repair. There may be a delay in getting a device should the school not have enough to loan.

### **3.3) Charging Your Electronic Device's Battery**

Electronic devices must be brought to school each day in a fully charged condition. Students need to charge their electronic devices each evening and need to keep their chargers/adaptors at home. Students who repeatedly (as determined by any staff member) fail to bring their electronic devices properly charged to school will be required to leave their device at school and check it in/out at the beginning and end of each day.

### **3.4) Screensavers/Background photos**

- Inappropriate media may not be used as a screensaver or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.
- Passwords protecting a screensaver/background photo are not to be used.

### **3.5) Sound, Music, Games, or Programs**

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- All software, applications, games, music, videos, etc. must be district approved/provided.

### **3.6) Home Internet Access**

Students are allowed to set up wireless networks on their electronic device. This will assist them with device usage while at home. Students are not required to have wireless access at home.

## **4. MANAGING YOUR FILES & SAVING YOUR WORK**

### **4.1) Saving to the Electronic Device**

Students may save work on their electronic device, but saving to the NICS Network is preferred. Limited storage space will be available on the device, BUT it will NOT be backed up in case of re-imaging. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Electronic device malfunctions are not an acceptable excuse for not submitting work. Teachers will instruct students on methods of managing workflow.

### **4.2) Network Connectivity**

The North Iowa School District makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, NICS will not be responsible for lost or missing data.

## **5. SOFTWARE ON THE ELECTRONIC DEVICE**

### **5.1) Originally Installed Software**

The software/applications originally installed by NICS 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. Periodic checks of a student's device will be made to ensure that students have not removed required software/applications.

### **5.2) Additional Software**

Students are not allowed to load extra software/applications on their electronic device. NICS will manage the devices so that they contain the necessary applications for school work. Students will not add software/applications to their assigned device.

### **5.3) Inspection**

Students may be selected at random to provide their electronic device for inspection. Electronic devices are the property of the North Iowa Community School District, and any staff member may confiscate any device at any time for any purpose.

### **5.4) Procedure for re-loading software**

If technical difficulties occur or illegal software, non-North Iowa installed applications are discovered, the device will be re-formatted. NICS does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image.

### **5.5) Software upgrade**

Upgrade versions of licensed software/applications are available from time to time. Students may be required to check in their electronic device for periodic updates.

## **6. ACCEPTABLE USE**

- The use of the North Iowa School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the North Iowa 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 with NICS. This policy 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 User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The North Iowa Community School District's Student Code of Conduct shall be applied to student infractions.

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

**6.1) Parent/Guardian Responsibilities**

- Talk to your children about values and the standards that your children should follow on the use of the Internet, just as you do on the use of all media information sources such as television, telephones, movies, and radio.
- Should you want your student to opt out of taking an electronic device home, you will need to sign a form indicating this and understand that your student is still responsible for meeting the course requirements.

**6.2) School Responsibilities**

- Provide Internet access and provide individual account to its students.
- Provide Internet Blocking of inappropriate materials on district networks.
- Immediately report any inappropriate digital content to the building principal.
- Provide network data storage areas. These will be treated similar to school lockers. NICS reserves the right to review, monitor, and restrict information stored on or transmitted via NICS owned equipment and to investigate inappropriate use of resources.
- Provide guidance to aid students in use of the electronic device and help assure student compliance of the Acceptable Use policy.

**6.3) Student Responsibilities**

- Using computers/electronic devices in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that apply to the electronic device and other technology/computer use.
- Using all technology resources in an appropriate manner so as to not damage school equipment. This “damage” includes, but is not limited to: the loss of data resulting from delays, non-deliveries, misdeliveries or service interruptions caused by the students own negligence, errors or omissions. Use of any information obtained via the NICS designated Internet System is at your own risk. NICS specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Helping NICS protect our computer system/devices by contacting any staff member about any security problems they may encounter.
- Monitoring all activity on their electronic device/account(s).
- Students should always secure their electronic device after they are done working to protect their work information and device.
- If a student should receive inappropriate digital content, he/she should immediately notify an adult.
- Returning their electronic device at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at NICS for any other reason, must return their individual school device on the date of termination.

**6.4) Student Activities Strictly Prohibited**

- Illegal installation or transmission of copyrighted materials
- Any action that violates existing Board policy or public law
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Use of outside data disks or external attachments without prior approval from the administration
- Changing of Device’s settings (exceptions: personal settings such as font size, brightness, etc.)
- Downloading software/applications
- 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
- Students are not allowed to give out personal information over the Internet—with the exception of teacher-directed instances
- 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, demean, or bully recipients
- Bypassing the NICS web filter through a web proxy

### **6.5) Electronic Device Care**

Just like any school property issued to a student for individual use, students will be held responsible for maintaining their individual electronic devices and keeping them in good working order. Students are responsible for any and all damage.

- Electronic devices that malfunction or are damaged must be reported immediately. Device repairs must be handled through NICS. Students are responsible for the actual cost of damages - not to exceed the cost of replacement.
- Electronic device batteries must be charged and ready for each day of school.
- Electronic device cases furnished by the school district must be returned with only normal wear and no alterations to avoid paying a case replacement fee.
- Electronic devices that are stolen must be reported immediately to a building administrator.

### **6.6) Legal Propriety**

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law does not allow immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of student handbook and classroom policies. Give credit to all sources used, whether quoted or summarized, including all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to student handbook policies. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

## **7. PROTECTING & STORING YOUR ELECTRONIC DEVICE**

### **7.1) Electronic Device Identification**

A student's electronic device will be labeled in the manner specified by the school and can be identified in the following ways:

- Record of serial number
- North Iowa Label

### **7.2) Storing Your Electronic Device**

When students are not using their electronic devices, they should be stored in a safe location. If the student is storing the device in their locker, nothing should be placed on top of the device. Students are encouraged to take their electronic devices home every day after school, regardless of whether or not they are needed. Electronic devices should not be stored in a vehicle at school or at home.

### **7.3) Electronic Device Left in Unsupervised Areas**

Under no circumstances should an electronic device be left in unsupervised areas. Unsupervised areas include the school grounds, such as but not limited to the lunchroom, multipurpose room, locker rooms, media centers, unlocked classrooms, and hallways. 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 office and dealt with as a disciplinary matter.

## **8. INSURANCE AND PROTECTION PLAN FOR ELECTRONIC DEVICES**

Students are expected to use their electronic device in accordance with these Policies and Procedures, NICS Acceptable Use policy, and any applicable laws. Students are responsible for maintaining a 100% working electronic device at all times and shall use reasonable care to ensure that the device is not damaged. NICS reserves the right to charge the student and parent the full cost for repair or replacement when damage/loss occurs due to gross negligence as determined by administration and/or civil authorities.

### **8.1) Cost of Repairs**

Students will be held responsible for ALL damage to their electronic device including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value. Lost items will be charged the actual replacement cost.

In the event of damage not covered by the electronic device warranty, the student and parent will be billed a fee for each incident. The student will be billed a fee according to the following schedule in the case of accidental damage, theft, or damage by fire:

- First incident - up to \$75
- Second incident - up to \$150
- Third incident - up to full cost of repair or replacement

## **9. Stolen Devices**

In the event that an electronic device is stolen, the student/family is responsible for reporting the stolen device to law enforcement as soon as possible. Documentation from law enforcement must be returned to the school to verify the stolen device has been reported.