

Johnston Community School District
Digital Learning Environment



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 taking possession of 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 Forms

Agreement forms for the use of the device are required of students and their parent/guardian. Agreement forms will be completed and submitted to the school before receiving the device. The forms are included in this handbook.

2. Equipment, Distribution and Collection

2.1 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 and reissued the next school year.

Equipment Provided: Efforts are made to keep all device configurations consistent. All devices include a protective case, power adapter and cord, and software/applications. JCSD will retain records of the inventory and serial numbers of provided equipment.

Substitution of Equipment: In the event the device is inoperable, JCSD has a limited number of spare devices for use while it is repaired or replaced. However, it cannot guarantee a loaner will be available at all times. The agreement remains in effect for such a substitute. The student may NOT opt to keep a broken device or avoid using the device due to loss or damage. Please note that if the student forgets to bring the device to school, a substitute will not be provided.

2.2 Distribution

Devices will be distributed to Johnston Digital Learning Environment school students. Group sessions may be held for new and incoming students and parents to JCSD. During the school year, individual sessions will be by appointment.

Parents/Guardians and students must sign and have on file the Student Internet Appropriate Use (Technology Responsible Use) Policy Agreement and DLE Agreement Forms before the device will be issued to the student.

The device case, provided to you by the District, is to remain on the device at all times. Issued student IDs are to remain in the case at all times and will be turned in with the device.

2.3 Collection

Devices and accessories will be returned at the end of the school year. A designated time and place will be announced for the return of the device and accessories. Students who graduate early, withdraw from school, suspended, expelled or otherwise terminate enrollment at Johnston must return their device and accessories by the date of such termination. The District may also request collection of the device and accessories at any time.

2.4 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.

If a student fails to return the device and/or accessories at the end of the school year or upon termination of enrollment at the school or when requested by the District, the student and parents/guardians will be charged the replacement cost of the device and/or accessories and may be subject to criminal prosecution or civil liability.

3. Device Care

3.1 General Care

Students are responsible for the safe and proper care of their device and accessories that they have been issued. Devices that are not working properly are to be taken to the service location in each school.

- 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.
- Never store the device in areas of extreme heat or cold, direct sunlight, or moisture.
- 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 service location in each 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.

- Devices that are stolen must be reported immediately to the School Office and Police Department.
- 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.

3.2 Transporting Care

- Students are responsible for bringing their device to school and having it properly charged each day.
- The device case provided to you by the District is to remain on the device at all times. It is intended to provide the proper amount of protection for the devices under normal conditions.
- Make sure that when the device is in a book bag, it is free of any heavy books/items that may press upon the device and the device screen.
- Storage directions will be given for specific areas (PE, locker rooms) or events (extra-curricular).
- Do not leave the device unattended in an unlocked car or locker.

3.3 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 each day. In addition to teacher/class expectation for device use, Moodle course content, school JDragonmail messages, documents, and announcements may be accessed using the device. Students must be responsible to bring their device to all classes, unless specifically instructed not to do so by their teacher.

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

4.1 Device Not at School

If students do not bring their device to school, they are responsible for getting the course work completed as if they had their device present.

4.2 Device Undergoing Repair

Loaner devices may be issued (not guaranteed) to students when their device is in for repair. There may be a delay in getting a device should there not be any available to loan. This agreement remains in effect for the device on loan.

4.3 Charging the device

Devices must be brought to school each day in a fully charged condition. Students need to charge their devices each evening. In cases where use of the device has caused the battery to become low-charged, students may be able to connect their devices to a power outlet in class (at the teacher's discretion), common areas and the library media center. There is a charging station at the LMC circulation desk. Students may leave their device there to charge. Students may only drop off and pick up their own device from this charging station.

4.4 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.

4.5 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.

4.6 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.

4.7 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.

4.8 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.

4.9 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. Managing Files

5.1 Saving Work on the device

- Students will be allowed to save their work onto the device. Getting information off the device may require a District-approved file storage/transfer system.
- Larger files should be moved off the device through district-approved processes. Online file storage tools (Google Drive, Dropbox) are encouraged for use. Smaller documents should be emailed off the device as attachments or via another transfer App.

5.2 Managing Data

JCSD is not responsible for backing up content on the device. Students need to be responsible for sensitive data that might be lost in the event of a device failure.

- Students should adhere to instructions and messages about setting up their device to back up notes, files (ie. GoodNotes).
- Do not sync the device to a computer.
- APPs can usually be recovered by restoring the device. Data contained in these apps however may not be recoverable.
- Third party back up methods may be used to backup data, including emailing to student JDragonmail accounts, and other cloud-based storage (Google Drive, Dropbox).

6. Device Applications/Management

6.1 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. There will be instances that the school will install APPs to be used in a specific course. In some cases, the licensure may dictate the deleting of the APP after a course is completed.

6.2 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.

6.3 Inspection

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

7. Damage or Loss of Equipment

7.1 Responsibility for Damage

The student is responsible for maintaining a 100% working device at all times and shall return the device and accessories in the same working condition. 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 Apple limited warranty, the student and parents/guardians will be billed a fine according to the following schedule:

- First/Second incident – actual repair cost up to a maximum of \$75.00
- Third incident – actual repair or replacement cost

The fine will be collected before scheduling the repair or replacement.

Notwithstanding the above fine schedule, 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/or without a passcode
- Lending the device to persons 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

7.2 Responsibility for Loss

In the event the device and/or accessories is lost or stolen, the student and parents/guardians may be billed the full cost of replacement of the device and/or accessories. Examples of instances in which students and parents/guardians may be charged include, but are not limited to, loss resulting from gross negligence as determined by JCSD administrative personnel, such as leaving the device and/or accessories unattended and unlocked.

7.3 Actions Required in the Event of Damage or Loss

Students and parents/guardians must report any device damage or loss immediately to the Principal, Assistant Principals, Director of Technology, or technicians. If the device is stolen or vandalized while not at JCSD Schools or at a JCSD sponsored event, the parent/guardian shall file a police report.

7.4 Technical Support and Repair

JCSD does not guarantee that the device will be operable at all times, but will make technical support, maintenance and repair available.

8. Repair/Replacement Costs

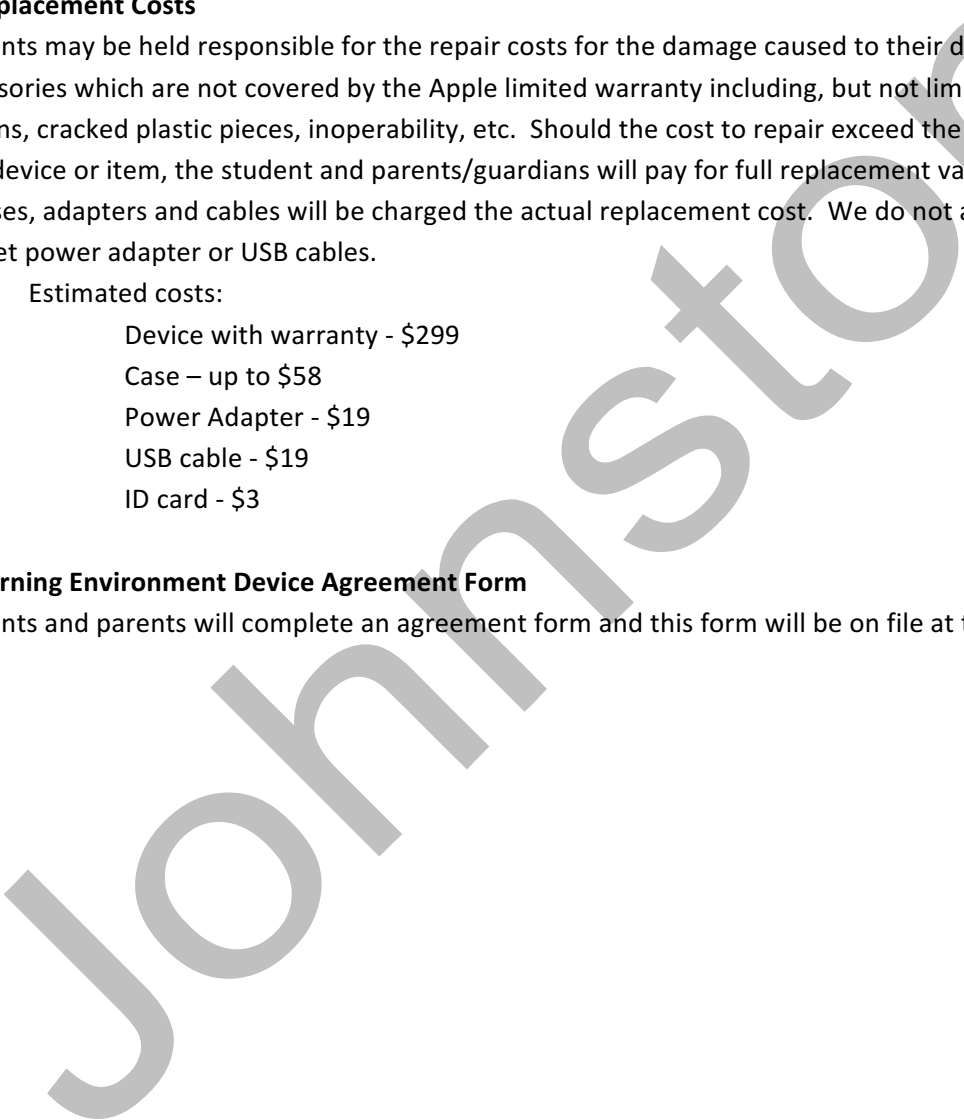
Students may be held responsible for the repair costs for the damage caused to their devices and accessories which are not covered by the Apple limited warranty including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. Should the cost to repair exceed the cost of purchasing 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 – up to \$58
- Power Adapter - \$19
- USB cable - \$19
- ID card - \$3

9. 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

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.	Student Initial	Parent Initial
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.		
I will not leave my device unattended unless it is locked in a secure place. I (or parents) may be fully responsible for the cost of replacement should my device become lost or stolen.		
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.		
The device case provided to you by the District is to remain on the device at all times. Issued student IDs 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.		
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.).		
I will bring the device to school every day and to the best of my ability have it fully charged.		
I will use the device (including off campus use) 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.		
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.		
I will keep 3GB of the device as free space. I understand I may be asked to delete personal content and APPs.		
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.		
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.		
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.		
I will only use public or personally owned access points and not privately-owned points without the owners' permission.		
I will turn in the device and accessories on or before the designated day and location.		

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 _____

Parent Name (print) _____ Parent Signature _____ Date _____