

Johnston Community School District
Digital Learning Environment



Elementary Handbook

Johnston Community School District

Digital Learning Environment

The digital device that you are being provided belongs to and is the property of the Johnston Community School District (JCSD). By using the device, you agree to the terms and conditions outlined in this handbook. Students should understand that they have no expectation of privacy and data in the device is not considered private. The device can be collected and inspected at any time by JCSD administrators and/or technology staff.

1:1 Initiative Vision

- Enhancing student engagement
- Enhancing teaching and learning
- Becoming good digital citizens
- Using digital tools for academic and personal learning
- Differentiating instruction
- Eliminating the digital divide
- Embracing 21st Century learners with Iowa Core 21st Century Technology Skills: creativity, collaboration, communication and critical thinking

1. Agreement Form

An Agreement Form for the use of the device is required of students. The Agreement form will be completed and submitted to the school before receiving/using the device. The form is included in this handbook.

2. Equipment

Ownership: JCSD retains sole right of possession and ownership of the device/accessories and grants permission to the student to use the device and accessories according to the guidelines set forth in this handbook and other applicable JCSD policies. Moreover, JCSD administrative and technology staff retains the right to collect and/or inspect the device at any time, including via electronic remote access, and to alter, add or delete installed software or hardware. All equipment will be checked in at the end of each school year.

Fines

The student and parents/guardians will be responsible for any damage to the device and/or accessories and must return the device and accessories to the designated device collection location in satisfactory condition. The student and parents/guardians will be charged a fine for any needed repairs, not to exceed the replacement cost of the device and/or accessories. Refer to Damage or Loss of Equipment (section 7) for more details.

3. Device Care

General Care

Students are responsible for the safe and proper care of their device and accessories that they have been issued/use.

- Clean the device screen with a clean, soft, microfiber cloth. Never use rubbing alcohol or any other cleanser to clean the surface of the device.
- Never push or force any cables/adapters into a wall port or into the device.
- Only labels/stickers/other items approved by the District may be applied to the device, case, or accessories.
- Devices that malfunction or are damaged must be reported to the school. The District will be responsible for repairing devices that malfunction. Devices/accessories that have been damaged from student misuse, neglect, or are accidentally damaged will be repaired; the student and parents/guardians will be responsible for the repair cost.
- Be conscientious of where the device is placed; do not put the device in a position where it could be dropped, pushed or otherwise bumped.

Screen Care

The device screen can be damaged if not taken care of properly. The screens are susceptible to excessive pressure being placed on the screen.

- Do not lean on top of the device when the case is closed.
- Do not place anything on top of the screen that could put pressure on the screen.
- Do not put anything in the same storage space as the device that may put additional pressure on the screen (ie. papers, paperclips, stylus inside the case).
- No liquids should be directly used in cleaning the screen; microfiber cloths should be used.

4. Device Use

Devices are intended for educational use at school.

Teachers direct the use of the devices in classes and students will adhere to the teachers' instructions in using them.

All use of the devices shall be subject to the terms of this handbook and other applicable JCSD policies, including, but not limited to, the Student Technology Responsible Use Policy.

Passcode/Lock Screen/Wallpaper Photos

- The passcode lock should be the 4-digit code used for student district passwords and be ON at all times on the devices.
- Inappropriate media may not be used as a wallpaper/screen photo.
- Presence of guns, weapons, pornographic materials, sexual material, inappropriate language, alcohol, drug, gang related symbols or photos may result in disciplinary action.

Sounds, Music, Video, Photos, Games or APPs

- Be conscientious of when sound is ON. For etiquette of others, sound should be muted.
- Music is allowed on the device and can be used at the discretion of the teacher.
- Music, Video, APPs should be stored locally and not streamed for use.
- All APP and content appropriateness is at the discretion of district personnel.

Capturing video, audio, pictures

- Using the device to capture video, audio, or picture media requires consent of all persons being recorded and persons being recorded must be informed of the media's intended use.
- The use of cameras is strictly prohibited in locker rooms and restrooms.
- The academic purpose of the recordings must be evident and clear to those involved.
- Capturing media from an assessment and/or sharing with others is considered cheating.

Printing

Printing at school will not be available directly off the device. Students should transport items off the device from within the APP via email or other Apps/online tools. Students may use a computer to access the transported items and printing is available from the computers. Students should be mindful of the need to print and are encouraged to use digital content instead of printing. Students are able to print outside of school using personal wireless printers.

Network/Wireless Connectivity

JCSD cannot guarantee 100% network uptime, and is not responsible for lost or missing data. If you lose data connectivity on your device please report it to your teacher or bring it in to the service location in each school.

- Wireless access is available at school.
- District devices and equipment will use the District network and filter service. Non-District rogue, hotspots or hubs should NOT be used. If devices are found to be using other access points, the access point device will be turned over to administration.
- The devices are able to access wireless points outside the schools' campuses. Various businesses have available public access points that can be used. Students should use public or personally owned access points, and not privately-owned points without the owners' permission.
- Wireless access off campus still uses the district filter service.

Device Storage

Content on the devices is foremost academic. Students should keep 3GB available for academic content. If storage space gets low as deemed by District personnel, students will be asked to remove non-academic content or assisted in this regard by District personnel.

- Compliance to storage availability should be within 48 hours of notice or device is subject to data removal.
- Repetitive violations may be subject to advanced management settings on the device.

5. Device Applications/Management

District Applications, Content

The system setup, APPs and content originally installed on the device by the District must remain on the device in usable condition and be easily accessible at all times. In some cases, students will be directed to delete APPs and content.

Managed Environment

Students' devices will be set up on a managed environment. Students will be able to download and install APPs that are in the School Self Service Cart. Apps in the Self-Service Cart are selected and approved by staff, as it relates to curriculum, course content, and individual student needs.

No costs will be incurred to students. The district has purchased Apps for students. Those APPs will be available to the students with no incurred costs; the district retains the ownership of these APPs.

Students are expected to only be using the APPs that teachers instruct them to during class, as well as only be working on classroom activities/apps. Devices may be taken if students are disengaged from classroom activities and content.

If technical difficulties occur or illegal APPs are discovered, the device may be reimaged. The district does not accept responsibility for the loss of any applications/content deleted due to re-imaging.

Inspection

The devices may be inspected at any time by District administrative or technology personnel, including through electronic remote access.

6. Damage or Loss of Equipment

The student shall use reasonable care to ensure that the device and accessories are not damaged.

In the event of damage to the device which is not covered by the warranty, JCSD reserves the right to charge the student and parents/guardians the full cost for repair or replacement of the device at any time, such as when damage occurs due to gross negligence as determined by JCSD administrative personnel.

Examples of gross negligence may include, but are not limited to:

- Leaving the device unattended, unlocked, and without a passcode.
- Lending the device to others other than one's parents/guardians
- Using the device in an unsafe environment
- Using the device in an unsafe manner
- Intentionally causing damage to the device

Actions Required in the Event of Damage

Students must report any device damage immediately to the teacher, Principal, Director of Technology, or technicians.

7. Repair/Replacement Costs

Students may be held responsible for the repair costs for damage caused by gross negligence (devices and accessories) which are not covered by the Apple limited warranty including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. Should the cost to repair exceed the cost of purchasing a new device or item, the student and parents/guardians will pay for full replacement value. Lost items such as cases, adapters and cables will be charged the actual replacement cost. We do not accept 3rd party after market power adapter or USB cables.

Estimated costs:

Device with Warranty - \$299

Case - \$58

Power Adapter - \$19

USB Cable - \$19

Screen protector - \$5

Case Stands - \$3

ID Card - \$3

8. Digital Learning Environment Device Agreement Form

Students and parents will complete an agreement form and this form will be on file at the school.

Johnston Community School District
Digital Learning Environment Device Agreement Form
Elementary Level

<p>The following items reiterate some of the most important points covered in the Digital Learning Environment Handbook. Review and initial each statement as agreement and understanding of your part in the program.</p>	<p>Student Initial</p>
<p>I understand that I am responsible for taking care of the device and accessories, including proper cleaning, avoiding hot and cold temperatures, and keeping the device in the provided case.</p>	
<p>I understand that I (or parents) may be fully responsible for the cost of repair or replacement due to damages that occur to the device issued to me or damages I am responsible for on another person's device.</p>	
<p>The device case provided to you by the District is to remain on the device at all times. Issued student IDs/Identification Labels are to remain in the device case at all times and will be turned in with the device during device collection. A District-directed passcode lock is to be ON at all times.</p>	
<p>I will read and follow the handbook, policies, and adhere to notices and messages from the technology department and administration (instructions, changes in settings, backing up files, accounts, etc.).</p>	
<p>I will use the device for educational purposes and in accordance with the DLE Handbook and other applicable JCSD policies, including the Student Internet Appropriate Use (Technology Responsible Use) Policy. I will use academic appropriate sounds, music, video, photos, games or applications.</p>	
<p>I will not attempt to alter the profiles, settings, access set up, or use any software, utilities, applications or other means to change the settings, access Internet sites, or content blocked by filters.</p>	
<p>I will keep 3GB of the device as free space. I understand I may be asked to delete personal content and APPs.</p>	
<p>I will only use the device recording capabilities for academic purposes, with consent of the participants, their knowledge of the media's intended use, and staff approval. Capturing media from an assessment and/or sharing with others is considered cheating.</p>	
<p>I will report any problems with my device to a member of the technology support staff in a timely manner. The only technology support for the JCSD devices are through the JCSD technology department; not a store or technology service.</p>	
<p>I understand that the District owns the device and has the right to collect and inspect the device at any time. I have no expectation of privacy in the device or any materials and/or content contained therein.</p>	
<p>I will only use public or personally owned access points and not privately-owned points without the owners' permission.</p>	
<p>I will turn in the device and accessories on or before the designated day and location.</p>	

We have read the DLE 1:1 Handbook and the Internet Appropriate Use Student Technology Responsible Use Policy and Administrative Regulations (605.6/605.6R1), which are incorporated by reference herein, and agree to the stated conditions. Questions or accommodations regarding the device should be directed to the school principal or the Director of Technology.

Student Name (print) _____ Student Signature _____ Date _____