Sedalia School District

Technology Handbook 2023-2024

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rev. June 2023

The Sedalia 200 School District's technology exists for the purpose of enhancing the educational opportunities and achievement of our students. 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 a learning tool of these twenty-first century students are mobile wireless devices. The individual use of these devices 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. These devices encourage students to solve problems and think critically by stimulating analytical thinking. 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. These devices will be a vehicle to enhance student learning by making them active and engaged in their learning. Students in grades 7-12 will be required to bring their device to school every day, and take it home every night during the school year.

The policies, procedures and information within this handbook apply to all district-issued devices (including but not limited to, Chromebooks, iPads, hotspots, etc.) used at school or at home. The word "device" will be used throughout this handbook to reference a Chromebook, iPad, hotspot, etc. that has been assigned to a student.

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1. Device Specifications:

Chromebooks:
Chromebooks are used by students in grades 2-12. Only students in grades 7-12 will take Chromebooks home. These issued Chromebooks may vary slightly from year-to-year or even during the school year as models change. Below are the general specifications that the Chromebooks will have:

- Operating System: ChromeOS
- Media Card Reader: memory card slot
- External Ports: 1-2 USB ports
- Screen: 11.6" LED
- Battery: Over 8 hours of battery (depending on use)
- Audio Output: Integrated speaker & 3.5mm speaker or headphone port
- Network: Integrate wireless card 802.11 b/g/n/ac

Hotspots:
Hotspots are issued to junior high and high school students on an as-needed basis. If a student doesn't have capable internet at home and a hotspot application is filled out, the district will provide a hotspot for that student. Below are the general specifications that the hotspots will have:

- Manufacturer: Alcatel, Franklin T9, Kajeet
- Features: Up to 2GB of high-speed data, followed by data at reduced speeds up to 128kbps

iPads:
iPads are used primarily in kindergarten through 1st grade. Normally, these iPads do not go home with students. Below are the general specifications that the iPads will have:

- Operating System: iPadOS
- External Ports: 1 USB-C port
- Screen: 10.2" LED-backlit multi-touch display
- Battery: Over 8 hours of battery (depending on use)
- Audio Output: Integrated stereo speaker

2. Receiving a Device:

Parents and students must sign and return the Technology Responsible Use Agreement before the Chromebook can be issued to the student. Chromebooks will be collected at the end of the school year and then re-distributed at the beginning of each school year for all Smith-Cotton Junior High students. Smith-Cotton High School students in grades 9-11 will keep their Chromebooks over the summer. If the Chromebooks are collected at the end of each school year they will be stored and returned in an "as turned in" state. Students must save any files to their Google Drive that they wish to keep prior to turning in the Chromebook.

3. Taking Care of the Device:

Students are responsible for the general care of the device they have been issued by the school. Devices that are broken or fail to work properly must be taken to the designated area in the school.

3.1 General Precautions:

- No food or drink is allowed next to the device while it is in use.
- Cords, cables, and removable storage must be inserted carefully into the device.
- Students should never carry their device while the screen is open (if applicable).
- Devices should be shut down or put in standby when not in use for an extended period of time to conserve battery life.
- Elementary, middle, and junior high school devices must remain free of any writing, drawing, stickers, or labels that are not the property of SSD. *Only devices checked out from Smith-Cotton High School can have personal stickers that are school appropriate.
- Devices must never be left in an unattended vehicle or any unsupervised area.
- Students are responsible for keeping their device battery charged for school each day.

3.2 Screen Care:
The 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 device (if applicable) when it is closed.
- Do not place anything near the device that could put pressure on the screen.
- Do not poke the screen.
- Do not place anything on the keyboard (if applicable) before closing the lid (ie. pens, pencils or disks).
- Clean the screen with a soft, dry cloth or anti-static cloth.

4. Using the Device at School:

Chromebooks are intended for use at school each day. Students in grades 7-12 must be responsible to bring their Chromebook to all classes, unless specifically advised not to by their teacher.

4.1 Chromebooks Left at Home:
If a student leaves their Chromebook at home, the student may use a loaner (if available) from the library, do without, or share with another student depending on the classwork as directed by the classroom teacher. Personal student devices are not allowed on the school's network for security reasons.

4.2 Chromebook Undergoing Repair:
In order to get students back to class quickly with as little interruption as possible, students will be issued a working Chromebook if their current one needs repairing. They are not guaranteed to get the original Chromebook back after it is repaired.

4.3 Charging The Chromebook Battery:
The Chromebooks should be brought to school each day in a fully charged condition. Students in grades 7-12 need to charge their Chromebook each evening. Charging areas will be available in designated locations in the junior and high schools.

4.4 Screensavers & Backgrounds:
Inappropriate media may not be used as a screensaver or desktop background, such as the presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures.

4.5 Printing:
USB flash drives, other removable media, or Google Drive can be used to transfer files to home computers for printing. Printing is not available from Chromebooks as teacher strategies will facilitate digital copies and/or online submission of homework.

5. Managing Files and Saving Work:

5.1 Saving Work:
Students should routinely backup important files to their SSD Google Drive, or removable media.

5.2 Saving Appropriate Content:
The content saved on district owned devices or any district resources should only be files and data that are part of their school projects. No personal or inappropriate files or data is allowed.

5.3 Saving Inappropriate Content
Students should not view or save any content deemed inappropriate by SSD via this handbook, the District Technology Responsible Use Policy or the district student procedures. Inappropriate content includes, but is not limited to pornography, offensive content, or illegal music/videos/software.

6. Device Software

6.1 Originally Installed Software:
The software originally installed on the device must remain on it in usable condition and be used appropriately. From time to time the school may add or allow software applications or apps for use in a particular course. All copyright and licensing laws will be adhered to by students and the SSD. Students should not install any additional software, apps, plug-ins, extensions or developer tools.

6.2 Additional Software:
Students are not allowed to install any additional software, apps, plug-ins, extensions or developer tools on the device. This includes, but is not limited to applications such as music downloading utilities, other media downloading utilities, proxy software, and games.

6.3 Inspection:
Student devices may be viewed by school administration at any time. Student devices may also be inspected by school administration if a staff member suspects that inappropriate material resides on the device or the student has violated this handbook, the Sedalia School District's Acceptable Use Policy, and SSD student policies and regulations.

6.4 Procedure for Re-Loading Software:
If technical difficulties occur that require the reimaging of the device, it is at the discretion of a district technician to re-image the device especially if repairs are substantial. Reimaging will restore the device to the original state of initial installation. All files stored on the hard drive, such as the downloads will be gone. For this reason it is the student's responsibility to utilize his/her SSD Google Drive, or removable media to backup their important files and documents.

7. Acceptable Use:

7.1 General Guidelines:
Each student will be required to follow the Sedalia School District's Acceptable Use Policy which can be accessed on the district's webpage http://sedalia200.org.

8. Protecting and Storing the Device:

8.1 Device Identification:
Devices will be issued and assigned to individual students. This assignment will be tracked by the serial number of the device.

8.2 Storing the Device:
When students are not using their assigned device, they should store them in their locked locker (if applicable) or bookbag. Nothing should be placed on top of the device when stored in the locker. Students in grades 7-12 should take their device home every day after school, regardless of whether or not they are needed.

8.3 Devices Left in Unsupervised Areas:
Under no circumstances should devices be left in unsupervised areas which include the school grounds and campus, the cafeteria, computer lab, commons, library, hallways, unlocked classrooms, and dressing rooms. Any device left in these areas unsecured is in danger of being stolen. Unsupervised devices will be confiscated by staff and taken to the library.

9. Device Limited Warranty and Support:

9.1 Device Limited Warranty:
Devices are purchased with a limited warranty. This limited warranty covers normal use and manufacturer defects. It does not warrant damage caused by misuse, theft, fires, abuse, accidents or computer viruses.

9.2 Device Technical Support:
A district technician is housed in both the junior high and high school. Technical support hours are during the school day and hours.

10. SSD Device Insurance Option:

The district offers an optional insurance program for students that will take their Chromebook home (grades 7-12). The cost to participate in this program is $30 annually ($15.00 for students in the reduced lunch program, $10.00 for students in the free lunch program). Participation is optional. Buying into the program provides coverage only during the current school year, so from the time payment is received through the end of the school year which is June 30th. The program fee is non-refundable, and does not transfer to the next school year if the insurance is not used.

Students will be responsible for protecting their assigned device from loss or damage. If an accident or loss should occur, Sedalia School District will waive your responsibility for the financial loss subject to a deductible outlined on the following page.

Payment of the $30.00 ($15.00 or $10.00 if applicable) damage waiver fee may be made through RevTrak in the parent portal of the Sedalia School District website or taken to the main office at the appropriate school.

If a student has a covered claim, they must pay a deductible according to the table below.

Incident	Deductible
1st Accidental Occurrence	Free (accidents happen)
2nd Accidental Occurrence	$25
3rd Accidental Occurrence	$50
Stolen with Copy of Police Report	$100.00
Lost	$300.00

The SSD Device Insurance Program covers the device only. It does not cover replacement of charging adapters/cables.

Certain conditions not covered by this damage waiver include: 1) any dishonest, fraudulent, malicious or criminal acts, 2) any loss to software, data, documents, music, videos, recordings or other personal information that had been placed on the device, 3) additional loss caused by the failure to use all reasonable means to protect the device after it has been damaged, 4) disappearance of the device not reported to local law enforcement, and 5) any use not in accordance with District policies and procedures.

Deductibles for damages are set on an escalating scale per incident. The District understands accidents happen, but students and families will hold some responsibility for proper care of these expensive devices. Deductibles or replacement cost will be charged for damages to the device according to the standards established by the school district. If the replacement cost for a part or accessory is less than the deductible, the lesser of the two is used.

The student assumes the full replacement cost for any lost item. No refunds will be given.

11. Online Safety and Responsibility:

11.1 When online one should:

- Never reveal identifying information in your screen name, profile or conversations to people one does not know. Information such as name, address, phone number, school name, etc… should not be openly shared.
- Remember any information that is posted could potentially be viewed by anyone.
- Do not post pictures that may be embarrassing or could lead to unwanted attention.
- Never arrange a face-to-face meeting with a stranger from the Internet.
- Remember that there are no "take backs" online. Once information is posted it is always out there even if you delete it.
- If something or someone online does not seem legitimate then one should tell their parents or a trusted adult immediately.

11.2 Cyberbullying:
Cyberbullying is when one or more students slander, threaten, harass, humiliate, embarrass or otherwise target another student using digital technologies. Cyberbullying is not tolerated by the school district.

11.3 District Internet Filtering:
SSD utilizes an Internet filtering system that blocks and logs user Internet activity in accordance with the Children's Internet Protection Act (CIPA).

12. Device Do's and Don'ts Overview:

Device Do's:

- The device should be used for educational purposes only.
- The device should always be brought to school (if applicable) with a charged battery.
- The device should be used *only* by those individuals it is assigned.
- Students should be familiar and follow district policies relating to the device and the Internet.
- The device should be handled and treated with care.

Device Don'ts:

- The device should not be left unattended.
- The device should not be tossed or thrown.
- The device should not be used while eating and drinking.
- The device should not have anything placed on top of it.
- The device should not be defaced.
    - Do not remove district labels and asset tags from the device.
    - Do not add stickers to the device (unless you are in grades 9-12).
    - Do not insert items into ports that they are not intended for.
    - Do not remove or switch keys from the keyboard.
- Students should not share any of their passwords or login information, or allow anyone access to a program, system, or database under their login.
- Students should not misuse another student's Chromebook.
- Students should not store inappropriate or illegal images, videos, music or games on devices.
- Students should not bypass the district Internet filter.
- Students should not access any inappropriate sites that may contain questionable adult content.

13. Summer Take Home

Students in grades 9-11 may keep their device over the summer. If the unit is lost or not returned for the upcoming school year, they will be charged the full amount for the replacement cost of the Chromebook. If the unit becomes damaged and/or inoperable as a result of negligence, return the unit to Smith-Cotton High School "summer school" location during district hours for repair or return for repair at the start of the school year. Repair costs and/or insurance still remain in effect until July 31st. If you would like insurance for the upcoming school year, please pay the damage waiver fee through RevTrak in the parent portal of the Sedalia School District website or take money to the main office at the appropriate school.

*If you do not wish for your child to participate in the Summer Take Home program, please notify your school office and the device will be kept over the summer.