

Incline High



21st Century Learning and Technology Initiative Policies and Procedures 2016-2017

Incline High School
Vision for 21st Century Learning and Technology

In the fall of 2015, Incline High School began a year of self-study in compliance with its five-year accreditation with AdvancED. This comprehensive endeavor involved seeking input from students, staff, parents and community stakeholders around areas of the school's strengths and areas in need of improvement. Limited use of technology over the past five years emerged as a common thread among those completing accreditation surveys. These data guided the Accreditation Team to set goals for the school, one of which is to better prepare our students for college and careers by increasing opportunities for students to use technology to support their learning.

The focus of the Incline High School 21st Century Learning and Technology Initiative is to prepare students for their future: a world of digital technology and information. As we enter the twenty-first century, excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and the learning tools for twenty-first century students are electronic devices. The individual use of an electronic device is a way to empower students to learn at their full potential and to prepare them for the real world of college and the workplace. Electronic devices encourage students to solve problems and think critically by stimulating analytical thinking. Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Learning with electronic devices integrates technology into the curriculum anytime, anyplace. As Carl Hooker, Director of Innovation and Digital Learning in Eanes Independent School District wrote in his book *Mobile Learning Mindset*, "We are now at least 15% of the way through the twenty-first century. It's about time we stopped talking about twenty-first century learning and actually started doing something about it."



Incline High School Policies and Procedures

A Laptop for Every Student

21st Century Technology and Learning Initiative



Incline High School is proud to offer our Incline students a free electronic device to use at school and at home for school purposes. The laptop will provide mobile computing and wireless technology to students and will enhance the delivery and individualization of instruction while promoting 21st Century skills.

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

- Students will receive instruction from school staff on the proper use of the laptop.
- Students will be able to take the laptop home during the school year.
- Students are expected to treat the laptop as a valuable piece of equipment.
- Students must take all precautions to prevent theft; for example, do not leave the laptop unattended or visible in a car, bus or event.
- Students must take precautions to prevent damage to the laptop; for example do not leave the laptop where there is danger of coming in contact with moisture or excessive heat. This would include protecting the machine from inclement weather.
- The laptop comes with preloaded apps. Students may NOT load additional apps onto the machine without the express permission of the school administration.
- Students are to use the laptop to access only socially and educationally appropriate materials and websites.
- Students must not use the laptop to purchase goods and services via the Internet. (Parents/students are charged with full responsibility for any financial obligations incurred from the inappropriate use of the laptop.)
- Students are to use the laptop in accordance with the Incline High School Acceptable Use Regulations and to maintain the laptop in accordance with the procedures and information provided.
- Students are expected to adhere to any additional requirements set forth by the classroom teacher.
- Laptops are the property of Incline High School and must be returned at the end of the academic year, upon withdrawal from Incline High School, or at the request of a teacher or administrator. Request for summer use may be made prior to the end of school. Approvals will be made by administration. Willful failure to return the Electronic Device in accordance with the stated conditions will result in criminal prosecution.
- Since the laptop is the property of Incline High School, officials of the school have the right to review all material stored on or accessed by any laptop. School officials may revoke a student's laptop use privileges for misuse or violation of policies.

The Incline HS technology initiative, which will provide free a laptop for every student, will enhance learning for our students using 21st Century Skills. Learning results from continuous dynamic interaction among students, educators, parents, and the extended community. Effective teaching and learning with laptops integrates technology into the curriculum anytime, anyplace.

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1. Receiving Your Electronic Device & Check-In

1.1 Receiving Your Electronic Device (laptop)

Electronic Devices will be distributed each fall after students complete their “Digital Drivers Permit,” parents attend an Information Session, and students and parents sign and return copies of the following documents:

- Student Pledge for Electronic Device Use, page 13
- Acceptable Use Policy

1.2 Electronic Device Check-In

Electronic Devices and accessories will be returned during the last week of school so that they can be examined for serviceability. If a student transfers out of the Incline High School during the school year, their Electronic Device will be returned at that time.

1.3 Check-In Fines

Electronic Devices and accessories are the property of Incline High and must be returned at the end of each school year. Students who withdraw, are expelled, or terminate enrollment at Incline High School for any other reason, must return their Electronic 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, that student will be subject to criminal prosecution or civil liability. The student will also pay the cost of the Electronic Device, or if applicable, any insurance deductible. Failure to return the Electronic Device will result in a theft report being filed with school police.

The student will be responsible for any damage to the Electronic Device and must return the Electronic Device and accessories in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the Electronic Device.

LOST ITEM	REPLACEMENT COST
Laptop – Nothing Returned	500
Battery	40
Power Supply (complete with brick & power cord)	30
DAMAGED ITEMS (examples)	
Cracked or broken screen	100
Missing Key(s) replacement	25
Damaged top case	50-200
Other	10-500 (actual repair cost)

2. Taking Care of Your Electronic Device

Students are responsible for the general care of the Electronic Device they have been issued by the school. Electronic Devices that are broken or fail to work properly must be taken to the library for an evaluation of the equipment.

2.1 General Precautions

- The Electronic Device is school property and all users will follow this policy and the Acceptable Use Policy for technology.
- Keep food and liquids away from the Electronic Device.
- Only use a clean, soft cloth to clean the screen; no cleansers of any type should be used.
- Cords and cables must be inserted carefully into the Electronic Device to prevent damage.
- Electronic Device and case must remain free of any writing, drawing, stickers, or labels that are not the property of Incline High School.
- Electronic Devices must never be left in an unattended or unsupervised area.
- Students are responsible for keeping their Electronic Device's battery charged for school each day.
- When not in use, students must keep their Electronic Device in the protective case, provided by the school, at all times. Students MAY purchase a separate case if it meets or exceeds the requirements of the school.

2.2 Carrying Electronic Devices

The protective case provided with the Electronic Device has sufficient padding to protect the Electronic Device from normal treatment and will offer a suitable means for carrying the device within the school. The guidelines below should be followed:

- Electronic Devices must always be within the protective case unless instructed by the teacher to do differently.
- Limit the number of items carried within a backpack with the Electronic Device so as to not apply pressure against the Electronic Device's screen.
- Avoid bumping the Electronic Device against any surface.
- Only the accessories of the Electronic Device may be stored in the case.

2.3 Screen Care

The Electronic Device screens 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 Electronic Device when it is open or closed.
- Do not place anything near the Electronic 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. Use of harsh chemicals will damage the screen.
- Do not "bump" the Electronic Device against lockers, walls, car doors, floors, etc. as it will eventually break the screen.
- Do not touch the screen with fingers.

3. Using Your Electronic Device at School

Electronic Devices are intended for use at school each day. In addition to teacher expectations for Electronic Device use, school messages, announcements, calendars, and schedules may be accessed using the Electronic Device. Students must be responsible to bring their Electronic Device to all classes, unless specifically instructed not to do so by their teacher. The Electronic Device is the property of Incline High School. Therefore, school staff and administration have the right to check any material stored on a student's Electronic Device at any time.

3.1 Electronic Devices Left at Home and Checking Out a Loaner for the Day

If students leave their Electronic Devices at home, they may check out a device for the day. They must return the device at the end of the day or they will be fined \$5 every day it is not returned.

3.2 Electronic Device Undergoing Repair

Loaner Electronic Devices may be issued to students when they leave their Electronic Devices for repair in the office. There may be a delay in getting an Electronic 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. Only charge your Electronic Device with the provided charger.

3.4 Screensavers and Backgrounds

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

3.5 Sound, Music, Games or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Music is allowed on the Electronic Device and can be used at the discretion of the teacher.
- Internet games are not allowed on the Electronic Devices unless approved by Incline High School staff and installed by IHS staff.
- All software/apps must be approved by Incline High School Technology Committee.

3.6 Printing

Printing may only be done on the school's network printers at the direction of a teacher. Personal printers at home will not be able to be added to the Electronic devices at this time. It is possible that students will be able to install printer drivers and print at home in the future. Printing should be kept to a minimum as teaching strategies will facilitate digital copies of homework.

3.7 Home Internet Access

Students are allowed to connect to wireless networks on the Electronic Devices. This will assist them with Electronic Device use while at home.

4. Managing Your Files & Saving Your Work

4.1 Saving Your Work

Students should mainly save their work to their Microsoft 360 OneDrive account. Storage space will be available on the Electronic Device, but it will not be backed up in case of re-imaging and should therefore be used on a limited basis. 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.

4.2 Network Connectivity

Incline High School makes no guarantee that the 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 Electronic Devices

5.1 Originally Installed Software

The software/apps originally installed by Incline High School must remain on the Electronic Device in usable condition and be easily accessible at all times. From time to time the school or WCSD may add software applications for use in a particular course. The licenses for this software require that the software be deleted from Electronic Devices at the completion of the course. Periodic checks of Electronic Devices will be made to ensure that students have not removed required apps.

5.2 Additional Software

Students are not allowed to load extra software/apps on their Electronic Devices. Incline High School will synchronize the Electronic Devices so that they contain the necessary apps for school work. Students will not synchronize Electronic Devices or add apps to their assigned Electronic Device to include home syncing accounts. The Electronic Device is for school purposes only.

5.3 Inspection

Students may be selected at random to provide their Electronic Device for inspection. These inspections may include an inspection of any/all material saved on the Electronic Device.

5.4 Procedure for Re-loading Software

If technical difficulties occur or illegal software or non-Incline High School installed apps are discovered, the Electronic Device will be restored from backup to its original state. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image.

5.5 Software Upgrades

Upgrades of licensed software/apps are available from time to time. Students will be required to check in their Electronic Devices for periodic updates and syncing.

6. Acceptable Use

The use of Incline High School's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the District and School 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 Incline High School. 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 and/or Student Handbook, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. Violations may result in disciplinary actions up to and including suspension/expulsion. When applicable, law enforcement agencies will be involved.

6.1 Parent/Guardian Responsibilities

Talk to your children about values and the standards your children should follow regarding the use of the Internet, just as you do regarding the use drugs and alcohol, moving vehicles, and all other information media sources such as television, telephones, movies, and radio.

6.2 School Responsibilities

- IHS/WCSD will provide Internet at school and email access to its students.
- IHS/WCSD will provide Internet blocking of inappropriate materials as able.
- IHS/WCSD will provide network data storage areas. These will be treated similar to school lockers. Incline High School reserves the right to review, monitor, and restrict information stored on or transmitted via Incline High School owned equipment and to investigate inappropriate use of resources.
- IHS will provide training on how to appropriately use the Electronic Device.
- IHS will provide staff guidance to aid students in doing research and help assure student compliance of the Acceptable Use Policy.

6.3 Student Responsibilities

- Students will use Electronic Devices/computers in a responsible and ethical manner.
- Students will obey general school rules concerning behavior and communication that apply to Electronic Device/computer use.
- Students will use all technology resources in an appropriate manner so as not to 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 student's own negligence, errors or omissions. Use of any information obtained via Incline High School's designated Internet system is at your own risk. Incline High School specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Students will help Incline High School protect its computer system/devices by contacting an administrator about any security problems they may encounter.
- Students will monitor all activity on their account(s) at school and home.
- Students should always turn off and secure their Electronic Device after they are done working to protect their work and information.
- If a student should receive email containing inappropriate or abusive language or if the subject matter is questionable, he or she may be asked to print a copy and forward it to the administration.
- Students will return their Electronic Device to the office at the end of each school year.

- Students will be reissued their original Electronic Devices each year while enrolled at Incline.
- Students who withdraw, are suspended/expelled, or terminate enrollment at Incline High School for any other reason must return their school-issued Electronic Device on the date of termination.

6.4 Student Activities Strictly Prohibited

- Illegally installing or transmitting copyrighted materials.
- Any action that violates existing IHS policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials and/or materials intended to harass or demean recipients.
- Use of chat rooms, sites selling term papers, book reports and other forms of student work.
- Messaging services (i.e. MSN Messenger, ICQ, etc.)
- Downloading or using Internet/computer games
- Use of outside data disks or external attachments without prior approval from the administration.
- Changing of Electronic Device setting (exceptions include personal setting such as font size, brightness, etc.)
- Downloading apps.
- Spamming – sending mass or inappropriate emails.
- Gaining access to another student’s accounts, files, and/or data.
- Using the school’s Internet/email accounts for financial or commercial gain or for any illegal activity.
- Using anonymous and/or false communications such as MSM and Yahoo Messenger
- Giving out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up Internet accounts including those necessary for chat rooms, eBay, email, etc.
- Participating 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.
- Using the Electronic Device camera to take and/or distribute inappropriate or unethical material.
- Bypassing the Incline High School web filter.

6.5 Electronic Device Care

Students will be held responsible for maintaining their individual Electronic Device and keeping them in good working order. Students will be responsible for damages to their Electronic Devices.

- Electronic Device batteries must be charged and ready for school each day.
- Only labels or stickers applied by Incline High School may be applied to the Electronic Device.
- Electronic Device cases furnished by the school district must be returned with only normal wear and no alterations to avoid paying a replacement fee.
- Electronic Devices that malfunction or are damaged must be reported to the office immediately. The school will be responsible for repairing Electronic Devices that

malfunction. Students will be responsible for the entire cost of repairs to Electronic Devices or replacement cost as a result of misuse, neglect, or intentional damage.

- Electronic Devices that are stolen or lost must be reported immediately to the office immediately.
- Insurance must be purchased for all Electronic Devices. Scholarships may be available for those who cannot afford insurance.

6.6 Legal Propriety

- Students are expected to 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 viewed as a form of cheating thus is a violation of the Incline High School Student Handbook. 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 or hacking software is strictly prohibited and violators will be subject to disciplinary action. Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action by the District.

6.7 Student Discipline and Consequences for Unacceptable Use

If a student violates any part of the above policy, he or she will be subject to consequences as listed in the Acceptable Use Policy and Incline High School Student Handbook.

Level 1 Infractions and Consequences:

- Inappropriate use of camera or recording (face-time, etc.)
- Presence of inappropriate non-instructional materials
- Device left unsupervised

1st Offense- Verbal Reprimand and loss of privileges* up to 5 days

2nd Offense- After school detention and loss of privileges* up to 10 days

3rd Offense- Parent Conference and loss of privileges* up to 20 days

*Loss of privileges may include loss of device and/or deactivation of certain features such as camera, internet, etc.

Level 2 Infractions and Consequences:

- Installing apps without District approval
- Possession or distribution of pornography of any kind
- Possession of gang related files
- Possession of illegal (boot-leg, pirated) copies of movies or music
- Cheating/plagiarism
- Threatening or bullying others (subject to regular district policy regarding bullying/threatening others)
- Hacking the district or any network
- Syncing to another computer
- Adding **additional** e-mail accounts (more than the school-approved student e-mail account)
- Deleting district account for iTunes store
- Resetting Laptop to factory default / formatting

1st Offense – Verbal Reprimand and loss of privileges* up to 5 days

2nd Offense – After School detention and loss of privileges* up to 10 days

3rd Offense – Parent Conference – Student becomes a day user* or possible loss of digital privileges at Incline High School.

*Legal consequences may be pursued if applicable. Loss of privileges may include loss of device and/or deactivation of certain features such as camera, internet, etc.

7. Protecting & Storing Your Electronic Device

7.1 Electronic Device Identification

Student Electronic Devices will be labeled in the manner specified by the School. Electronic Devices can be identified in the following ways:

- Record of serial numbers and correlated asset tag
- Incline High School Label

These labels MUST NOT be removed, defaced or altered in any fashion. If labels become unreadable for any reason, the student must bring it to the attention of a teacher and have it replaced as soon as feasible

7.2 Storing Your Electronic Device

When students are not using their Electronic Devices, they should be stored in their locker or kept with the student. Nothing should be placed on top of the Electronic Device when stored in student lockers. 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 student's vehicle at school or at home. If a student needs a secure place to store their Electronic Device, they may check it in for storage in the office.

Do NOT leave your Electronic Device in a place that is experiencing extreme hot or cold conditions (i.e. car in summer or winter). Extreme heat will damage the unit itself and extreme cold will cause severe screen damage.

7.2 Electronic Devices Left in Unsupervised Areas

Under no circumstances should Electronic Devices be left in unsupervised areas. Unsupervised areas include the school grounds, lunchroom, computer lab, locker rooms, library, unlocked classrooms and lockers, dressing rooms, busses, Commons and hallways. Any Electronic Device left in these areas is in danger of being stolen or damaged. If an Electronic Device is found in an unsupervised area, it will be taken to the office. Violations may result in loss of Electronic Device privileges and/or other privileges.

7.3 Extra-Curricular Events

Students are not permitted to bring their Electronic Devices with them to extra-curricular events unless arrangements are made. Electronic devices must be stored in locked school or athletic lockers. Students will be given access into the school to retrieve their Electronic Devices computers after such events.

When students are traveling to an extra-curricular event as a participant, all precautions should be taken to ensure the safe keeping of the Electronic Device during the bus ride and during the event.

Student Pledge for Electronic Device Use 2016-2017

- I will use my Electronic Device in ways that are appropriate, meet Incline High School expectations, and are educational.
- I will use appropriate language when using e-mails, journals, wikis, blogs, or other forms of communication. I will not create, or encourage others to create, discourteous or abusive content.
- I will not use electronic communication to spread rumors, gossip, or engage in activity that is harmful to other persons or entities.
- I understand that my Electronic Device is subject to inspection at any time without notice and remains the property of Incline High School.
- I will follow the policies outlined in the *Electronic Device Handbook* and the *Acceptable Use Policy* while at school, as well as outside the school day.
- I will take good care of my Electronic Device.
- I will never leave my Electronic Device unattended.
- I will never loan out my Electronic Device to other individuals.
- I will know where my Electronic Device is at all times.
- I will charge my Electronic Device's battery daily and arrive at school with my device charged.
- **I will keep food and beverages away from my Electronic Device since they may cause damage to the device.**
- I will not use the Electronic Device camera to take and/or distribute inappropriate or unethical material
- I will not disassemble any part of my Electronic Device or attempt any repairs.
- I will protect my Electronic Device by only carrying it while in the case provided. I will not remove my Electronic Device from the case provided by Incline High School unless instructed by a teacher to do so.
- I will not place decorations (such as stickers, markers, etc.) on my Electronic Device or provided case.
- I will not deface the serial number Electronic Device sticker on any Electronic Device.
- I will file a police report in case of theft or vandalism and report it to the administration of Incline High School.
- I will be responsible for all damages or loss caused by neglect or abuse.
- I agree to return the Electronic Device, case, and power cords in good working condition.

Student Pledge for Electronic Device Use 2016-2017

Sign, date, and return this copy to the office.

- I will use my Electronic Device in ways that are appropriate, meet Incline High School expectations, and are educational.
- I will use appropriate language when using e-mails, journals, wikis, blogs, or other forms of communication. I will not create, or encourage others to create, discourteous or abusive content.
- I will not use electronic communication to spread rumors, gossip, or engage in activity that is harmful to other persons or entities.
- I understand that my Electronic Device is subject to inspection at any time without notice and remains the property of Incline High School.
- I will follow the policies outlined in the *Electronic Device Handbook* and the *Acceptable Use Policy* while at school, as well as outside the school day.
- I will take good care of my Electronic Device.
- I will never leave my Electronic Device unattended.
- I will never loan out my Electronic Device to other individuals.
- I will know where my Electronic Device is at all times.
- I will charge my Electronic Device's battery daily and arrive at school with my device charged.
- **I will keep food and beverages away from my Electronic Device since they may cause damage to the device.**
- I will not use the Electronic Device camera to take and/or distribute inappropriate or unethical material
- I will not disassemble any part of my Electronic Device or attempt any repairs.
- I will protect my Electronic Device by only carrying it while in the case provided. I will not remove my Electronic Device from the case provided by Incline High School unless instructed by a teacher to do so.
- I will not place decorations (such as stickers, markers, etc.) on my Electronic Device or provided case.
- I will not deface the serial number Electronic Device sticker on any Electronic Device.
- I will file a police report in case of theft or vandalism and report it to the administration of Incline High School.
- I will be responsible for all damages or loss caused by neglect or abuse.
- I agree to return the Electronic Device, case, and power cords in good working condition.

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

Student Name (please print first and last name): _____

Student Signature: _____ Date: _____

Parent/Guardian Name (please print first and last name): _____

Parent/Guardian Signature: _____ Date: _____

Electronic Devices and accessories must be returned to Incline High School at the end of each school year. Students who withdraw, are suspended or expelled, or terminate enrollment at Incline High School for any reason must return their Electronic Device and accessories on the date of termination.