

**Rules & Procedures  
For  
1:1 Program**  
(Grades 6-12)



**Wahoo Public Schools**  
Wahoo, Nebraska

*Revised August 2018*

# Rules & Procedures For 1:1 Program Wahoo Public Schools

Wahoo Public Schools is proud to offer our 6-12<sup>th</sup> grade students Apple devices for use at school and at home. The 1:1 Program, which provides mobile computing and wireless technology to middle and high school students, has been designed to enhance the delivery and individualization of instruction.

For students and parents/guardians, the following information is provided to help everyone understand the expectations and the responsibility of care and use related to receiving a device.

- Students will receive instruction from school district staff on the proper use of the device.
- Students will be able to take the device home during the school year once the student and parent signs the 1:1 Device Loan Agreement (Appendix I) and the Internet Acceptable Use Policy (Appendix II) and pays the required technology fee.
- Students are expected to treat the device as a valuable piece of equipment.
- Students must take all precautions to prevent theft; for example, do not leave the device unattended or in the passenger area of a car.
- Students must take precautions to prevent damage to the device; for example, do not leave the device where there is danger of coming in contact with moisture or excessive heat. This would include protecting the machine from inclement weather.
- Students are to use the device to access only socially and educationally appropriate materials and websites.
- Students are to use the device in accordance with the Wahoo Public Schools Acceptable Use Policy and to maintain the device in accordance with the procedures and information provided.
- Devices are the property of Wahoo Public Schools and must be returned at the end of the academic school year, upon withdrawal from Wahoo Public Schools, or at the request of a teacher or administrator. Willful failure to return the device in accordance with the stated conditions will result in criminal prosecution.
- Since the devices are the property of Wahoo Public Schools, school staff have the right to review all material stored on or accessed by any device. School officials may revoke a student's device use privileges for misuse or violation of policies.

**\*\*The 1:1 device initiative that has been adopted by Wahoo Public Schools will enhance learning for our students using 21st Century Skills.**

## **Section 1: Receiving Your device**

Before initially receiving the device, students and parents must sign and return these forms/agreements:

1. The device 1:1 Loan Agreement (Appendix I)
2. The Internet Acceptable Use Policy (Appendix II)
3. Pay a \$35 technology fee.

## **Section 2: Taking Care of Your device**

Students are responsible for the general care of the device and accessories they have been issued by the school. Devices that are broken or fail to work properly must be taken to a designated building location for an evaluation of the equipment.

### **General Precautions**

The device is school property. All users will follow these expectations and the student Internet and computer usage policies for technology.

- Only use a clean, soft cloth to clean the screen. Do not use cleansers of any type.
- Cords and cables must be inserted carefully into the device to prevent damage.
- The device and its case must remain free of any writing, drawing, stickers, or labels that are not the property of the Wahoo Public Schools.
- Devices must never be left unsupervised.
- Students are responsible for keeping their device's battery charged for school each day.
- Students may be required to submit their device to random checks by school personnel.

### **Device Care**

- Keep liquids away from your device.
- Students should be very careful when putting devices into a backpack or any other type of bag. Too much pressure and weight resulting from overloaded backpacks can cause damage to the device.
- Clean your device with a soft, dry microfiber cloth or anti-static cloth. Use of water or harsh chemicals will damage your device..
- Use extreme care when carrying your device to prevent drops and other damage.
- iPad devices must always be within the school-issued protective case.

## **Section 3: Using Your device at School**

### **General**

- Devices are intended for use at school each day. Students are responsible for bringing their devices to all classes, unless specifically advised not to do so by their teacher.
- Devices must be brought to school each day fully charged. Only charge your device with the provided charger.

### **Lock Screen and Home Screen Background Photos**

Only school appropriate background images may be used on the device lock screen and home screen.

- Presence of weapons-related materials, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols, or pictures on the device or within its files will result in disciplinary action and, where deemed appropriate by administration, referral to law enforcement.

- A device pass code is highly recommended. The school is not responsible for tracking that code.
- The device is the property of the school district; therefore, school staff and administration have the right to check any material stored on a student's device at anytime.

### **Sound**

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

## **Section 5: Acceptable Use Guidelines**

### **General Guidelines**

- Students are responsible for their ethical, socially appropriate and educational use of the technology resources of the Wahoo Public Schools.
- Under no circumstances should a student device be used while in the restroom and/or locker room facilities.
- Access to the Wahoo Public Schools technology resources is a privilege and not a right. Each employee, student, and parent will be required to follow the Internet Acceptable Use Policy (Appendix II) and items detailed in this policies and procedures document.
- Transmission of any material that is in violation of any law is prohibited. This includes, but is not limited to, the following: confidential information, copyrighted material, threatening or obscene material, and viruses.
- Any attempt to alter data, the configuration of an device, or the files of another user, without the consent of the Administration or Technology Coordinator, will be considered an act of vandalism and subject to disciplinary action in accordance with the district Internet Safety and Acceptable Use Policies found in the Student/Parent Handbook. Students who violate this may also be referred to law enforcement for criminal prosecution as deemed appropriate.
- Noncompliance with the policies of the Wahoo Public Schools will result in loss of privileges, disciplinary action, and/or criminal prosecution as deemed appropriate. (See Acceptable Use Policy – Appendix II.)

### **Integrity and Civility**

In addition to any standard or rules established by the schools, the following behaviors are specifically prohibited as they violate the standard of integrity and civility.

- Cheating
- Plagiarizing
- Falsifying Information
- Violating Copyright Law
- Hacking
- Gaining unauthorized access to any network or device

### **Electronic Communication**

Please note that emails sent via your school district email account and/or accessed on school-issued devices are not private and may be reviewed at any time and without notice. The following rules will apply when using any electronic communication:

- Always use appropriate language
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others
- Students should maintain high integrity with regards to email content

## **Section 6: Precautions and Consequences**

### **Technology Left in Unsupervised Areas**

- Under no circumstances should devices or other technology equipment be left in unsupervised areas. Unsupervised areas include, but are not limited to: the school grounds and campus, computer labs, break areas, unlocked classrooms or lockers, bathrooms, busses and hallways. Any device left in these areas is in danger of being stolen.
- Lockers should be locked at all times when storing any technology equipment. This includes, but is not limited to, devices and power cords. Do not share your locker combination with anyone. If your locker combination has been compromised, see an administrator immediately to have it reset.
- Unsupervised devices will be taken by staff and taken to the administrative office.
- Disciplinary action may result if devices are left in unsupervised locations. Each student is responsible for his or her device once it has been issued.

### **Technology Fee**

- Current cost of the technology fee: \$35 per student per school year.
- Checks should be made payable to "Wahoo Public Schools."

The following out-of-pocket repair/replacement charges will be assessed to students:

<b>Lost device</b>	<b>Replacement Cost</b>
<b>Destroyed device (total loss)</b>	<b>Replacement Cost</b>
<b>Stolen device (police report required)</b>	<b>Replacement Cost</b>
<b>Device Repairs</b>	<b>\$100</b>

## **Appendix I**

### **Wahoo Public Schools 1:1 Device Loan Agreement**

Your child has been loaned an device mobile device to improve and personalize his/her education this year. It is essential that the Wahoo Public Schools Internet Acceptable Usage Policy be followed to ensure the safe, efficient and ethical operation of the district's device.

**In order for your child to us the device in class and to take it home, you must be willing to accept the following responsibilities and terms. In addition, there is \$35 annual technology fee, payable to Wahoo Public Schools.**

**Parent Responsibilities and Terms shall include, but are not limited to:**

- Will read the Policies and Procedures for 1:1 Device Program and discuss it with my child.
- Will read the Internet Acceptable Usage Policy and discuss it with my child.
- Will supervise my child's use of the device at home.
- Will encourage my child to charge the device nightly so he/she can begin each school day with a fully charged battery.
- Will discuss appropriate use of the Internet and supervise my child's use of the Internet.
- Will not attempt to repair the device.
- Will report and problems/damages to the device to the building administrator or to the district's technology coordinator.
- Will report loss/theft of the device to the school and proper authorities (police) within 24 hours.
- Will not attempt to change the configuration of the device software or hardware.
- Will not alter or remove the school device management certificates at any time.
- Will allow the school administration or faculty to inspect and examine the device, apps and content at any time.
- Will agree to make sure that the device and all related accessories are returned to the school when requested and upon my son/daughter's withdrawal from Wahoo Public Schools.

**Student Responsibilities and Terms shall include, but are not limited to:**

- Will read the Policies and Procedures for 1:1 Device Program and discuss it with my parent/guardian.
- Will read the Internet Acceptable Usage Policy and discuss it with my parent/guardian.
- Will adhere to the terms of the Wahoo Public Schools Internet Acceptable Usage Policy and district guidelines each time the device is used at home or at school.
- Will recharge the device nightly so I can begin each school day with a fully charged battery.
- Will keep the device in its assigned protective case at all times.
- Will make the device available for inspection by an administrator or other staff member upon request.
- Will use school appropriate language in all digital communications.
- Will abide by copyright laws.
- Will not attempt to use another student's assigned hardware, subscriptions, logins, files or personal information.
- Will not give out personal information, such as name, address, photo or other identifying information online to parties that I am not familiar with.
- Will report loss/theft of the device to the school and proper authorities (police) within 24 hours.
- Will not use the device to record (audio or visual) others without their permission.
- Will not attempt to change the configuration or settings of the device's management certificates.
- Will not attempt to repair, alter or make additions to the device.
- Will report immediately all damages or problems with device to a school administrator or staff member.
- Will not remove or attempt to remove identification tags on the device or deface with stickers, marking pens, etc.

## **Appendix II**

### **Wahoo Public Schools Internet Acceptable Use Policy**

Wahoo Public Schools has provided access to the Internet for authorized students to support the academic purposes of the school. No use of the Internet should conflict with the primary purpose of the school or with applicable laws and regulations. As a condition of continued use, each student is personally responsible to ensure that these guidelines are followed.

The Wahoo Public Schools may monitor usage of the Internet by students, including reviewing a list of sites accessed by an individual. No individual should have any expectation of privacy in terms of his/her usage of the Internet. In addition, the Wahoo Public School district may restrict access to certain sites that it deems are not necessary for academic purposes.

Students are prohibited from encrypting files on computers or taking any steps that block access to files, other than the use of school passwords or approved encryption programs.

The Wahoo Public Schools' connection to the Internet may not be used for activity considered inappropriate for school, including but not limited to the following:

1. The Internet must not be used to access, create transmit, print or download material that is derogatory, defamatory, obscene or offensive, such as slurs, epithets or anything that may be construed as harassment or disparagement based on race, color, national origin, sex, sexual orientation, age, disability, religious or political beliefs.
2. The Internet must not be used to access, send, receive or solicit sexually oriented messages or images. The same applies to material that promotes the use of alcohol, tobacco, illegal drugs, violence, etc.
3. The downloading, disseminating, or posting of any copyrighted material from any source to the school's network is an infringement of copyright law. Permission to copy the material must be obtained from the publisher.
4. Students should guard against the disclosure of confidential information through the use of the Internet, including email, newsgroups, blogs, Facebook, Twitter and other forms of public social media.
5. The Internet should not be used to solicit or proselytize for commercial purposes, causes, outside organizations, or other non-school related purposes.
6. Students should understand that a violation of this policy will result in disciplinary action, including possible termination of their Internet access. Please refer to the student/parent handbook for further information pertaining to student discipline.

Student/Borrower: \_\_\_\_\_ Grade: \_\_\_\_\_  
Last First

**Wahoo Public Schools Device Loan Agreement**

One device & charger are being lent to Borrower and are in good working order. It is the Borrower’s responsibility to care for the equipment and ensure that it is retained in a safe environment. This equipment is, and at all times, remains the property of Wahoo Public Schools in Wahoo, Nebraska, and is herewith lent to the student for educational purposes only for this academic school year. Student may not deface or destroy this property in any way. Inappropriate use of the device may result in the student losing his/her right to use this device. The equipment will be returned to the school when requested, or sooner, if the student withdraws from Wahoo Public Schools prior to the end of the school year. Nebraska statutes 79-737 and 79-2, 127 allow the district to obtain reimbursement from, or on behalf of, students for any damage to, loss of, or failure to return school property. Borrower acknowledges and agrees that Borrower’s use of the district property is a privilege and that by Borrower’s agreement to the terms hereof, Borrower acknowledges Borrower’s responsibility to protect and safeguard the district property and to return the same in good condition and repair upon request by the Wahoo Public Schools.

**I have read and agree to follow the Wahoo Public Schools’ device Loan Agreement and other rules, procedures and expectations at all times while using the school-issued device.**

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

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

**Wahoo Public Schools Internet Acceptable Usage Agreement**

Wahoo Public Schools has provided access to the Internet for authorized students to support the academic purposes of the school. No use of the Internet should conflict with the primary purpose of the school or with applicable laws and regulations. As a condition of continued use, each student is personally responsible to ensure that these guidelines are followed.

Students should understand that violation of this policy will result in disciplinary action, including possible termination of the Internet access. Please refer to the student/parent handbook for further information pertaining to student discipline.

A student and the student’s parents or guardians, by submitting their respective signatures on this Internet Acceptable Usage Agreement, agree to release the Wahoo Public School district and its employees from any liability for physical or emotional harm or damage resulting to the student that is caused by or related to the inappropriate use of the district’s Internet connection.

**I have read and agree to abide by the Wahoo Public Schools’ Internet Acceptable Usage Policy with the school-issued device.**

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

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