

# EFFINGHAM COMMUNITY UNIT SCHOOL DISTRICT #40

## iPad and Laptop Program Manual



Effingham Community Unit School District #40  
iPad and Laptop Program Manual

To advance the educational opportunities and close the technology divide among students, Effingham CUSD #40 is implementing a 1:1 technology initiative through the use of both iPads and Laptop devices. These devices will allow students access to a world of new information while being under the guidance of teachers and school personnel. However, this program will also demand an increased level of responsibility from students, parents, and school staff.

The policies, procedures and information within this manual apply to all iPads, Laptops, and related accessories (cases, power cords, etc.) used or provided by Effingham CUSD #40. Teachers may set additional requirements for use in their individual classrooms. Since this 1:1 technology initiative is a new and complex project, the policies and procedures covered in this document are not “all-inclusive” and may change over time.

Effingham CUSD #40 students will have the opportunity to be assigned an electronic device for the 2020-2021 school year. To receive a device, a student and his or her parent/guardian must complete the following:

1. Read the iPad and Laptop Program Manual and demonstrate an understanding of the use and care of the device.
2. Sign and return the Effingham CUSD #40 iPad and Laptop Program Acknowledgement of Responsibility and Acceptable Use Policy (AUP) Form attached at the end of this program manual.

Once the above is completed, a device will be provided by Effingham CUSD #40 based on the student’s grade level. All users are expected to abide by the policies in this manual and those contained in Effingham CUSD #40 Acceptable Use Policy (AUP).

**1. Receiving Your Electronic Device**

- a. Kindergarten and Pre-K will receive an iPad device.
  - i. Will be kept inside a cart in the individual teacher’s classroom for daily use
  - ii. May be sent home for special projects or during remote learning
  - iii. Will have a rubber case to help protect the device from damage
- b. Grades 1 to 5 will be issued a laptop device.
  - i. Kept inside a cart in the individual teacher’s classroom for daily use
  - ii. May be sent home for special projects or during remote learning
  - iii. Will have a rubber case to help protect the device from damage
- c. Grades 6 to 12 will be issued a laptop device.
  - i. Will travel from classroom to classroom with students
  - ii. Will be taken home by students each night
  - iii. Will be required at school each day and will be part of the curriculum plan
  - iv. Will have a case to help protect against damage

- d. Device Identification
  - i. Unit #40's Director of Technology will maintain a log of all devices, including the device serial number, asset tag, and name and ID number of the student assigned to each device.

## **2. *Caring for Your Device***

- a. General precautions
  - i. Students are responsible for the general care of their device.
  - ii. No food or drink should be next to the device.
  - iii. Cords, cables, and removable storage devices must be inserted carefully into laptops.
  - iv. Devices should not be used or stored near pets.
  - v. Devices must remain free of any writing, drawing, stickers, and labels.
  - vi. Heavy objects should never be placed on top of the device.
  - vii. Devices should always be transported with care.
  - viii. Laptops should never be lifted by the screen.
  - ix. Laptops should never be carried with the screen open.
- b. Screen Care
  - i. Device screens are especially sensitive to damage if subjected to rough treatment or excessive pressure on the screen.
    - 1. Do not lean or put pressure on top of laptop when it is closed.
    - 2. Do not store a laptop with the screen open.
    - 3. Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, disks, flash drive, etc.).
    - 4. Only use a clean, soft, dry cloth or anti-static cloth to clean the screen.
    - 5. Never use a cleanser of any type.
- c. Keyboard Care
  - i. Keyboards can be damaged if subjected to rough treatment.
    - 1. Do not remove keys for any reason. This act will cause the entire keyboard to be replaced.
    - 2. Clean the keyboard ONLY with a dry rag. If a deeper cleaning is required, seek help from a staff member.
- d. Asset Tags
  - i. All devices will be labeled with a District asset tag.
    - 1. Do not modify or tamper with the asset tag in any way.
    - 2. Students may be charged up to full replacement cost of the device (\$350) for tampering with the District's asset tag.

## **3. *Using Your Device***

- a. Devices are intended for school use each day in classrooms.
  - i. In addition to teacher expectations for device use, students may access Google Apps, announcements, calendars, the Effingham CUSD #40 website, INow, and the Student Handbook with their device.
  - ii. Students are NOT permitted to utilize the devices for personal use.

- b. Charging the Device
  - i. Students are expected to come to class each day with their device fully charged.
  - ii. Devices should only be charged using the charger provided by Technology Services when devices were assigned. Other chargers will damage the device, resulting in the student being charged full replacement cost (\$350 for Device and Charger).
- c. Backgrounds and Themes
  - i. Backgrounds and themes should not be placed on Effingham CUSD #40 devices. Their presence may result in disciplinary action.
- d. Sound
  - i. Must be muted at all times unless permission is obtained from an individual teacher of that class period
  - ii. Headphones may be used at the discretion of the teacher.
  - iii. Students must provide their own personal set of headphones for sanitary reasons.
- e. Music, Games, or Software
  - i. Music, games, etc. may NOT be downloaded to these devices that are intended for educational use only.
  - ii. Students are not allowed to install any software programs on the devices.
  - iii. Students are encouraged to bring any software recommendation to Technology Services if they believe that a specific software may be of educational value.
- f. Device Inspection
  - i. Effingham CUSD #40 reserves the right to inspect all devices at any point
- g. Network Connectivity
  - i. Effingham CUSD #40 makes no guarantee that the school network will be functioning 100% of the time. If the network is down, the school is not responsible for any lost or missing data,
  - ii. Effingham CUSD #40 is not responsible for connectivity issues experienced at a student's home when connecting to a private Internet vendor.
- h. Content Filter
  - i. Effingham CUSD #40 utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All devices, regardless of physical location (in or out of school), will have Internet activity protected and monitored by the district.
  - ii. If a website is blocked at school, then it will also be blocked out of school.
  - iii. If an educationally valuable site is blocked, students should contact Technology Services to request the site be checked and unblocked.

#### **4. Prohibited Uses**

- a. Illegal installation or transmission of copyrighted materials
- b. Any activity violating school policy or public law

- c. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, sexually explicit, or any material deemed unacceptable by Effingham CUSD #40 administration
- d. Use of non-school approved chat rooms (i.e. Facebook); websites selling term papers, book reports, and other forms of student work; messaging services (i.e. Twitter, Skype, iMessage)
- e. Use of non-school approved Internet/computer games
- f. Use of external data disks or attachments without prior approval from administration
- g. Changing operating settings (excluding personal settings, such as font size, brightness, etc.)
- h. Spamming/sending mass or inappropriate emails
- i. Gaining access to another person's accounts, files, and/or data
- j. Use of Effingham CUSD #40 technology resources for financial or commercial gain, as well as illegal activity including credit card fraud and electronic forgery
- k. Use of anonymous and/or electronic false communications
- l. Dissemination of personal information to non-school approved organizations, including but not limited to, account set-up for chat rooms, eBay, email, etc.
- m. Vandalism of school equipment (any malicious attempt to harm or destroy hardware, software, or data), including but not limited to uploading or creating computer viruses, programs, or applications capable of affecting Effingham CUSD #40 technology resources
- n. Transmitting or accessing obscene, offensive, threatening material otherwise intended to harass or demean
- o. Bypassing the website filter on campus
- p. Any activity considered contrary to the mission of Effingham CUSD #40

**5. No Expectation of Privacy**

- a. Students have no expectation of confidentiality or privacy with respect to any usage of an Effingham CUSD #40 device, regardless of whether that use is for district-related or personal purposes, other than specifically provided by law. Without prior notice or consent, the District may supervise, access, view, monitor, and record use of student devices at any time for any reason related to the operation of the District. By using an Effingham CUSD #40 device, students agree to such access, monitoring, and recording of their use.

**6. Repairs or Replacement of Devices**

- a. Help Desk
  - i. Bring all devices in need of repair to the classroom teacher or technology integrationist immediately
  - ii. Submit a Tech Help Desk Ticket as soon as a problem surfaces
- b. Potential cost
  - i. Full Replacement (includes power cord and case) \$350.00
  - ii. Screen \$100.00
  - iii. Keyboard \$55.00
  - iv. Power Cord \$40.00
  - v. Case \$20.00

**7. *Returning Your Device***

a. End of Year

- i. At the end of the school year, students will turn in their device, charger, and case. Failure to turn in all three items will result in the student being charged the full replacement cost (\$350.00).
- ii. The district may also file a report of stolen property with local law enforcement agency.

b. Transferring/Withdrawing Students

- i. Students that transfer or withdraw from Effingham CUSD#40 must return their device, charger, and case on or before their last day of attendance. Failure to turn in all three items will result in the student being charged the full replacement cost (\$350.00).
- ii. The district may also file a report of stolen property with local law enforcement agency.

EFFINGHAM COMMUNITY UNIT SCHOOL DISTRICT #40  
Effingham, Illinois

**ACCEPTABLE USE OF THE DISTRICT'S ELECTRONIC NETWORKS**

All use of the District's electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or prohibited behavior by users. However, some specific examples are provided. **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or legal action.**

Terms and Conditions

**Acceptable Use** - Access to the District's electronic networks must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

**Privileges** - Use of the District's electronic networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

**Unacceptable Use** - The user is responsible for his or her actions and activities involving the networks. Some examples of unacceptable uses are:

- a. Using the networks for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
- b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
- c. Downloading of copyrighted material for other than personal use;
- d. Using the networks for private financial or commercial gain;
- e. Wastefully using resources, such as file space;
- f. Hacking or gaining unauthorized access to files, resources, or entities;
- g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- h. Using another user's account or password;
- i. Posting material authored or created by another without his/her consent;
- j. Posting anonymous messages;
- k. Using the networks for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- m. Using the networks while access privileges are suspended or revoked.

**Network Etiquette** - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a. Be polite. Do not become abusive in messages to others.
- b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.

- d. Recognize that email is not private. People who operate the system have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the networks in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the networks to be private property.

**No Warranties** - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

**Indemnification** - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

**Security** - Network security is a high priority. If the user can identify a security problem on the Network, the user must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the networks.

**Vandalism** - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

**Telephone Charges** - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

**Copyright Web Publishing Rules** - Copyright law and District policy prohibit the re-publishing of text or graphics found on the web or on District websites or file servers without explicit written permission.

- a. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
- b. Students and staff engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of "public domain" documents must be provided.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.
- d. The *fair use* rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- e. Student work may only be published if there is written permission from both the parent/guardian and student.



**Use of Email** - The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides email to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.

- a. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an email account is strictly prohibited.
- b. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
- c. Electronic messages transmitted via the School District's Internet gateway carry with them an identification of the user's Internet *domain*. This domain is a registered name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the School District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
- d. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- e. Use of the School District's email system constitutes consent to these regulations.

**Internet Safety** - Internet access is limited to only those *acceptable uses* as detailed in these procedures. Internet safety is almost assured if users will not engage in *unacceptable uses*, as detailed in these procedures, and otherwise follow these procedures.

Staff members shall supervise students while students are using District Internet access to ensure that the students abide by the *Terms and Conditions* for Internet access contained in these procedures.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.

The system administrator and Building Principals shall monitor student Internet access.

LEGAL REF.:           No Child Left Behind Act, 20 U.S.C. §6777.  
                          Children's Internet Protection Act, 47 U.S.C. §254(h) and (l).  
                          Enhances Education Through Technology Act of 2001, 20 U.S.C §6751 et seq.  
                          Harassing and Obscene Communications Act, 720 ILCS 135/0.01.

Revised:               July 16, 2001, May 18, 2009, September 26, 2016

**Acknowledgement of Responsibility  
and  
Acceptable Use Policy (AUP) Agreement Form**

**Student Responsibility:**

As a student of Effingham CUSD #40, I have read and agree to the terms set forth in Effingham CUSD #40's Acceptable Use of Technology (AUP) and the iPad and Laptop Program Manual. I also understand that a violation of the rules that govern the use of Effingham CUSD #40 network may result in the revoking of my access privileges and that use deemed offensive or illegal will be dealt with by school disciplinary action.

**Parent or Guardian Responsibility:**

As the parent or guardian of this student, I have read the terms and conditions for Internet use, as well as the iPad and Laptop Program Manual. I understand that this access is designed for educational purposes and the school has taken available precautions to eliminate controversial materials. However, I also recognize that it is impossible to restrict access to all controversial material and I will not hold the school responsible for materials acquired on the Internet.

I hereby give permission for my child to use the Internet and iPads or laptops.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date