

Thomas Jefferson Middle School Student Device

POLICIES AND PROCEDURES

Introduction

All students at Thomas Jefferson Middle School will be issued a personal device and case for the 2013-2014 school year. Students in grades 5-7 will receive an iPad and students in grade 8 will receive a Chromebook. These respective devices and cases are on loan to the student and are the property of the Port Washington-Saukville School District. The device must be used in accordance with the following Policies and Procedures, the Port Washington-Saukville School District's Acceptable Use Policy and any applicable laws. Use of this device, as well as access to the computer network, the Internet and e-mail are a privilege and not a right. These items are provided for educational purposes only, and are intended to support the learning objectives of Thomas Jefferson Middle School and the Port Washington-Saukville School District.

Using the device at School

- Each device is assigned to an individual student. Students should never "swap" or "share" their device with another student. Devices should be in a student's possession, or secured in their locker at all times.
- If a student is participating in an activity that is not conducive to using their device (i.e., field trip, assembly, locker room, restroom, etc.), they are required to leave their device in their locker or school-designated locked storage.
- Students may never share their password with another student. Passwords should ALWAYS be kept confidential.
- Students are responsible for bringing their device to school each day FULLY charged. Repeated failure to fully charge the device could result in disciplinary action.
- Students who do not have permission to take their device home may pick up their device in the Library/ Media Center each morning and must return them prior to leaving the building..
- devices will be checked occasionally to determine if students have the appropriate assigned device and for appropriateness of downloaded material and applications.
- Students may personalize their assigned device with school-appropriate apps, music, wallpaper, backgrounds, etc. Students are NOT ALLOWED to write on or attach material (i.e. stickers, etc.) to the case.
- Students are NOT allowed to create a lock-screen pin on their device.
- Students are only allowed to download or install apps that meet the AUP agreement.

Using the device at Home

- When at home, the device should always be used under adult supervision in a common family location (i.e., kitchen, living room, dining room).
- If the device is lost, stolen, or damaged by another party, parents/guardians should immediately report the loss or theft to the Port Washington or Saukville Police Departments, and Thomas Jefferson Middle School administration.

- If the device is damaged or not working properly, it must be turned into the Library/ Media Center Help Desk for repair or replacement. Neither students or parents/guardians are authorized to attempt repairs themselves, or contract with any other individual or business for the repair of the device.
- Students are responsible for recharging the device at home on a daily basis.

Using the device for Internet and E-mail

- Students and parents/guardians understand that the Port Washington-Saukville School District does not have control over information found on the Internet. While every attempt is made to block access from inappropriate material while the student is at school, the district is not able to monitor student usage of the device while at home. It is the parent/guardian's responsibility to supervise the information that a student is accessing from the Internet while at home. Unannounced device checks will be done and students with inappropriate material will be disciplined accordingly.
- Students should never share personal information about themselves or others while using the Internet or e-mail. This includes a student's name, age, address, phone number or school name.
- Students should be aware that Internet access and e-mail, and other media that are accessed, created or stored on their devices are the sole property of the District. The District has the right to review these items for appropriateness, and to limit or revoke a student's access to them at any time, and for any reason.

General Use and Care of the device

- Students should ALWAYS transport their device in their backpack or carrying case when traveling to and from school. The cases are designed for protection. Devices should NEVER be taken out of the case, unless by school personnel.
- Students are expected to treat their device and case with care and respect. Both the device and case are the property of the Port Washington-Saukville School District, and should be kept clean and free of marks at all times. Placing stickers, writing or drawing on, engraving or otherwise defacing the device and case are strictly prohibited and will result in loss of privileges and replacement fees.
- Students are encouraged to help each other in learning to operate their device. All device assistance should be provided verbally, as students are not allowed to handle another student's device.
- Any inappropriate or careless use of a device should be reported to a teacher or other staff member immediately.
- Students should protect their device from extreme heat or cold. devices should never be left in a vehicle, even if the car is locked.
- devices should be protected from the weather, water or other liquid, food, and pets. Students should never eat or drink while using their device, or use their device near others who are eating and drinking.
- Heavy objects should never be placed or stacked on top of your device. This includes books, musical instruments, sports equipment, etc.
- For safety and security reasons, student athletes will not be allowed to take their devices to away/ outdoor sporting events.

Consequences of Inappropriate Use

The use of any district technology is a privilege and not a right. Students are expected to use their device in accordance with these Policies and Procedures, and District Acceptable Use Policy and any applicable laws. Failure to use this device in an appropriate manner will result in the following consequences, as determined by the staff and administration of the Port Washington-Saukville School District.

- Cancellation of student use or access privileges, including the privilege of taking the device home.
- Suspension from school.
- Expulsion from school.
- Civil or criminal liability under applicable laws.