**Lyncourt UFSD**

**1-to-1**

**Device Handbook**

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**Lyncourt UFSD**

 **1:1 Device Handbook**

**Program Overview**

The purpose of our 1:1 initiative is to put current technology into the hands of all students to help enhance, personalize and further develop our academic program. We believe this will also ensure all students a quality, equitable, rigorous, adaptive curriculum which is responsive to an ever-changing world. This will guarantee that all students are receiving the highest quality education that will ultimately prepare them to be global employees as well as global citizens.

Every student in Lyncourt has unique needs, abilities and interests. Educational technology enables students to experience a more personalized curriculum to gain the 21st Century skills necessary to be successful in college and/or career.

Students will be able to take their assigned devices home once they have shown proficiency on the digital citizenship curriculum requirements and have completed and turned in the 1-to-1 device program checklist and acknowledgement form. Students are accountable for ensuring the care of the equipment entrusted to them.

**Digital Citizenship**

All students will be introduced to principles of Digital Citizenship and receive instruction to address the following topics.

1. **Digital Access** - Are students aware that not everyone has access to technology resources?

2. **Digital Communication** - Do students understand what is appropriate to share through email, texting, video chatting, and social media?

3. **Digital Literacy** - Do students know how to use various digital technologies and how to assess legitimacy of web resources?

4. **Digital Etiquette** - Do students know when to use technology appropriately and always in a positive manner?

5. **Digital Law** - Do students know how to use and share digital content legally and how to respect content ownership by citing sources?

6. **Digital Rights and Responsibilities** - Do students understand they have a right to safe and friendly digital communications and a responsibility to report instances that threaten this?

7. **Digital Health** - Are students aware of the physical and psychological dangers of excessive internet usage?

8. **Digital Security** - Do students know how to stay safe by using difficult passwords, backing up data, and being aware of identity theft, phishing, and other online scams?

**Family Partnership**

The use of personal computers for teaching and learning in the Lyncourt Union Free School District is an immense opportunity to accelerate the learning for all our students and to enhance an already strong academic program. The success of this endeavor, though, must be built on a strong partnership and open communication between the school, students, and parents. To help ensure the best learning experience possible, here are some helpful “1:1 Ideas” for families:

• Help kids find a safe place to store and charge their device when at home.

• Set expectations of how and when the device will be used at home.

• Engage students in conversations about how they are using their device.

• Consider using home filtering services as appropriate for your family’s needs.

• Communicate concerns and/or ideas with the Lyncourt Union Free School District. (Help us help your kids!)

**Purpose of Technology Use**

The Lyncourt Union Free School District provides technology resources to its students solely for educational purposes. Through technology, the District provides access for students and staff to resources from around the world. Expanding technologies take students and staff beyond the confines of the classroom, and provide tremendous opportunities for enhancing, extending, and rethinking the learning process. The goal in providing these resources is to promote educational excellence in the District by facilitating resource sharing, innovation, and communication with the support and supervision of parents, teachers, and support staff.

**Section 1: Devices**

I. Appropriate Use:

a. Access to the Lyncourt Union Free School District Technology resources is a privilege and not a right. Each employee, student and/or parents will be required to follow the district Student Acceptable Use Policy (Board Policy #7315) and Internet Use Policy (Board Policy #8271).

 II. Receipt of a 1-to-1 device

a. Receiving your device:

 Devices will be distributed during scheduled times to students once parents, guardians, and students sign the 1-to-1 device agreement/acknowledgement form. This policy outlines procedures and policies for families to protect the 1-to-1 device investment for the District.

b. Collection of your device:

 1-to-1 devices, such as laptops and tablets, are District-owned and students may be requested to turn in their devices and any accessories for maintenance or inspection at any time. All 1-to-1 devices will be collected at the end of each school year.

 Any student leaving the district must return their 1-to-1 device to the Technology Department prior to their last day. Any device that is not returned will be considered stolen property, and law enforcement will be notified.

III. Monitored Use:

i. All files stored on the District Technology System are the property of the District and are subject to regular review and monitoring

ii. The District reviews and monitors activity on the computers/network for responsible use. Internet history and e-mail checks will generally occur at least once a month. They will be random and unannounced.

iii. Students must retain at least 2 weeks of Internet history on devices that do not leave school grounds, and students must retain full email folders (inbox, outbox, sent, deleted etc.)

iv. Use of a 1-to-1 device is not monitored by the District outside of school hours when the device has left school grounds. However, the School District reserves the right to filter content and notify parents/guardians and take appropriate action in the event the content violates the District’s Code of Conduct or District Policies.

 v. Changing any computer settings without permission is not allowed.

 IV. Student Owned Devices:

 Personal student devices will not be supported by IT.

**Section 2: Guidelines**

I. General Guidelines:

a. The 1-to-1 devices and technology system are to be used for instructional purposes and for educational support of student learning only.

b. All regulations are in effect before, during, and after school hours, for all computers/devices.

c. Students may use headphones at the discretion of the teacher

d. Students should not connect 1-to-1 devices to Ethernet jacks at school.

e. Messaging is only allowed for instructional purposes.

 II. Guidelines for use in School:

a. General Expectations

i. All use of technology must comply with the District Policy as well as the Acceptable Use Policy. The student in whose name a 1-to-1 device is issued will be responsible at all times for its appropriate use.

ii. All use of the Internet must comply with district guidelines. Log files are maintained on each 1-to-1 device with detailed history of all sites accessed while on school grounds. These files may be reviewed periodically.

iii. All 1-to-1 devices contain a remote content filter for use at school.

iv. Lyncourt UFSD staff are responsible for monitoring student 1-to-1 device use at school, especially Internet access.

v. Students who identify or know about a security problem are expected to report the details of the problem to their teacher without discussing it with another student.

vi. Students are expected to notify a staff member immediately if they come across information, images or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.

b. Student Expectations

i. All users are expected to comply with existing copyright laws.

ii. Students may only log in under their assigned user name. Students may not share their passwords with other students.

iii. Students are responsible for charging the 1-to-1 device battery each day.

iv. Students are expected to care for the 1-to-1 devices.

v. Students are expected to report any damage to the computers immediately. Spot inspections of 1-to-1 devices will occur regularly. Students who do not report damage or abuse will be subject to both damage repair costs and discipline.

vi. Students are expected to keep track of all equipment issued to them. If components are lost, the student/parent/guardian will be responsible for the full cost of replacement.

vii. Students may not loan 1-to-1 device components to other students for any reasons.

Students who do so are responsible for any loss of components.

viii. 1-to-1 devices come with a standardized image already loaded. These images may not be altered or changed in any way.

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|  | ix. | Students may not load or download any software, music, pictures, etc. on the 1-to-1 |
|  | device without specific instructions from a teacher to do so. |
| x. | Educational games may be used at the discretion of the teacher. |
| xi. | 1-to-1 devices are to be carried in the school provided carrying case at all times. |
| xii. | All students have access to their One Drive on which to store data. It is the responsibility |
|  | of the student to see to it that critical files are backed up regularly to this location. |
| xiii. | The district will cooperate fully with local, state, or federal officials in any |
|  |  | investigation concerning or relating to violations of computer crime laws. |
| III. | Guidelines for | use at Home: |

a. The use of 1-to-1 devices at home is encouraged.

b. 1-to-1 device care at home is as important as at school.

c. Messaging is allowed at home if all the following conditions are met:

i. The content of the messages are school appropriate ii. The messages are in support of education

iii. You have permission from your parents/guardians

d. Parents and guardians are responsible for ensuring their student’s use of their 1-to-1 device at home is appropriate, the district does not monitor students’ use of their 1-to-1 device at home. However, the School District reserves the right to filter content when the device is not on school grounds and notify parents/guardians and take appropriate action in the event the content violates the District’s Code of Conduct or District Policies.

**Section 3: Terms of Use**

I. Acceptable Use Policy

a. All users of the Lyncourt UFSD technology system and equipment must comply, at all times, with the *Student Acceptable Use Policy (Board Policy #7315), Internet Use Policy (Board Policy #8271), and Student/Parent Acknowledgement form,* which you and your parents sign. Any failure to comply may end your right of device possession immediately. You may also be subject to disciplinary action. Users of the Lyncourt UFSD technology system and equipment are prohibited from downloading new apps or software which receive student data or teacher or principal data, as those terms are defined in Section 2-d of the Education Law, unless such download is first authorized in writing by the District’s Data Protection Officer.

II. Liability

If the property is not returned or is intentionally damaged, the student is responsible for the cost of repair or the replacement value on the date of the loss. In the case of theft, a police report must be filed within 48 hours and provided to the school, the building principal and the Technology Services Department. Failure to report the theft to the proper staff and follow the proper filing procedure will result in full replacement cost to the student. If the 1-to-1 device is lost because of negligence, the student is responsible for the full replacement cost of the 1-to-1 device.

 III. Repossession

a. Failure to fully comply with all terms of this agreement and the student/parent agreement form may result in the confiscation of the 1-to-1 device by the District at any time.

b. Unsupervised 1-to-1 devices will be confiscated by staff. Disciplinary action may be taken for leaving your 1-to-1 device in an unsupervised location.

IV. Scheduled and Unscheduled Evaluations

 Spot inspections of the 1-to-1 devices will occur regularly by technical support staff. Some of the inspection will be scheduled through email and others will take place via remote connection to the 1-to-1 device. Students with damaged 1-to-1 devices who fail to report the damage will be subject to the cost of repair or replacement of the device and to discipline. Students with inappropriate content or programs will be subject to discipline

**Section 4: 1-to-1 Device Rules and Regulations** *(Violations will result in disciplinary action)*

**Acceptable Use Guidelines**

The guidelines are provided here so that students and parents are aware of the responsibilities students accept when they use district-owned computer hardware, operation system software, application software, stored text, data files, electronic mail, local databases, CD-ROMs, digitized information, and Internet access. In general, this requires efficient, ethical and legal utilization of all technology resources.

I. 1-to-1 Device Use and Care

a. Always carry your 1-to-1 device in the Lyncourt UFSD provided carry case.

b. Use caution when carrying your 1-to-1 device in a crowded hallway. Carry it by the handles or shoulder strap and never swing the 1-to-1 device case around.

c. No food or drink should be near 1-to-1 devices.

d. When moving the 1-to-1 device use two hands. Do not pick it up by the monitor. Close the device lid whenever you are not using it, or if you are moving it around.

e. Never leave the 1-to-1 device unattended in the hallway or any other public space for any reasons. When placing your device in a locker, hang it in the carrying case on a coat hook. Never pile items on top of your device.

f. When placing your 1-to-1 device on a table or desk, gently position it on the surface. Do not

slam/swing the device on to the surface. Center the device on desks or tables to avoid it being bumped and falling to the floor.

g. Keep your volume muted unless directed by a teacher. h. Lock your device when it is not in use.

i. When moving between classes, put your computer on standby (simply by closing the lid). When leaving for the day, be sure to completely shut down your device.

j. If possible, do not leave your device in the car. If you must leave it, lock it in the trunk or somewhere out of view.

k. Be sure to protect your device from exposure to extreme heat or cold. This includes when leaving it in a vehicle.

II. Prohibitions and Network Etiquette

 a. Students are prohibited from placing stickers on the 1-to-1 devices, cases, batteries, or chargers

b. Students are prohibited from defacing Lyncourt UFSD issued equipment in any way. This includes but is not limited to, marking, painting, drawing or marring any surface of the 1-to-1 devices or any stitching on the case. If such action occurs, the student will incur the cost of repair.

c. Be polite; messages typed in capital letters on the computer are equivalent to shouting and are considered rude.

d. Use appropriate language; swearing, vulgarity, ethnic or racial slurs, and any other inflammatory language are prohibited

e. Pretending to be someone else when sending/receiving messages is considered inappropriate.

f. Transmitting obscene messages or pictures is prohibited.

g. Revealing personal addresses or phone numbers of the user or others is prohibited.

h. Using the network in such a way that would disrupt the use of the network by other users is prohibited.

i. Searching for, accessing, downloading or posting information on: guns/weapons, pornography, alcohol, drugs, and/or gangs (unless related to class assignment) will result in disciplinary action or loss of 1-to-1 device privileges.

III. Music/Movies: At School

Listening to music on your 1-to-1 device is not allowed on the 1-to-1 devices during school hours without permission from a teacher or staff member

IV. Games: At School

Online gaming is not allowed during school hours unless you have been given permission by a teacher. Any games utilized must be in support of education.

V. Messaging: At School

 Messaging is only allowed for instructional purposes.

 VI. Desktop Backgrounds and Screensavers

 Students will have the ability to customize their desktop background by selecting one of the preloaded themes or images. They may also choose to use the standard background. Beyond that, students may not change the desktop background and/or screensaver.

VII. Printing

 A purpose of the 1-to-1 devices is to cut down on printing. Ultimately the district would like to go paperless. All printing will be at the discretion of the teacher.

VIII. E-mail

a. E-mail is to be used as a communication tool for school and should be used solely for educational purposes. One of the most common violations of the Acceptable Use guidelines by students is the sending of social or non-school related e-mail.

b. E-mail transmissions, stored data, transmitted data, or any other use of online services by

students, employees or other users is not confidential and may be monitored by staff at any time to ensure appropriate use.

c. All e-mails and all contents are property of the Lyncourt Union Free School District

d. Classroom-based compliance checks may be conducted at any time. This means that teachers and staff can check your e-mail.

**Examples of Unacceptable Use**

The following list covers the answers to some of the most frequently asked questions as well as the most common violations. This is not a comprehensive list.

Unacceptable conduct includes, but is not limited to the following:

o Using the network for illegal activities, including copyright, license or contract violations, downloading inappropriate materials, viruses, and/or software, such as but not limited to hacking and host file sharing software.

o Using the network for financial or commercial gain, advertising, or political lobbying.

o Accessing or exploring on-line locations or materials that do not support the curriculum and/or are inappropriate for school assignments, such as but not limited to pornographic sites.

o Vandalizing and/or tampering with equipment, programs, files, software, system performance or other components of the network. Use of possession of hacking software is strictly prohibited. Causing congestion on the network or interfering with the work of others, e.g. chain letters or broadcast messages to lists or individuals.

o Gaining unauthorized access anywhere on the network

o Revealing the home address or phone number of one’s self or another person. Invading the privacy of other individuals.

o Using another user’s account, password, or allowing another user to access your account or password.

o Coaching, helping, observing or joining any unauthorized activity on the network.

 O Forwarding/distributing E-mail messages without permission form the author.

o Posting anonymous messages or unlawful information on the system.

o Engaging in sexual harassment or using objectionable language in public or private messages, e.g. racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning or slanderous.

o Falsifying permission, authorization or identification documents.

o Obtaining copies of, or modifying files, data or passwords belonging to other users on the network.

o Attempting to access or accessing sites blocked by the Lyncourt UFSD filtering system.

o Downloading music, games, images, videos, or other media without the permission of a teacher or staff member.

**Section 5: Technology Discipline**

The discipline policies at each school encompass the 1-to-1 environment.

The privilege of having a computer/device comes with a new set of responsibilities.

Lyncourt Union Free School District may remove a user’s access to the network without notice at any time if the user is engaged in any unauthorized activity.

**Section 6: 1-to-1 Device Security**

Each of the 1-to-1 devices are managed by Lyncourt UFSD. We have tried to strike a balance between usability of the equipment, and appropriate security to prevent the units from being damaged or used to cause damage to the Lyncourt Union Free School District technology system. Two Primary forms of security exist:

I. Desktop security

 Security is in place on the desktop to prevent and/or track certain activities. These include downloading or installing software on the 1-to-1 devices, removing software, changing system settings, etc.

II. Filtering/Monitoring Software

 Lyncourt UFSD maintains an Internet filtering/monitoring solution. This program automatically filters all student access to the Internet and monitors student activities on the computer while at school and at home. Please note, however, that there is not a better security tool than an involved adult!

**Section 7: Device Damage**

I. Damaged Equipment Repairs

 Occasionally, unexpected problems do occur with the 1-to-1 devices that are not the fault of the user (computer crashes, software errors, etc.). The Technology Services Department is prepared to assist students in resolving these issues. These issues will be remedied at no cost to students or their families.

II. Loaner 1-to-1 devices

 Temporary replacements, are also available in the Technology Services Department so that student learning is not disrupted by the repair process. Students are responsible for the care of the temporary device while it is issued to them. All the same rules and regulations apply to loaner devices, and students are expected to treat them as if they were their own. Students are required to save to their OneDrive account in case the need to be issued a loaner device.

III. Accidental Damage vs. Negligence

 Accidents do happen. There is a difference, however, between an accident and negligence. The price that the District paid for the 1-to-1 device includes: the 1-to-1 device, case, and a one-year warranty. The 1-to-1 device warranty will cover normal wear and tear along with other damage that might occur during normal use of the 1-to-1 device. After investigation by school administration, if the 1-to-1 device is deemed to be intentionally or negligently damaged by the student, the student may be subject to discipline and the cost of repair or replacement and a loaner device may not be provided.

**Section 8: Lost or Stolen Equipment**

I. Lost Equipment

For this subsection, “equipment” refers to 1-to-1 devices, chargers and cases. 1-to-1 devices and other equipment are issued as an educational resource. The conditions surrounding this equipment can be equated to those of a textbook or a school issued calculator. Students are expected to keep track of and care for this equipment for the time it is issued to them. Students/families may be held responsible for damaged or lost equipment.

Lost equipment reporting process

If any equipment is lost, the student or parent must report it to the school immediately. The student can let a teacher or administrator know, and the staff member will assist him/her.

The circumstances of each situation involving lost equipment will be investigated individually.

II. Stolen Equipment

Stolen Equipment Reporting Process

If any equipment is reported as stolen, a police report must be filed within 48 hours and a copy of the report must be provided to the building principal or the Director of Technology by the student or parent. If there is not clear evidence of theft, or the equipment has been lost due to student negligence, the student and parent will be responsible for the full cost of replacing the item(s).

III. Student Safety

It is always a high priority to ensure the safety of our students while at school and we hope these precautions will help students to be safe on their trip to and from school.

Student safety always comes first. If a student is faced with an unsafe situation, such as theft, the student is advised to let the assailant have the equipment and to immediately contact the police.

The circumstances of each situation involving stolen equipment will be investigated individually.

**Section 9: Financial Responsibility**

I. Replacement and Repair Costs

a. Students are expected to keep the 1-to-1 devices in good condition. Failure to do so will result in repair or replacement costs being assessed as specified below.

b. Students are expected to report any damage to their devices as soon as possible. This means no later than the next school day.

c. Students who fail to report damage or abuse will be subject to costs for the repair or replacement of the device and to discipline.

II. Charges for Gross Negligence or Theft

a. If the laptop, protective case, and/or AC power adaptor has been defaced or damaged beyond the normal wear of equipment which has been handled safely and responsibly, students and their families may be liable for repairs or replacements. Families may also

be charged for replacements if laptops are lost or stolen due to students leaving them unattended or unsecured. We understand that damage may occur accidentally and that theft is possible even under a watchful eye; in either case, students should notify administration as soon as possible so an investigation may take place. Please note that the laptops are equipped with geotrackers, keyloggers, and other theft-recovery capabilities. In addition, they are designed to only be used by authorized Lyncourtschools.org domain users.

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| **Estimated Item Replacement Cost for 1:1 Devices** |
|  | **Item** | **Estimated Cost** |  |
| Case |  |  | $20 |
| Power Cord |  |  | $35 |
| 1:1 Device |  |  | $395 |
| Full Package |  |  | $450 |