



# **Twin Hills Public Schools**

## **Digital Learning Policies and Procedures**

### **2020-2021**

The focus of the digital learning environment initiative at Twin Hills Public School District 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 Twin Hills, technology will be integrated throughout the educational program. The digital learning environment empowers students and teachers to use technology in new ways.

Learning at Twin Hills 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 within the Twin Hills School District. 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 and other pertinent Twin Hills Public School District Policies. Students shall abide by these rules whenever using the device, whether at school or away from school.

# **1. EQUIPMENT DISTRIBUTION AND COLLECTION**

## **1.1 Device Checkout**

- Devices will be checked out each year to incoming students at the beginning of the school year during school registration and/or orientation.
- Students and parents are required to complete the following before being given a device:
  - Device Damage Agreement
  - Student Pledge
  - Student/Parent Acknowledgement
- Every device will include a charger, and a Chromebook.
- 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**

- All devices, 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 for any other reason are expected to return the digital device on the date of termination/separation.

## **1.3 Penalties**

- Failure to return the assigned digital device at the end of the school year or upon termination of district enrollment will result in criminal prosecution or civil liability.
- The student will pay the replacement cost of the device and accessories.
- Failure to return the digital device will result in a theft report being filed with the Okmulgee County Police Department.
- Loss or damage of the digital device and/or accessories is the responsibility of the student and will be handled in a consistent manner. Students will be charged the actual cost of any needed repairs, not to exceed the replacement cost.

### **Technology Lease Fee**

- An optional, but highly recommended non-refundable Technology Lease Fee may be paid to Twin Hills Public Schools when a school device is to be checked out for home use.
  
- Technology Lease Fees are listed below:
- **Grades PreK – 8<sup>th</sup>** \$25 per student per year
- **Other Fees:**  
**Negligence: Refer to 8.1 of this document**

#### **Lost or Stolen:**

ChromeBook/Chrome Tablet– Current Market Price (Cost)

A/C Adaptors – Current Market Price (Cost)

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

Students are responsible for the general care of the digital device and accessories they have been issued by the school. Any device and/or accessory that is broken or fails to work properly should be taken to the student's teacher or the principal **IMMEDIATELY!**

### **2.1 General Precautions**

- The device is school property and all users will follow this policy and the acceptable use policy for technology.
- Charging cords should be carefully removed when not charging the device to prevent damage.
- Devices must remain free of any writing, stickers, or labels that are not the property of the Twin Hills Public School District.

### **2.2 Carrying the Device**

- The devices are rugged by design and should hold up to the rigors of normal daily use. However, they should be treated with extra care to avoid any unnecessary wear and tear.

### **2.3 Screen Care**

- The screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.
  - Do not put pressure on the top of the digital device as the screen could be cracked or chipped.
  - Do not place anything near the digital device that could put pressure on the screen.
  - When carrying a digital device in a book bag or other case do not place anything in the bag/case that will place excessive pressure against the cover.
  - Clean the screen with a soft, dry cloth or anti-static cloth.
  - Take care not to bump the digital device against lockers, walls, car doors, etc., as it may break the screen.

## **2.4 Storing the Device**

- When students are not using their device, it should be stored.
- Devices should not be stored in a vehicle in extreme heat or cold because extreme temperatures can affect the battery, screen, and other device parts.

## **2.5 Devices Left in Unsupervised Areas**

- Under no circumstances should devices be left in unsupervised areas. in these areas is
- If a device is found in an unsupervised area, it will be taken to the office
- Devices may be taken on field trips, to athletic events, and/or extracurricular activities with permission from the coach, sponsor, or teacher.

## **2.6 How to Handle Problems**

- Promptly report any problem to your supervising teacher or building office  
**IMMEDIATELY!**
- 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.
- 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. Students are responsible to bring their device to all classes unless specified by individual teachers, I.e. PE, band, etc.

#### **3.1 Device Left at Home**

- If students leave their device at home, they are still responsible for getting their course work completed as if they had their device present.
- Students, who repeatedly (as determined by any staff member) leave their device at home, will be required to leave their device at school and check it out/in from the office at the beginning and end of each school day. Length of penalty is subject to the discretion of the principal.

#### **3.2 Device Undergoing Repair**

- A loaner device may be issued to students when they leave their device for repair.
- There may be a delay in getting a loaner device should the school not have one available.

#### **3.3 Charging Your Device**

- Devices are expected to be brought to school each day fully charged.
- Students may need to charge their device at home each evening.
- Students who repeatedly (as determined by any staff member) fail to bring their device charged to school may be subject to consequences.

#### **3.4 Personalizing Devices**

- Inappropriate media may not be used as a background.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures (or anything else determined inappropriate by a staff member) will result in disciplinary actions.
- No stickers or skins are allowed on any device or accessory.

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

- Sound must be muted or headphones used unless permission is obtained from the teacher for instructional purposes.
- Audio can be used at the discretion of the teacher.
- All software/apps/games must be district provided.
- Usage of videos, streaming videos, music sites, and games within the confines of the classroom are left to teacher discretion.

### **3.6 Printing**

- Printing will not be available from devices.

### **3.7 Home Internet Access**

- Devices will only connect to the Internet through a wireless connection.
- The cable provided with the device is to be used for charging only.
- The school provided device should never be connected to a personal computer.
- Students are allowed to set up home wireless networks on their device.
- 

### **3.8 Photos/Video Taken with the Device**

- Students **may not take photos or video** of other students, staff, or anyone else without their permission.
- The possession, forwarding, or uploading of unauthorized photos or video to any website, network storage area, or person is strictly forbidden.
- In addition, photos and video taken with the device may not be used to slander, bully or denigrate any student or staff member.

### **3.9 Video Conferencing**

- The use of any multi-media/video conferencing or conversation applications is strictly for educational purposes only and under the direct supervision of staff.
- Inappropriate use of these applications will result in disciplinary actions.

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

### **4.1 Saving to Your Device**

- Student Devices come with little internal memory, so all students will be encouraged to save important files or information on their Google Drive or USB/Flash Drive.
- It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Device malfunctions are not an acceptable excuse for not submitting work.

### **4.2 Network Connectivity**

- Twin Hills makes no guarantee that its 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.



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

### **5.1 Originally Installed Extensions**

- The applications originally installed must remain on the device in usable condition and be easily accessible at all times.
- Periodic checks of devices will be made to ensure that students have not removed required software/extensions.

### **5.2 Additional Extensions/Software**

- Students are not allowed to download additional extensions on their device without permission from the administration.
- Twin Hills will synchronize student devices so that they contain the necessary software/extensions for schoolwork.

### **5.3 Inspection**

- Students may be selected at random to provide their device for inspection.
- Devices are the property of Twin Hills, and any staff member may confiscate any device at any time for any purpose if they feel the device is being used improperly.

### **5.4 Re-loading Software**

- The device will be restored to the factory image when technical difficulties occur.
- The school does not accept responsibility for the loss of any software or documents deleted due to a reformat and re-image.

### **5.5 Software upgrades**

- Students may be required to check in their device for periodic updates and syncing.
- Students are also expected to perform updates on devices as they are notified to do so.

## **6. DIGITAL CITIZENSHIP**

The use of the Twin Hills Public School's District technology resources is a privilege, not a right.

The privilege of using the technology resources provided by Twin Hills Public 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 Twin Hills Public 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, 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.**

### **6.1 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 Twin Hills Public 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.

## **6.2 School Responsibilities are to:**

- Provide safe and monitored Internet access and provide an individual school monitored Google account to its students.
- Provide spam or non-educational blocking of inappropriate websites or materials on the school district's networks.
- Immediately report any inappropriate digital content to the building principal.
- Provide network data storage areas. The School District reserves the right to review, monitor, and restrict information stored on or transmitted via School District owned equipment and to investigate inappropriate use of resources.
- Provide guidance to aid students in use of provided digital devices and help assure student compliance of the acceptable use policy.

## **6.3 Students are Responsible For:**

- 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, unless given permission by a staff member for alternative usage.
  - e. Obey school rules concerning behavior and communication that apply to device use.
  - f. Use all technology resources in an appropriate manner so to not damage school equipment.
  - g. Report any security problems.
  - h. 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.
  - i. Monitor all activity on his/her account(s)/device.
  - j. Secure device when not in use.
  - k. Report inappropriate digital content immediately to a district staff member.
  - l. Not let anyone else use his/her machine.
  - m. Not deface his/her device with stickers, markers, etc.
  - n. Not reveal his/her password to another user.

- o. 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.
- p. Review this handout and all policies related to the use of this device with the student's parent/guardian, and comply with these provisions.

#### **6.4 Student Activities Strictly Prohibited:**

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing Twin Hills Public School's Board Policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- 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.
- 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 web filter through a web proxy.

#### **6.5 Legal Propriety**

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the Code of Conduct. 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.
- Use or possession of hacking software is strictly prohibited. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the Twin Hills Public School District.

## 6.6 Student Discipline

If a Student violates any part of this policy, they will be put on the following disciplinary

- 1<sup>st</sup> Offense: Students will check in/check out their device from the office daily for 14 calendar days, and student may lose privilege of using the device in classroom(s) where it is not needed and will still be responsible for all required academic work.
- 2<sup>nd</sup> Offense: Students will leave their device in the office for a 14 calendar day suspension, while still being responsible for all required academic work.
- 3<sup>rd</sup> Offense: Students **will lose the privilege** of using their device for the rest of the quarter or semester whichever is longer and further disciplinary action will be determined by the administration.

## 6.7 Social Media

This section provides information about how to use social media responsible, both within and outside the school community.

- Social media defined: any form of online publication or presence that allows interactive communication, including social networks, blogs, photo sharing platforms, Internet websites, Internet forums, and wikis.
- Create the digital image you want.
  - a. A digital footprint is the reputation you leave online and can include material posted on blogs, and mentions on websites and videos that are uploaded onto sharing sites. Online actions leave a permanent record and remain online, even if you click “delete.”
  - b. You should always take responsibility for the content you post in all social media environments. Be your best self online- post accurate information and be accountable for what you say.
- Post responsibly- be mindful of your audience.
  - a. Using social media academically is an extension of your classroom environment. When you use social media for academic purposes, such as for

- a school assignment, treat the platform as a digital extension of your classroom. The same rules apply online as they do at school.
- b. Put your best foot forward. Since you never know who will ultimately be reading content online, always assume that anyone might have access.
  - c. Pause before you post. Once a comment is posted online, you cannot later say, “Never mind. As guidance, take a few extra minutes to think about whether a post will be hurtful or embarrassing or whether it could negatively affect a future opportunity.
- Consider the consequences to your online actions.
    - a. Personal use of social media may have an effect at school. Sometimes, personal social media use, including off-hours use, may result in disruption at school and the school may need to get involved. This could include disciplinary action such as a parent conference or suspension. It is important to remember that infractions outlined in the Digital Learning Policies and Procedures prohibiting certain types of communication also apply to electronic communication.
    - b. Protect yourself online. Use caution, find out as much as you can about the person, and tell a parent if you are considering meeting one of these people face to face.
    - c. Adjust your privacy settings appropriately. Privacy settings are automatically set by social media providers governing who can see your posts, how information is linked, and what data is available to the public.
  - Take threats of cyberbullying seriously.
    - a. Cyberbullying takes many forms. Cyberbullying is the use of electronic technologies to hurt or harm other people.
    - b. Report the behavior and get help. If you are being cyberbullied or hear about/observe someone else being cyberbullied, report the behavior and get help. You can tell a parent, school staff, another adult family member, or a trusted adult.

- Know what to do. “De-friend,” block, or remove people who send inappropriate content.
- Understand the fine print and other rules.
  - a. There is no right to privacy when using school-related social media. If you are using the school’s device or network, the school may review what you post.

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

### **7.1 Device Identification**

- Devices will be labeled by the IT Department.
- The office will keep record of serial numbers.

### **7.2 Storing your Device**

- When students are not using their device, they should be stored.
- Nothing should be placed on top of the device when stored in the locker.
- Students are encouraged to take their device home every day after school, regardless of whether or not they are needed.
- Devices should not be stored in a vehicle at any time due to obvious reasons of heat and cold.

### **7.3 Devices Left in Unsupervised Areas**

- Under no circumstances should a device be left in unsupervised area.
- Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, locker rooms, library, and hallways.
- Devices if found in an unsupervised area, will be taken to the office and dealt with as a disciplinary matter. Refer to section 6.6 of this document.

## **8. REPAIR COSTS AND FEES**

### **8.1 Repair and Replacement Costs**

- Students will be held responsible for ALL **INTENTIONAL** damage to their device including, but not limited to: broken screens, cracked plastic pieces, inoperability, frayed, cut or worn chargers, charging blocks that are not working and have not been reported to the office when problems occur, etc.
  - 1<sup>st</sup> time: \$50 which will cover the cost of repairs.
  - 2<sup>nd</sup> time: \$150 which will cover the cost of repairs.
  - 3<sup>rd</sup> time: Replacement cost of new device.
- Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value.
- Lost items such as cables will be charged the actual replacement cost.
- Students/Parents are responsible for full payment of intentional damages to device.

## **DEVICE DAMAGE AGREEMENT**



**(Parent is to initial the appropriate blank)**

By signing this agreement, I acknowledge that I will be required to pay for the full replacement cost of the device and/or the charging cord should they be **INTENTIONALLY** damaged in any way.

\_\_\_\_\_ I agree to pay the \$25 non-refundable lease fee to cover any unforeseen and unintentional damages and/or issues with the device and/or charging cord while it is checked out to my child.

\_\_\_\_\_ I agree to **waive** the \$25 lease fee and I fully understand that I am liable for the repair and/or replacement costs of the device and/or charging cord while the device is checked out to my child.

**ADDITIONAL INFORMATION:** in cases of theft, vandalism and other criminal acts, the student or parent **MUST** file a police/fire report. A copy of the police/fire report must be provided to the principal's office. You will be required to provide the school with a verification of loss report from the police/fire department.

Parent Name (Please Print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## STUDENT PLEDGE FOR DEVICE USE

Your device is an important learning tool and is for educational purposes only. In order to take your device home each day, you must be willing to accept the following responsibilities:

- I will bring my device to school every day charged.
- I will take good care of my device.
- I will never leave the device unattended.
- I understand that my device is **subject to inspection at any time without prior notice** and it is known that devices are the property of Twin Hills School.
- I will never loan out my device to other individuals.
- I will keep food and beverages away from my device since they may cause damage to the device.
- I will not disassemble any part of my device or attempt any repairs.
- I will protect my device.
- I will use my device in ways that are educational, appropriate and meet District expectations.
- I will not place decorations (such as stickers, markers, etc.) on the device or deface the serial number.
- I will follow the policies outlined in the device portion of this handbook and applicable technology policies while at school, as well as outside the school day.
- I will not load extra extensions onto my device.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to return the device and power cords in good working condition, nearly similar to how it was received.
- I will return the device at the end of the year with the original items.
- I will notify school officials in case of theft, vandalism, and other acts covered by insurance.
- I understand that a police report will be filed by the school if necessary.

Your child has been issued a device to personalize his/her education this year. It is essential that the above guidelines be followed to ensure the safe, efficient and ethical operation of the device.

**We agree to the stipulations set forth in the above documents including the Digital Learning Policies and Procedures, the Acceptable Use Policy, and the Student Pledge for Device Use.**

Student Name (Please Print): \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent Name (Please Print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## STUDENT/PARENT ACKNOWLEDGEMENT

**Students:** I have read and will abide by the District's Digital Learning Policies and Procedures. I further understand that any violation of these policies and procedures is unacceptable and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and school disciplinary action and/or appropriate legal actions may be taken.

**Parents:** I have read and agree to assist my student in understanding and abiding by the District's Digital Learning Policies and Procedures. I understand that access to the District's technology equipment and its entire system of electronic communication is designed for educational purposes. I also understand that some materials on the Internet may be controversial and objectionable and that, while every attempt will be made to block inappropriate sites, it is impossible for the District to guarantee all inappropriate sites with controversial and objectionable materials will be blocked. I understand that the improper or inappropriate use of technology equipment and the District's system by my student may result in revocation of his/her technology privileges and the imposition of school discipline. I understand that my student's illegal actions may necessitate referral to the appropriate law enforcement agency.

**(Parent/Guardian) Please initial the statement below which is applicable.**

\_\_\_\_\_ I grant my student permission to use the District's device outside of school.

Student Name (Please Print): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name (Please Print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

6/8/2018