

## **Wareham High School Student Technology Guidelines and Procedures**

### **Expectations for Student Learning as that relates to the use of Technology:**

1. Technology will be used to support inquiry and personalized learning.
2. Technology will be used for the acquisition of knowledgeable.
3. Technology will be used to foster critical and creative thinking.
4. Technology will be used to communicate confidently, collaboratively, creatively and ethically.
5. The use of technology will reflect an understanding of digital citizenship.
6. The use of technology will assist in exploring points of view and perspective of others.
7. The use of technology will assist in encouraging and researching new ideas and strategies.
8. The use of technology will be balanced with teacher-guided instruction.
9. The use of technology will assist in articulating and demonstrating reflective practices.
10. The use of technology will support the growth of 21<sup>st</sup> century skills.

### **Internet--Terms and Conditions of Use 1:1:**

**1). Insurance will be available for parents / guardians to purchase if they so choose.**

2). If you move or transfer prior to graduating from Wareham High School, the Chrome book is to be returned, just as you would return textbooks, to Wareham High School. A fee will be charged to you if you do not return the device.

### **3). Network Etiquette**

You are expected to abide by the generally accepted rules of the network etiquette. These include (but are not limited to) the following:

- Be polite.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Illegal activities are strictly forbidden. Where appropriate, communications including text and images may be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver.
- Do not reveal your personal address, passwords, or phone numbers of you or other students or staff.
- Note that electronic mail (e-mail) is not guaranteed to be private. The system administrators do have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.

- All files and messages created on school equipment or messages sent or retrieved over the network or Internet, are the property of the school department and should not be considered confidential, consistent with the Electronic Communications Privacy Act.
- Copies of all information created, sent or retrieved are stored on the school backup system.

### **3) Abuse**

Improper use of technology may result in suspension or termination of access privileges and may also result in other disciplinary action consistent with the disciplinary policies of the District.

- In addition, if such conduct constitutes a violation of law, criminal prosecution may result. Abuse includes, but is not limited to, the following conduct:
- Intentionally uploading, downloading, posting, e-mailing, or otherwise transmitting unlawful and/or inappropriate information on the system or any school owned device.
- Users must comply with the Massachusetts Law regarding cyber bullying. Cyber bullying is willful and repeated harm inflicted through the use of computers, cell phones, and other electronic devices.
- Intentionally uploading, downloading, posting, e-mailing, or otherwise transmitting profane, vulgar, threatening, defamatory, abusive, discriminatory, harassing or otherwise objectionable or criminal language in a public or private message on the system or any school owned device.
- Intentionally uploading, downloading, posting, e-mailing, or otherwise transmitting, or posting links to obscene or sexually explicit materials, including but not limited to, sexually explicit images, messages, cartoons, jokes, audio files, and video files.
- Intentionally uploading, downloading, posting, e-mailing, or otherwise transmitting information that would likely result in the loss of a recipient's work or system.
- Making changes to the content or configuration of a computer, laptop, or Chrome book on the network.
- Attempting to gain access to unauthorized network resources.
- Attempting to trespass into another person's files or folders.

- Intentionally revealing one's own or another person's personal address, telephone number, password, or other personally identifying information.
- Intentionally accessing web sites for the purpose of plagiarizing papers is a violation of the student code of conduct and will be subject to the existing disciplinary guidelines.
- The School District and its employees cannot be held responsible for improper student use of the technology. The school district's employees cannot be held liable for any information that may be lost, damaged, or unavailable due to technical or other difficulties.
- Students who do not **return** a signed compliance statement will not be able to use **any** technology at school.

It is the users' responsibility to abide by the rules set forth. Violations will result in an immediate loss of access and will be referred to an administrator for disciplinary action.

Network is monitored by the Wareham Public Schools. The school retains the right to review and edit any materials on user accounts. Messages relating to or in support of illegal activities will be reported to the authorities. Any user identified as a security risk will be denied access to the Network.

The Wareham Public School personnel will do their best to provide error free, dependable access to the computing resources associated with the Network. However, the Wareham Public Schools and its employees cannot be held liable for any information that may be lost, damaged, or unavailable due to technical or other difficulties. In addition, personnel will instruct the users on acceptable use of the Network and the proper Network ethics, but Wareham Public Schools and its employees cannot be held responsible for the individual's use of the Network.

**These guidelines and procedures are available in Student Handbooks for reference.**

## Student Technology Guidelines and Procedures

**1. Students have been provided a Chromebook by the Wareham Public Schools**

**2. Parents / Guardians, and Students have been provided all Procedures and Network Acceptable Use Policy.**

**3. Wareham Public Schools has partnered with the Worth Ave. Group to provide insurance to protect the Chromebooks used by the school's students.** You will need the serial number from your student's Chromebook in order to complete the process – the serial number can be located on the bottom of the student's Chromebook.

Insurance with Worth Ave. Group will protect the Chromebook against:

- Accidental damage (drops/spills)
- Theft
- Vandalism
- Fire
- Flood
- Natural disasters

Power surge due to lightning strikes

This 3rd-party insurance policy will provide replacement cost coverage and protect the Chromebook worldwide (on and off school grounds). To enroll in the insurance policy visit [my.worthavegroup.com/warehampsma](http://my.worthavegroup.com/warehampsma) OR print, fill out, and return the paper application. A link to the paper application can be found online at <http://warehamps.org/STUDENTS> and [PARENTS](http://warehamps.org/PARENTS)>Chromebook Information. You can also call the Worth Ave Group directly at [800-620-3307](tel:800-620-3307).

The cost for the Chromebook insurance coverage will be \$32.60 for a one year policy; or \$61.84 for a two-year policy; or \$88.70 for a three-year policy. There are no deductibles on these policies. A discount may apply if the insurance is purchased online. Wareham Public Schools will not be handling any paperwork, payments or claims for this insurance. All communication must be made to the Worth Ave. Group directly.

**4. If Parent / Guardian is opting not to acquire insurance, and the Chromebook is damaged or lost, a bill will be issued to the student for repair parts (if the Chromebook is deemed repairable by the district technology staff) or a replacement Chromebook. The price of a replacement Chromebook is \$200.00**

### Student Chromebook Screen Repair Process

The following repair process should be followed for all students' grades 8 through 12.

1. Obtain a Chromebook Repair Form and fill out the necessary information on the sheet. A repair form can be found at the front desk, on the website under STUDENTS/PARENTS, or from a technology representative.
2. Once the repair form has been completed, please make the amount payable by either a check or cash. All checks should be made out to Wareham Public

- Schools. Payment should be given to the building secretary. A receipt and copy of the order form will be given once payment has been received.
3. Deliver the damaged Chromebook and the order form to the school technology representative.
  4. All Chromebooks, based on parts availability, will be fixed within 5 school days.
  5. The student will be allowed to use a loaner Chromebook during repair times. A loaner Chromebook is only to be used during normal school hours and under no circumstances be taken home. If the loaner Chromebook is not returned at the end of the school day, an order form for the full replacement cost will be issued.
  6. Once the Chromebook has been fixed, the student will be contacted and can pick up their Chromebook from the technology office located at the school.

If the Chromebook is damaged for other reasons (non-screen related), the process above should still be followed but reviewed **FIRST** by a technology representative prior to the repair form being filled out. If the technology representative deems the Chromebook needs to be replaced, an order form for the full amount of the Chromebook will be issued.

Other Chromebook issues (non-damage related) should be given to the school technology representative for review. These issues will be fixed at no cost to the student/parent.

All pricing is direct from our supplier. There is no mark-up/margin added for repair labor. Under no circumstances should students/parents repair the Chromebook using an outside vendor unless through the selected insurance provider **The Worth Ave Group**.

**Chromebook Part Pricing for the 2018-2019 School Year\*\***

<b>Part</b>	<b>Description</b>	<b>Price</b>
HP/Lenovo Chromebook	Replacement Chromebook	\$200.00
HP/Lenovo Screen	Replacement Screen	\$32.00
HP/Lenovo TouchPad/Keyboard	Unresponsive/Missing Keys	\$50.00
HP/Lenovo Shell Casing	Cracked/split because of drop	\$20.00
HP/Lenovo Charger	Lost	\$40.00

\*\* All pricing is current as of 8/15/2018 and is subject to change based on supplier pricing\*\*

**Parent / Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please sign this document indicating that you have read and understand your required responsibilities:**

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_