Armour School District

Tablet Program Handbook

Which includes:
Tablet Policies, Procedures, and Information

2011 - present

The focus of the Classroom Connection Project (Laptop Initiative) at Armour High School is to prepare students for their future, a world of digital technology and information. As we continue into 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 tool of these twenty-first century students is the tablet computer.

AHS will work to create a learning environment that has a 21st century curriculum, one that is relevant and provides a real-world education. Students will develop skills in the following areas:

Information/Research
Communication
Analytical thinking and problem-solving
Interpersonal
Self-directional

The individual use of tablets 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. Learning results from the 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. Classroom Connections integrates technology into the curriculum anytime, anyplace.

The policies, procedures and information within this document apply to all tablets used at Armour High School, including any other device considered by the principal to come under this policy.

Teachers may set additional requirements for computer use in their classroom.

The school network is a private secured government network.

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1.0 TABLET SPECIFICATIONS

The tablet selected for use at Armour High School is the HP 2730P/ HP 2740P Tablet PC.

Operating System: Microsoft Windows Windows 7 Tablet PC Edition,
Microsoft Office 2007 Professional Edition (Select Agreement)
Processor: Intel Core 2 Duo Ultra Low Voltage
(up to 1.2 GHz, 3MB L2 Cache) or Low Voltage (up to 1.86 GHz, 6MB L2 cache)
Memory: DDR2 SDRAM, 800MHz 1024MB 667MHz
Hard Drive: 120 GB 5400rpm SATA hard drive
Media Card Reader: SD Card Reader and MMC MultiMedia Card
Optical Drive: available on Ultra Slim Expansion Base
Screen: 12.0" WXGA with Rotating Hinge for Tablet Functionality
Keyboard: Dual point Keyboard
Battery: 6Cell 44Whr 2730p Battery
Modem and Network Adapter: MDC v1.5 Modem, Broadcom WLAN 802.11a/b/g draft-n Module
Bluetooth: WPAN Bluetooth 2.0+Module
Limited Warranty: 3/3/0 2730p Warranty, HP 3yr Next Business Day Onsite with Accidental Damage Protection

2.0 RECEIVING YOUR TABLET
2.1 Receiving Your Tablet

Tablets will be distributed each fall during a "Tablet Orientation." **Parents & students must sign and return the Tablet Computer Protection Plan and Student Pledge documents before the tablet can be issued to their child.** The Tablet Computer Protection Plan outlines three options for families to protect the tablet investment for the school district. Please review the Tablet Computer Protection Plan included in this handbook on pages 21 & 22.

Tablets will be collected at the end of each school year for maintenance, cleaning and software installations. Students will retain their original tablet each year while enrolled at AHS.

2.2 Tablet Check-in

Tablets, accessories, and cases will be returned during final checkout by the last day of school. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at AHS for any other reason must return their individual school tablet computer on the date of termination.

If a student fails to return the computer at the end of the school year or upon termination of enrollment at AHS, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the computer, or, if applicable, any insurance deductible. Failure to return the computer will result in a grand theft report being filed with the Armour Police Department.

Furthermore, the student will be responsible for any damage to the computer, consistent with the District's Tablet Computer Protection Plan and must return the computer and accessories to the school in satisfactory condition. The student may be charged a fee for any needed repairs not to exceed the replacement cost of the computer

2.3 Check-in Fines

If your tablet and/or carrying case has been damaged or defaced, you will be fined respectively for the damage at the end of the year during student tablet check-in or when checking out to transfer to another district.

If a student tablet is not returned during year-end check-in or upon transferring out of district, the administration will be in charge of seeing this equipment is returned in a timely manner. If the administration is not successful, this matter will be turned over to local law enforcement.

3.0 TAKING CARE OF YOUR TABLET

Students are responsible for the general care of the tablet they have been issued by the school. Tablets that are broken or fail to work properly must be taken to the Technology Coordinator. The school district will be responsible for repairing computers that malfunction. Computers that have been damaged from normal use or accidentally will be repaired with no cost or minimal cost to the student. **Students will be entirely responsible for the cost of repairs to computers that are damaged intentionally.**

3.1 General Precautions

- No food or drink is allowed next to the tablet while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the tablet.
- Students should never carry their tablets while the screen is open.
- Tablets should be shut down before moving them to conserve battery life.
- Tablets must remain free of any writing, engraving, drawing, stickers, or labels that are not the property of the Armour School District.
- Tablets must never be left in a car or any unsupervised area.
- Students are responsible for keeping their tablet's battery charged for school each day.

3.2 Carrying Tablets

The protective cases provided with tablets have sufficient padding to protect the tablet from normal treatment and provide a suitable means for carrying the computer within the school. The guidelines below should be followed:
- Tablets should always be within the protective case when carried.
- Some carrying cases can hold other objects (such as folders and workbooks), but these must be kept to a minimum to avoid placing too much pressure and weight on the tablet screen.
- The tablet must be turned off before placing it in the carrying case.

3.3 Screen Care

The tablet 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 tablet when it is closed.
- Do not place anything near the tablet that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Clean the screen with a soft, dry cloth or anti-static cloth.
- **Do not use commercial glass cleaner.**

4.0 USING YOUR TABLET AT SCHOOL
Tablets are intended for use at school each day. In addition to teacher expectations for tablet use, school messages, announcements, calendars and schedules will be accessed using the tablet computer. Students must be responsible to bring their tablet to all classes, unless specifically advised not to do so by their teacher.

4.1 Tablets Left at Home

If students leave their tablet at home, they must immediately phone parents to bring it to school. Repeat violations of this policy will result in disciplinary action which could restrict use to school only for a given time period.

4.2 Tablet Undergoing Repair

Loaner tablets may be issued to students when they leave their tablets for repair with the Technology Coordinator.

4.3 Charging Your Tablet's Battery

Tablets must be brought to school each day in a fully charged condition. Students need to charge their tablets each evening. Repeat violations of this policy will result in disciplinary action.
In cases where use of the tablet has caused batteries to become discharged, students may be able to connect their computers to a power outlet in class or borrow a battery from the Technology Coordinator. **Extra batteries must be returned to the Technology Coordinator by 8:30 a.m. of the next school day.**

4.4 Screensavers/Tablet

Inappropriate media may not be used as a screensaver.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary action.
- Passwords on screensavers are not to be used.
- The following activities are not allowed:
  1) purchasing or selling of items, 2) use of credit cards, 3) political activity, 4) commercial advertisements

4.5 Sound, Music, Games, or Programs

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Students may purchase their own headphones; they are only to be used when given permission by a teacher.

Do not save any games or programs to the hard drive. All software must be district provided. Storage space will be available on the tablet, BUT it will NOT be backed up in case of re-imaging.

4.6 Printing

Students may use printers in the classrooms, the library, and computer lab with teachers' permission during class or breaks. Students who want to print on a home printer must ask the Technology Coordinator to add their printer software to the tablet computer.

4.7 Home Internet Access

Students may connect to the Internet from a location outside the school, but must understand that they are still using school equipment and all school rules and policies still apply.

5.0 MANAGING YOUR FILES & SAVING YOUR WORK

5.1 Saving to My Documents

Students will be logging onto the AHS network in order to back up their work. Students will have their own user account and folder on the network with ample space to back up any school-related work. Student server files size may be subject to disk quotas.

The tablets will be set up with **My Documents/Home Directory** in which students should save their work. The **My Documents/Home Directory** will automatically save a copy of all student documents saved to the **My Documents/Home Directory** to the server while they are on the high school network. When a student adds a document to the **My Documents/Home Directory** folder while working at home or away from school, that document will be copied automatically to the school server when the student logs onto the network at school.

Additional folders in **My Documents/Home Directory** may be created or added by the student. All student work should be stored in the **My Documents/Home Directory** folder. Only files stored in **My Documents/Home Directory** will be automatically backed up and saved. Student work saved to a different location on the computer will not be saved to the high school server. Students who save work to a different location should be aware that the data will not be backed up in case of re-imaging of the tablet.

5.2 Saving Data to Removable Storage Devices

Students should also backup all of their work at least once each week using removable file storage. Purchase and use of removable storage disk/stick are the responsibility of the student. The computer's media card reader will read the following types of memory cards: Memory Stick®, Multi-Media Card®, MultiMediaCard™, Secure Digital™, XD Picture Card, Mini Secure Digital™, and RS-MultiMediaCard™.

It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. **Computer malfunctions are not an acceptable excuse for not submitting work.**

5.3 Network Connectivity

The Armour School District makes no guarantee that their 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.

6. SOFTWARE ON TABLETS

6.1 Originally Installed Software

The software originally installed by AHS must remain on the tablet in usable condition and be easily accessible at all times.

The tablet is supplied with HP's proprietary version of Windows® XP Tablet PC Edition operating system and additional software. Licensed software provided with all new tablets includes:

One Note 2007	Quick Time
Office 2007	Shock Wave
Photo Story 3	Flash
Java	Acrobat Reader

From time to time the school may add software applications for use in a particular course. The licenses for this software require that the software be deleted from tablets at the completion of the course. The Technology Coordinator will check at the end of first semester and delete software that is no longer required in class so that the school does not exceeded its licenses.

6.2 Virus Protection

The tablet has anti-virus protection software. This software will scan the hard drive and floppy drive for known viruses on boot up. The virus software will be upgraded from the network. The school's storage server and e-mail server are also installed with virus protection software and hardware. If a notification that a virus has been detected he/she should report that to the Technology Coordinator.

6.3 Additional Software

All software will be loaded by the Technology Coordinator. Home printer software will be added by the Technology Coordinator upon request and by providing the CD.

6.4 Inspection

Students will be randomly selected weekly to provide their tablet for inspection. This inspection will include a physical check of the exterior as well as the contents of the hard drive.

6.5 Procedure for Re-loading Software

If technical difficulties occur or illegal software is discovered, the technician will copy all files in My Documents. The hard drive will then be re-formatted. Authorized software will be installed and the data files reinstated in My Documents. The school does not accept responsibility for the loss of any software deleted due to a re-format and re-image.

6.6 Software Upgrades

Upgrade versions of licensed software are available from time to time. Students will be instructed to upgrade their software from the school's network periodically.

7. ACCEPTABLE USE

7.1 General Guidelines

(1) Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of the Armour School District.
(2) Students are responsible for the ethical and educational use of the technology resources of the Armour School District.
(3) Access to the Armour School District technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow this policy.
(4) Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
(5) Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, campus administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action.

7.2 Privacy and Safety

- Do not go into chat rooms without permission.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people.
- Remember that storage is not guaranteed to be private or confidential.
- If you inadvertently access a web site that contains obscene, pornographic or otherwise offensive material, notify a teacher or the principal immediately so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

7.3 Legal Propriety

- Students must 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 a violation of the Student Misconduct and Progressive Discipline Policies. 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 of hacking software is strictly prohibited and violators will be subject to disciplinary action. Violation of applicable state or federal law, including the South Dakota Penal Code, Computer Crimes, will result in criminal prosecution or disciplinary action by the ASD.

7.4 E-mail

- Always use appropriate language.
- Do not transmit language/ material that is profane, obscene, abusive, or offensive to others.
- Do not send mass e-mails, chain letters or spam.
- Students should maintain high integrity with regard to e-mail content.
- No private chatting during class without permission.
- AHS e-mail is subject to inspection by the school.
- No use of Facebook, MSN Messenger, Hotmail, My Space or any other similar program during the school day.

7.5 Consequences

The student in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of the Tablet Handbook will result in disciplinary action.

Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated district staff to ensure appropriate use. The ASD cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of e-mail and network communications are governed by the South Dakota Open Records Act; proper authorities will be given access to their content.

8. PROTECTING & STORING YOUR TABLET COMPUTER

8.1 Tablet Identification

Student tablets will be labeled in the manner specified by the school. Tablets can be identified in the following ways:
    Record of serial number and school district asset tag
    Individual User account name and password
    Engraved or marked identification number

8.2 Password Protection

Students are expected to password protect their tablets by setting a start-up password and keeping that password confidential.

8.3 Storing Your Tablet

When students are not monitoring tablets, they should be stored in their lockers with the lock securely fastened. Nothing should be placed on top of the tablet, when stored in the locker. Students are encouraged to take their tablets home every day after school, regardless of whether or not they are needed. Tablets should not be stored in a student's vehicle at school or at home.

8.4 Tablets Left in Unsupervised Areas

Under no circumstances should tablets be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the multi-purpose room, computer lab, locker rooms (unless locked in locker), library, unlocked classrooms, dressing rooms and hallways. Any computer left in these areas is in danger of being stolen.

Unsupervised tablets will be confiscated by staff and taken to the Principal's Office. Disciplinary action may be taken for leaving your tablet in an unsupervised location.

9. REPAIRING OR REPLACING YOUR TABLET COMPUTER

9.1 HP Warranty

This coverage is purchased by the Armour School District as part of the purchase price of the equipment. HP warrants the tablets from defects in materials and workmanship. This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide replacement parts necessary to repair the tablet or tablet replacement. The HP warranty does not warrant against damage caused by misuse, abuse, accidents or computer viruses. Please report all tablet problems to the Technology Coordinator.

9.2 Accidental Damage Protection

The Armour School District has purchased through HP coverage to protect the tablets against accidental damage such as: liquid spills, accidental drops, power surges, and natural disasters. This coverage **does not** provide for damage caused by fire, theft, loss, misuse, intentional or frequent damage or cosmetic damage. HP will assess the tablet damage and repair or replace the machine at no cost if the damage is determined to be accidental, infrequent, and within the protection guidelines. The tablet is covered with a three-year HP Warranty and Accidental Protection Plan. AHS Technology Coordinator will service repairs and replacements for detective parts and acts of accidental damage. Please report all tablet problems to the Technology Coordinator.

9.3 School District Protection

School District Protection is available for students and parents to cover tablet replacement in the event of **theft, loss, or accidental damage by fire**. The protection cost is $25.00 annually for each tablet ($50.00 maximum per family). A $250.00 reimbursement would be the maximum payment due in case of either of these three events.

9.4 Claims

All insurance claims must be reported to the Administration. Students or parents must file a police or fire report and bring a copy of the report to the principal's office before a tablet can be repaired or replaced with School District Protection.

Fraudulent reporting of theft, loss, or accidental damage by fire will be turned over to the police and insurance company for prosecution. A student making a false report will also be subject to disciplinary action as outlined in the student handbook.

The District will work with the Armour Police Department to alert pawnshops and police departments in the area to be aware of this ASD-owned equipment.

10. TABLET TECHNICAL SUPPORT

The Technology Coordinator is located in the computer lab in the high school building and coordinates the repair work for tablets. Services provided include the following:

    Hardware maintenance and repairs
    Password identification
    User account support
    Operating system or software configuration support
    Application information
    Re-imaging hard drives
    Updates and software installations
    Coordination of warranty repairs
    Distribution of loaner tablets and batteries

11. TABLET FAQ'S

1. Can I use the HP 2730P Tablet computer/software throughout my career at AHS?
Yes. While the rapid pace of computer technology guarantees that more advanced units will be available before you graduate, your unit will be powerful enough for your classroom work throughout your career at AHS. The available software will be usable in upper level as well as entry-level course work. Of course, just as upper level courses require different textbooks, you may need additional software as you move through the curriculum.

2. What if I already have another model or brand of tablet computer?
You will be required to use the school district issued tablet for school purposes. This is necessary to ensure that you have a computer that gives you network capability and the ability to run the software that you will need in your courses. The Armour School District is also limited to provide maintenance service or assistance for only the HP 2730P Tablet. For these reasons, other tablet computers will not be used on the Armour School District network at school.

3. Can I have my tablet computer over the summer?
No. All tablets will be collected at the end of the school year for general maintenance, cleaning, and software installation purposes. Students will receive their tablets again at their orientation session in the fall to ensure that everyone receives complete information about the computer, including its warranty, insurance coverage, software usage and AHS's policy regarding the ethical use of computers.

4. What about insurance against theft or breakage through carelessness?
Your tablet computer is very portable and very valuable, making it an attractive target for thieves. Therefore, the Armour School District tablet protection is recommended. The protection

covers the tablet for a $25.00 payment ($50.00 maximum per family). You will be responsible for paying an additional charge of $250.00 for each theft or loss claim. The best insurance is to take care of your tablet. Do not leave your tablet in the building, classroom, concourse, or car unattended. Always know where your tablet is! Above all, take your computer home each night.

5. Does AHS provide maintenance on my HP 2730P Tablet computer?
Yes. The Technology Coordinator will provide maintenance for students. Students enrolled at AHS will be covered by a maintenance agreement for items described in the HP warranty agreement. Please consult the warranty agreement so that you understand what is and what isn't covered.

6. What will I do without a computer in my classes if my tablet unit is being repaired or while I am replacing it if it is lost or stolen?
Armour High School stocks a limited number of tablet computers that can be loaned out on a first come, first-served basis. You will be able to apply for a loaner unit at the Technology Coordinator, the same area where you will go for service on your tablet computer. If you are in possession of a loaner, treat it as if it were your own computer. You will be responsible for any damage to the unit or for its loss.

7. If I purchase software in addition to the available software provided through AHS, will the Technology Coordinator load it for me?
Yes. Students who qualify for the Rewards Privileges will be allowed to have appropriate educational software installed by the Technology Coordinator. Students with Standard Privileges or Suspended Privileges are not allowed to install or download additional software to your school-issued tablet computer.

8. Do I need a printer?
You need not own one since printers are located in classrooms and the library. If you want to connect to a printer at home with the school tablet, you will need to visit the Technology Coordinator and ask to have your printer software installed.

9. Will I need to buy a modem? No. A modem is built into the HP 2730P Tablet.

10. How do I connect to the Internet at home?
You may connect to the Internet using a cable Ethernet connection or wireless Ethernet connection. If you have service with an Internet provider, you simply need to plug the Ethernet cable into the Ethernet port on the tablet computer. If you maintain a wireless home network, you must set the tablet to connect to your wireless connection.

11. Will there be facilities to back up the files I create on my tablet?
Yes. When you save your documents to the My Documents folder, your files are automatically saved to the school storage server. You are also encouraged to save your documents to a removable memory card that can be inserted into the 7-in-1 memory card reader on the tablet.

12. What if I want to add options to my tablet later?

Only the Armour School District is authorized to add options and upgrades to your tablet computer.

13. What if I want to run another operating system on my tablet?
Only the operating system chosen by the Armour School District will be authorized to run on a student-issued tablet computer.

14. Will I be given a new battery if mine goes bad?
The tablet battery will be replaced by the manufacturer for defects. You will be responsible for charging your battery and proper battery maintenance. If you need to borrow a battery for class, you may check a battery out from the Technology Coordinator. The battery must be returned before the end of the school day, and you may be asked to pay a charging fee if your personal use of school back-up batteries is frequent.

15. What has the school done to help prevent students from going to inappropriate sites?
We have a software product which is designed to help monitor all Internet sites that students attempt to access. This software blocks inappropriate sites and also logs a history of every site that each user opens. All students who attempt to find inappropriate sites will be directed to the Principal's Office.

16. Are Student Tablets subject to school "snooping"; what if they bring their tablet in for repairs and "objectionable data" is detected?
Inappropriate material on tablets should be reported to the classroom teacher, principal, or Technology Coordinator immediately upon identification. Students who have "objectionable data" on their tablet but have failed or chosen not to report it, will be referred to the Principal's Office.

17. If the accessories to my tablet are damaged, lost, or stolen, how much will it cost to replace them? In the event that tablet accessories are stolen, you should report the lost items to the Technology Coordinator or Principal's office. The cost to replace specific accessories is listed below:

A) AC adapter & power cord: $29.00   B) Battery: $80.00 or $120 (Ultra Slim Battery)
C) Tablet Sleeve: $33.00   D) Damaged case: $5.00 to $33.00
E) Stylus: $29.00   F) Total Cost of Tablet: $1,200.00
G) Keyboard replacement: $15.00 to $70.00   H) Broken chassis: $20.00 to $200.00
I) Rubber bumpers/pads: $ .50each   J) DVD Replacement: $150.00
K) Broken screen: $25.00 to $600.00

Time/labor will be considered case by case.

These prices are approximate. Fee will be based on actual replacement cost billed to ASD.
This list also applies to intentional damage done to a tablet that was not issued to that student.

Fees in addition to the list above may be assessed depending on tablet condition.

12. TABLET REWARD SYSTEM

All students will begin the school year with Standard Privileges and have the opportunity to earn the Rewards Privileges by meeting the criteria listed below. Student records will be reviewed quarterly to determine whether they have earned the opportunity to advance to the next level of privileges.

Standard Privileges:	**Standard Privileges Criteria**
• Tablet computer • Home use of tablet • Microsoft Office Suite software • State K12 web e-mail access • Windows Messenger for home use • Campus account for student information • My Documents to back-up school work • Assistance for home internet & printer set-ups • Battery exchange	All students will start on this computer level at the beginning of the school year To remain at this level, students will have… *Less than 3 incidents of accidental damage. *Less than 3 incidents of failure to bring laptop to school *No more than 1 incident of a Computer Tablet Violation (listed p. 18) *No incidents of a Computer Network Violation (listed p. 18)

Rewards Privileges:	**Rewards Privileges Criteria**
• All Standard Privileges plus the following: • Approved Educational Software installation by Technology Coordinator	Students will earn rewards and be placed at this level if they have… *A minimum quarterly GPA of 2.5 *Less than 3 incidents of accidental damage *No incidents of Computer Tablet/Network Violations

Suspended Privileges:	**Suspended Privileges Criteria**
• Tablet computer use at school • Tablet may be checked out with teacher's permission • Specified software or websites • State K12 web e-mail access • Campus account for student information • My Documents to back-up school work • Battery exchange	Students will be placed at this level if they have… *Three or more incidents of accidental damage *Two or more incidents of Computer Tablet Violations *One or more incidents of Computer Network Violations

Use of Technology Resources Policy
Armour School District

Purpose

The Armour School District is pleased to offer students, faculty, and staff access to technology resources for schoolwork and enrichment activities. The purpose of the Armour School District's technology resources is to provide additional educational resources and communication tools for students and teachers. These resources will help teachers to facilitate education and research consistent with the objectives of the Armour School District.

Definition – Technology Resources

The Armour School District's technology resources include but are not limited to the following resources: network, Internet, computer hardware, software, printers, servers, stored text, data files, electronic mail, optical media, digital images, and new technologies as they become available.

Regulations

The use of the Armour School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the ASD 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 Armour School District. 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, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The Armour School District's student policies shall be applied to student infractions.

User Terms and Conditions

The use of Armour School District's technology resources is subject to the following terms and conditions:
1. The use of technology resources must be for educational and/or research purposes consistent with the mission, goals, and objectives of the Armour School District along with State & Federal regulations. In compliance with federal law, the school district shall make reasonable effort to restrict access to inappropriate materials and shall monitor the on-line activities of the end users in the school environment.

2. User accounts are considered the property of the school district. Network administrators may review school computers to maintain system integrity and to insure that users are using the system responsibly. While user files will not be examined without reasonable cause, users should not expect that anything stored on school computers or networks will be private.

3. Prohibited technology resources activities include, but are not limited to, the following:

Computer Tablet Violations:

a. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.

b. Downloading or transmitting multi-player game, music, or video files using the school network.

c. Vandalizing, damaging, or disabling property of the school or another individual or organization.

d. Accessing another individual's materials, information, or files without permission.

e. Using the network or Internet for commercial, political campaign, or financial gain purposes.

f. Releasing files, home address, personal phone numbers, passwords, or other vital accessing information to others.

g. Promoting or soliciting for illegal activities

h. Attempting to repair, remove or install hardware components reserved for an authorized service technician.

i. Violating copyright or other protected material laws.

j. Subscribing to mailing lists, mass e-mail messages, games, or other services that generate several messages that can slow the system and waste other users' time and access.

k. Excessive use of network storage space or other intentionally wasting of school resources
Consequences: 1st offense – Office intervention or 5 day computer tablet/resource suspension
2nd offense – 10 day computer tablet/resource suspension
3rd offense – Tablet/resource suspended for remainder of quarter or not less than 15 days.
Computer Network Violations:

a. Attempting to log on to the Internet or network (servers, routers, switches, printers, firewall) as a system administrator.

b. Sending, accessing, uploading, downloading, or distributing pornographic/sexually explicit materials.

c. Installing, enabling, launching, or creating programs that interfere with the performance of the network, internet, or hardware technology resources.

d. Creating, uploading, or transmitting computer viruses.

e. Attempting to defeat computer or network security.
Consequences: Suspension of tablet computer, referral to law enforcement authorities, and possible long term suspension or recommended expulsion from school.
(These consequences relate to tablet use only. Other disciplinary actions may be taken.)

4. Armour School District does not guarantee that its technology resources will be uninterrupted or error-free; nor does it make any warranty as to the results to be obtained from use of the service or the accuracy or quality of the information obtained on or by the network. Access to the network is provided on an "as is" basis without warranties of any kind. Neither the school district nor any of its agents or employees shall be liable for any direct, indirect, incidental, special, or consequential damages arising out of the use of or inability to use the network or Internet.

5. Users shall be responsible for any costs, fees, charges, or expenses incurred under the person's account in connection with the use of the network or Internet except such costs, fees, charges, and expenses as the school district explicitly agrees to pay.

6. Any security or equipment problems arising from the use of technology resources must be reported to the Technology Coordinator or Principal's Office.

7. Students will be held responsible for maintaining their individual school computers and keeping them in good working order.

a. Computer batteries must be charged and ready for school each day.

b. Only labels or stickers approved by the Armour School District may be applied to the computer.

c. Computer bags furnished by the school district must be returned with only normal wear and no alterations to avoid paying a bag replacement fee.

d. Computers that malfunction or are damaged must first be reported to the Technology Coordinator located in the computer lab in the high school. The school district will be responsible for repairing computers that malfunction. Computers that have been damaged from normal use or accidentally will be repaired with no cost or minimal cost to the student. Students will be entirely responsible for the cost of repairs to computers that are damaged intentionally.

Accidental tablet damage: Students who have recorded 3 or more instances of accidental tablet damage may be asked to check their tablet in to the Technology Coordinator after school. Tablets may be checked out again before classes begin the next day. Special permission to take a tablet home for class work may be permitted by the student's teacher.

e. Computers that are stolen must be reported immediately to the Principal's Office and the police department.

f. Individual school tablet computers and accessories must be returned to the Technology Coordinator at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at AHS for any other reason must return their individual school tablet computer on the date of termination.
If a student fails to return the computer at the end of the school year or upon termination of enrollment at AHS, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the computer, or, if applicable, any insurance deductible.

Failure to return the computer will result in a grand theft report being filed with the Armour Police Department.

Furthermore, the student will be responsible for any damage to the computer, consistent with the District's Tablet Computer Protection plan and must return the computer and accessories to the Technology Coordinator in satisfactory condition. The student may be charged a fee for any needed repairs not to exceed the replacement cost of the computer.

Tablet Care Violations

Students **not** performing the following tablet care responsibilities will have consequences.

➢ Tablet brought to school each morning
➢ Tablet fully charged each morning
➢ Tablet charger with tablet
➢ Tablet shut down when it is in the bag except if it will be used within the next 5 minutes
  o Ex. Going from one class to another
➢ Tablet properly stored in locker so that it does not force the locker to remain open
➢ The tablet case is for the tablet and charger or limited size items – not textbooks
➢ Report accidental tablet damage or loose parts immediately
➢ Handling the tablet in gentle manner
  o not slamming lid when closing
  o not slamming tablet/bag on desktop

Consequences

Violation #2 – Half an hour detention
Violation #3 – Hour detention
Violation #4 – Hour detention and not taking tablet home for one week
Violation #5 – Further actions based on violation

A violation will be added if a student fails to turn in the tablet as stated in violation #4.

TABLET COMPUTER PROTECTION

The Armour School District recognizes that with the implementation of the tablet initiative there is a need to protect the investment by both the District and the Student/Parent. The following outlines the various areas of protection: warranty, accidental damage protection and insurance.
HP WARRANTY: This coverage is purchased by the Armour School District as part of the purchase price of the equipment. HP warrants the tablets from defects in materials and workmanship. This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide replacement parts necessary to repair the tablet or tablet replacement. The HP warranty does not warrant against damage caused by misuse, abuse, accidents or computer viruses.
ACCIDENTAL DAMAGE PROTECTION: The Armour School District has purchased through HP coverage to protect the tablets against accidental damage such as: liquid spills, accidental drops, power surges, and natural disasters. This coverage does not provide for damage caused by fire, theft, loss, misuse, intentional or frequent damage or cosmetic damage. HP will assess the tablet damage and repair or replace the machine at no cost if the damage is determined to be accidental, infrequent, and within the protection guidelines.
INSURANCE FOR THEFT, LOSS OR FIRE: Tablets that are stolen, lost or damaged by fire are not covered by the HP Warranty or the Accidental Damage Protection outlined above. The option available for these types of losses that the student/parent must commit to is listed below.

School District Protection

You pay to the school district an annual protection payment for coverage of **theft, loss or damage by fire** in the amount of $25.00 per computer ($50.00 maximum per family). The $25.00 payment is non-refundable. This annual coverage begins upon receipt of the payment and ends at the conclusion of each school year. This protection has a maximum of $250.00 additional charge per occurrence.

ADDITIONAL INFORMATION: In cases of theft, vandalism and other criminal acts, a police report, or in the case of fire, a fire report MUST be filed by the student or parent for the protection coverage to take place. A copy of the police/fire report must be provided to the principal's office.

INTENTIONAL DAMAGE: Students/Parents are responsible for **full payment** of intentional damages to tablets. Warranty, Accidental Damage Protection, or School District Tablet Protection DOES NOT cover intentional damage of the tablets.

Student Name: _____ (Please Print)

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Armour High School
Student Pledge for Tablet Use

1. I will take good care of my tablet and know that I will be issued the same tablet each year.
2. I will never leave the tablet unattended.
3. I will never loan out my tablet to other individuals.
4. I will know where my tablet is at all times.
5. I will charge my tablet's battery daily.
6. I will keep food/beverages away from my tablet since it may cause damage to the computer.
7. I will not disassemble any part of my tablet or attempt any repairs.
8. I will protect my tablet by only carrying it while in the bag provided or an approved case.
9. I will use my tablet computer in ways that are appropriate and educational.
10. I will not place decorations (stickers, markers, etc.) on the district tablet or carrying case.
11. I understand that my tablet is subject to inspection at any time without notice and remains the property of the Armour School District.
12. I understand and agree to follow the criteria described in the Tablet Reward System.
13. I will follow the policies outlined in the Tablet Handbook and the Use of Technology Resources Policy while at school, as well as outside the school day.
14. I will file a police report in case of theft, vandalism, and other acts covered by insurance.
15. I will be responsible for all damage or loss caused by neglect or abuse.
16. I agree to pay for the replacement of my power cords, battery, sleeve, stylus, or tablet in the event any of these items are lost or stolen.
17. I agree to return the District tablet (and additional components) in good working condition.

Student Name: _____ (Please Print)

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____