

EAGLE PRIDE  
SCHOOL WIDE



BE RESPECTFUL  
BE RESPONSIBLE  
BE PRODUCTIVE  
BE SAFE

## **School Owned Device Policies & Guidelines**

### **Parent-Student-School Technology Compact**

Northland Community School District has a one-one device policy for all k-12 students. Each school year students in grades 7-12 will have the opportunity to take the device home to continue to work on school assignments. Take-home devices for students in grades 7-12 will be distributed to students after parents and students sign the necessary Take-Home Device form. Students will be issued a device and this device will be the one issued to them every year until their device is due for replacement. Students in grades k-6 will be cart-based and the numbered device will stay in school. The district remains the owner of the device, but the student is responsible for caring for it, much like other district issued equipment like books and athletic equipment.

**Chargers:** Only one charger will be provided by the district for the life of the student's device. The district will not replace lost or damaged chargers. Chargers may be purchased in the high school media center. Students in grades 7-12 opting in on the device take-home-policy will be issued a charger at the beginning of the year and the charger will be collected at the end of each year.

**Damages:** Students and families will be responsible for maintaining the device in operating condition, which may include repair or replacement charges. Some repairs can be done in the technology department, but any repair costs must be paid in full before a device will be repaired. Loaner devices may be available while the device is being repaired. Students will not be allowed to take a loaner device out of the building.

**Insurance:** There will be no insurance option offered through the school district, but parents/guardians may purchase their own insurance through a third-party vendor such as Worth Ave Group or SquareTrade.

**Return:** At the end of each year, students in grades 7-12 will return the device and charger back to the district. In the fall, the same device will be returned to the student in the condition in which it was turned in. If the device is not returned at the end of the year the parent/guardian will be held responsible for payment in full.

At the end of the device's life, families will have the option to purchase the device or return the device to the district. In the event that no device is returned at the end of the device's life or the device has lost all value due to damage, the family will be required to pay the amount equal to the cost of purchasing the used device.

### Parent/Guardian Responsibilities

- Parents assume responsibility for the supervision of Internet use outside of school. Parents have read and will support their student in adhering to the School Acceptable Use Policy. Parents are encouraged to discuss family rules and expectations for using Internet based tools, including G Suite for Education. Parents are encouraged to report any evidence of cyberbullying or other inappropriate use to school administrators.

### School Responsibilities

- G Suite for Education student accounts created by the school district will be managed based on parent permission and requirements for use in classes. Internet safety education will be included in as part of introducing new web-based tools. In school, teacher supervision and website content filters are used to prevent access to inappropriate content and to ensure students use of digital tools follows the Northland Community School District Acceptable Use and other School Policies.

Additional information on G Suite for Education Privacy Notice can be found at

[https://gsuite.google.com/terms/education\\_privacy.html](https://gsuite.google.com/terms/education_privacy.html)

District Policies may be viewed at

[http://www.isd118.k12.mn.us/sites/isd118.k12.mn.us/files/files/Private\\_User/kbalvin/Policies/524%20REVI SED%202018%20FINAL.pdf](http://www.isd118.k12.mn.us/sites/isd118.k12.mn.us/files/files/Private_User/kbalvin/Policies/524%20REVI SED%202018%20FINAL.pdf)

### Acceptable Use

The use of the Northland Community School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Northland Community School District 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 Northland Community 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 Northland Community School District's *Acceptable Use Policy* as well as the Student Handbook shall be applied to student infractions.

Access to the technology in the Northland Community Schools District has been established for educational purposes. The use of the Northland Community School District's electronic technologies is a valued resource to our community. All electronic technologies must be used in support of the educational program of the District. This access may be revoked at any time for abusive or inappropriate conduct related to the use of electronic technologies. Failure to comply with the District's Bullying Prohibition Policy (#514), Internet Acceptable Use Policy (#524), the Student use of Cellular Phones (#360), or the guidelines stated in this document for care and use of the school owned device may result in the loss of privilege.

**The school-owned device is the property of Northland Community Public Schools and as a result may be seized and reviewed at any time. The student should have NO expectation of privacy of materials found on a school-owned device.**

**Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.**

**By signing below, I confirm that I have read and understand the information contained in this consent/permission form and agree to the following.**

- Under the Family Educational Rights and Privacy Act, a student’s educational records are protected from disclosure to third parties. I understand that my student’s educational work stored in G Suite for Education may be accessible to someone other than my student and Northland Community School District by virtue of this online environment. My signature below confirms my consent to allow my student’s educational work to be stored by Google.
- I understand that by participating in G Suite for Education, information about my child will be collected and stored electronically. I have read the privacy policies associated with the G Suite for Education (<https://www.google.com/policies/privacy/>)
- This one-time consent/permission form will remain in effect while the student remains a student of Northland Community School District unless I withdraw my consent. I also understand that the District maintains the right to immediately withdraw access and use of G Suite for Education when there is reason to believe violations of law or school policies have occurred.

I give permission for my child to be assigned a full Northland Community School G Suite account for the school she/he attends. This means my child will receive an account with access to Google Drive Applications, Calendar, Sites, Email, Classroom and other select apps.

Printed Name of Student \_\_\_\_\_ Student’s Grade\_\_\_\_\_

Printed Parent/Legal Guardian Name\_\_\_\_\_

Parent/Legal Guardian Signature\_\_\_\_\_

Date \_\_\_\_\_

***Parents with students under the age of 13 are also required to complete the Northland Community School Child Online Privacy and Protection Act Notice & Authorization Form.***

**Individual school-owned devices and accessories must be returned to the Northland Community Media Center at the end of the project. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Northland Community School District for any other reason must return their individual school-owned device and case on or before the date of termination.**

## Northland Community School District Student Pledge for Device Use

- I will charge my device battery daily.
- I will keep food, beverages, and other liquids away from my school-owned device.
- Devices should be carried with the lid closed and no objects between screen and keyboard.
- I will protect my school-owned device by only carrying it while in the case provided.
- I understand that my school owned-device is subject to inspection at any time without notice and remains the property of the Northland Community School District. There should be no expectation of privacy.
- I will follow the policies outlined in the *Acceptable Use Policy* while at school, as well as outside the school day.
- I will file a police report in case of theft or vandalism and report it to ISD 118.
- I will be **responsible** for all damage or loss caused by neglect or abuse.
- I agree to return the school-owned device and case in good working condition.
- I will protect my reputation and privacy by creating and maintaining privacy settings, not giving out personal information, or posting anything that I wouldn't want my parents, teachers, administration, friends, or future employers to see.
- I will demonstrate my maturity by using my school-owned device in ways that are appropriate, meet Northland Community School District expectations and are educational.
- I will obey general school rules concerning behavior and communication that apply to computer use including utilizing all technology resources in an appropriate manner so as not to damage school equipment.
- I will help the Northland Community School District protect its computer system/devices by contacting an administrator about any security problems encountered.
- I will monitor all activity on my account(s).
- I will always turn off and secure my school-owned device after I am done working to protect my work and information.
- If I should receive email containing inappropriate or abusive language or if the subject matter is questionable, I will report it to the school official ASAP.
- I will never leave my school-owned device unattended and I will lock it in my locker when not in use or return it to the cart.
- I will never lend out my school-owned device to other individuals unless directed to share by an instructor.
- I will not disassemble any part of my school-owned device or attempt any repairs.
- I will never use technology to cheat and agree to report inappropriate usage when necessary.
- I will not place decorations (such as stickers, markers, etc.) on my school-owned device. Each device has a Northland barcode sticker to identify each device. This sticker must not be removed, damaged or altered in any way. Any tampering with labels could result in loss of privilege and a replacement fee.