Technology Handbook

Doland High School
Doland, South Dakota

Classroom Connections Year 2

CCY2 Technology Committee

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Doland High School Tablet Program

The focus of the Classroom Connections Project at Doland High School, is to prepare students for their future, a world of digital technology and information. 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 the learning tool of these twenty-first century students is the tablet computer. The individual use of tablets is a way to empower students to learn at their full potential. Tablets encourage students to solve problems and think critically by stimulating analytical thinking. Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. 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. Learning with tablets integrates technology into the curriculum anytime, anyplace.

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The policies, procedures and information within this document apply to all computers, printers, hardware or technology items used at Doland High School, including any other device considered by the Principals to come under this policy.
Teachers may set additional requirements for computer use in their classroom.

1. RECEIVING YOUR TABLET

Tablets will be distributed each fall. **Parents & students must attend the initial meeting and sign and return the <u>Tablet Computer Protection</u> plan and <u>Student Pledge</u> documents before the tablet will be issued to their child.** The Tablet Computer Protection plan outlines three options for families to protect the tablet investment for the school district. Please review the Tablet Computer Protection plan included in this handbook.

Tablets will be collected periodically throughout the school year and at the end for maintenance, cleaning and software installations. Students will retain their original tablet each year while enrolled in the above schools.

2. TAKING CARE OF YOUR TABLET

Students are responsible for the general care of the tablet and carrying case they have been issued by the school. Tablets that are broken or fail to work properly must be taken to the Network Administrator or Principal's Office.

2.1 General Precautions

> - No food or drink is allowed next to your tablet while it is in use.
> - Cords, cables, and removable storage devices must be inserted carefully into the tablet.
> - Students should never carry their tablets while the screen is open, unless directed to do so by a teacher.
> - Tablets should be shut down before moving them to conserve battery life.
> - Tablets must remain free of any writing, drawing, stickers, or labels that are not the property of the Doland School Districts.
> - Tablets must never be left in a car or any unsupervised area.
> - Students are responsible for keeping their tablet's battery charged for school each day.

2.2 Carrying Tablets
The protective cases provided with tablets have sufficient padding to protect the tablet from normal treatment and provide a suitable means for carrying the computer within the school. The guidelines below should be followed:
> - Tablets should always be within the protective case when carried.
> - The tablets come with a carrying case. This case is not intended to carry books, notebooks, etc. Your AC adapter and tablet should be all you carry in your case.
> - The tablet must be turned off before placing it in the carrying case.

2.3 Screen Care
The Tablet 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 tablet when it is closed.
> ➢ Do not place anything near the tablet that could put pressure on the screen.
> ➢ Do not place anything in the carrying case that will press against the cover.
> ➢ Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
> ➢ Only clean the screen with the cloth provided with your tablet.

3. USING YOUR TABLET AT SCHOOL

Tablets are intended for use at school each day. In addition to teacher expectations for tablet use, school messages, announcements, calendars and schedules will be accessed using the tablet computer. Students must be responsible to bring their tablet to all classes, unless specifically advised not to do so by their teacher.

3.1 Tablet Undergoing Repair
Loaner tablets may be issued to students when they leave their tablets for repair with the Network Administrator.

3.2 Charging Your Tablet's Battery
Tablets must be brought to school each day in a fully charged condition. Students need to charge their tablets each evening. Repeat violations of this policy will result in disciplinary action.

In cases where use of the tablet has caused batteries to become discharged, students may be able to connect their computers to a power outlet in class.

3.3 Screensavers
> ➢ Inappropriate media may not be used as a screensaver.
> ➢ Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.
> ➢ Passwords on screensavers are not to be used.

3.4 Sound
Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

3.5 Printing
Students may only print to allowable printers within range of their classroom. The administration will designate which printer is to be used for the different area's of the school. Through the 1 to 1 connection, paper usage should significantly be reduced. Most assignments and data can be submitted and returned electronically to and from the teacher.

4. MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving to the Home Directory

The tablets will be set up with a *Home Directory* in which students should save their work. The *Home Directory* will automatically save a copy of all student documents saved to the Home Directory to the high school server while they are on the high school network. When a student adds a document to the Home Directory folder while working at home or away from school, that document will be copied automatically to the school server when the student logs onto the network at school.

Additional folders in the *Home Directory* may be created or added by the student. All student work should be stored in one of the *Home Directory* folders.

Only files stored in the *Home Directory* will be automatically backed up and saved. Student work saved to a different location on the computer will not be saved to the high school server.

4.2 Saving data to Removable storage devices

All students will be given the option of check out a flash drive for the school year. Students are to save/backup all documents/data on this drive. If the flash drive is lost, students will be responsible for purchasing another one priced at $10.00 each.

It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Computer malfunctions are not an acceptable excuse for not submitting work.

5. SOFTWARE ON TABLETS

5.1 Originally Installed Software

The software originally installed by the Network Administrator must remain on the tablet in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular course.   There will be no additional software installed by students.

5.2 Virus Protection

The tablet has anti-virus protection software. This software will scan the hard drive and floppy drive for known viruses on boot up. The virus software will be upgraded from the network.   The school's storage server is also installed with virus protection software and hardware.

5.3 Inspection

Students may be selected at random to provide their Tablet for inspection.

5.4 Procedure for re-loading software

If technical difficulties occur or illegal software is discovered, the technician will copy all files in the *Home Directory*. The hard drive will then be re-formatted. Authorized software will be installed and the data files reinstated in the *Home Directory*. The school does not accept responsibility for the loss of any software deleted due to a re-format and re-image. In the event a tablet needs to be re-imaged for the **3rd time,** the

student must submit a $25.00 re-imaging fee.

5.5 Software upgrades
Upgrade versions of licensed software are available from time to time. Any upgrades will be done by the Network Administrator. Any music, instructional games or programs must be approved, and will only be downloaded and installed by the network Administrator. Tablets are not to be used for playing games that are not approved by the Network Administrator.

6. ACCEPTABLE USE

6.1 General Guidelines
(1) Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of the above stated School Districts.
(2) Students are responsible for their ethical and educational use of the technology resources of these Districts.
(3) Access to these Districts technology resources is a privilege and not a right. Each student and/or parent will be required to follow the Use of Technology Resources Policy.
(4) Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
(5) Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, campus administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action.

6.2 Privacy and Safety
➢ Do not go into chat rooms or send chain letters without permission.
➢ Do not open, use, or change computer files that do not belong to you.
➢ Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people.
➢ Remember that storage is not guaranteed to be private or confidential.
➢ If you inadvertently access a web site that contains obscene, pornographic or otherwise offensive material, notify a teacher, Network Administrator, or Principal immediately so that such sites can be blocked from further access.

6.3 Legal Propriety
➢ Comply with trademark and copyright laws and all license agreements. If you are unsure ask a teacher, network administrator, or principal.
➢ Plagiarism is a violation of both Districts school policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
➢ Use or possession of hacking software is strictly prohibited and violators will be subject to disciplinary action. Violation of applicable state or federal law, including the South Dakota Penal Code, Computer Crimes, will result in criminal prosecution or disciplinary action by the District.

6.4 E-mail

- Always use appropriate language.
- Do not transmit language/ material that is profane, obscene, abusive, or offensive to others.
- Do not send mass e-mails, chain letters or spam.
- Students should maintain high integrity with regard to email content.
- No private chatting during class without permission, then only on WebCT.
- K12 state e-mail is subject to inspection by the school and/or K12 Data Center.

6.5 Consequences

The student in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of the Technology Handbook or Acceptable Use of District Computers/Network Policy will result in disciplinary action.

Electronic mail, network usage, and all stored files ***shall not be considered confidential and may be monitored at any time*** by designated District staff to ensure appropriate use. The District cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of e-mail and network communications are governed by the South Dakota Open Records Act; proper authorities will be given access to their content.

7. PROTECTING & STORING YOUR TABLET COMPUTER

7.1 Tablet Identification

Student Tablets will be labeled and identified in the manner specified by the school. Tablets can be identified by record of serial number, asset tag, MAC address, or by engraving.

7.2 Storing Your Tablet

When students are not monitoring their tablets, the tablet should be stored in the student's lockers with the lock securely fastened. Nothing should be placed on top of the tablet, when stored in the locker. Students are encouraged to take their tablets home every day after school, regardless of whether or not they are needed. Tablets should not be stored in a student's vehicle at school or at home. Tablets should be brought back to the school fully charged.

7.3 Tablets Left Unattended

Under no circumstances should tablets be left unsupervised. Any tablet left unattended should be taken to the Principal's Office. Students who leave tablets unattended may be subject to disciplinary action.

8. REPAIRING OR REPLACING YOUR TABLET COMPUTER

8.1 Gateway Warranty
This coverage is purchased by the Doland School District as part of the purchase price of the equipment. Gateway warrants the tablets from defects in materials and workmanship. This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide replacement parts necessary to repair the tablet or tablet replacement. The Gateway warranty does not warrant against damage caused by misuse, abuse, accidents or computer viruses. Please report all Tablet problems to the network administrator or principal.

8.2 Accidental Damage Protection
The stated Districts have purchased through the manufacturer, coverage to protect the tablets against accidental damage such as: liquid spills, accidental drops, power surges, and natural disasters. This coverage does not provide for damage caused by fire, theft, loss, misuse, intentional or frequent damage or cosmetic damage. The manufacturer will assess the tablet damage and repair or replace the machine at no cost if the damage is determined to be accidental, infrequent, and within the protection guidelines. The tablet is covered with a three-year manufacturer Warranty and Accidental Protection Plan. The Network Administrator will arrange for repairs and/or replacements for defective parts and acts of accidental damage in collaboration with manufacturer. Please report all tablet problems to the network administrator or principal office.

8.3 School District Protection
School District Protection is available for students and parents to cover tablet replacement in the event of theft, loss, or accidental damage by fire. The protection cost is $50.00 annually for each tablet and includes a $200.00 additional charge for each claim.

Students or parents may wish to carry their own personal insurance to protect the tablet in cases of theft, loss, or accidental damage by fire. Please consult with your insurance agent for details about your personal coverage of the tablet computer.

8.4 Claims
All insurance claims must be reported to the network administrator or principal's office. Students or parents must file a police or fire report and bring a copy of the report to the network administrator or principal's office before a tablet can be repaired or replaced with School District Protection.

Fraudulent reporting of theft, loss, or accidental damage by fire will be turned over to the police and insurance company for prosecution. A student making a false report will also be subject to disciplinary action.

The Districts will work with the Spink County Sheriff Department to alert pawnshops and police departments in the area to be aware of any District-owned equipment.

9. TABLET TECHNICAL SUPPORT

Technical support service will be coordinated by the network administrator. If you have specific questions or concerns contact the network administrator or principal's office.

Doland School
Acceptable use of District Computers/Network

Purpose
The above Districts offer students access to technology resources for educational activities. The purpose of the District's technology resources is to provide additional educational resources and communication tools for students. These resources will help teachers to facilitate education and research consistent with the objectives of the Doland School District.

Definition – Technology Resources
The listed school District's technology resources include but are not limited to the following resources: network, Internet, computer hardware, software, printers, servers, stored text, data files, electronic mail, optical media, digital images, and new technologies as they become available.

Regulations
The use of the above school District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by these districts and the State of South Dakota is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled at either 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.

User Terms and Conditions
The use of Doland School District's and Conde School District's technology resources is subject to the following terms and conditions:

1. The use of technology resources must be for educational and/or research purposes consistent with the mission, goals, and objectives of the listed Districts along with State & Federal regulations. In compliance with federal law, the school district shall make reasonable effort to restrict access to inappropriate materials and shall monitor the on-line activities of the end users in the school environment.

2. User accounts are considered the property of the school district. Network administrators may review school computers to maintain system integrity and to insure that users are using the system responsibly. While user files will not be examined without reasonable cause, users should not expect that anything stored on school computers or networks will be private.

3. Prohibited technology resources activities include, but are not limited to, the following:

Computer/Network Violations (Tablets, Laptops, Desktops):
   a. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
   b. Downloading or transmitting multi-player game, music, or video files using the school network.
   c. Vandalizing, damaging, or disabling property of the school or another individual or organization.
   d. Accessing another individual's materials, information, or files without permission.
   e. Using the network or Internet for commercial, political campaign, or financial gain purposes.
   f. Releasing files, home address, personal phone numbers, passwords, or other vital accessing information to others.
   g. Promoting or soliciting for illegal activities.
   h. Attempting to repair, remove or install hardware components reserved for an authorized service technician.
   i. Violating copyright or other protected material laws.
   j. Subscribing to mailing lists, mass e-mail messages, games, or other services that generate several messages that can slow the system and waste other users' time and access.
   k. Intentionally wasting school resources.
   l. Attempting to log on to the Internet or network (servers, routers, switches, printers, firewall) as a system administrator.
   m. Sending, accessing, uploading, downloading, or distributing pornographic or sexually explicit materials.
   n. Installing, enabling, launching, or creating programs that interfere with the performance of the network, internet, or hardware technology resources.
   o. Creating, uploading, or transmitting computer viruses.

p. Attempting to defeat computer or network security.

Consequences: Violations may result in a loss of access to technology resources. Additional disciplinary action may be determined at the building level in line with existing practice regarding inappropriate language or behavior. When applicable, law enforcement agencies may be involved.

The first two weeks of the school year will be a trial period in which students may or may not lose their privileges depending on the severity of the action.

1st Offense – Students will lose their technology resources (including laptop) for 5 days not counting the day they abused their computer privilege.

2nd Offense – Students will lose their technology resources for 20 school days (4 weeks) not counting the day they abused their privilege.

3rd Offense – Students will lose their technology resources for 20 school days or the remained of the semester whichever is greater.

4th Offense – Students who abuse their technology resources for a fourth time will suffer the consequences at the discretion of the administration.

The consequences listed are to be used as a reference for the Doland School Administration. This policy cannot list every eventuality that might occur in or outside of the school building in regards to use of school technology. The administration has the right to review each case depending upon severity to determine a student's disciplinary actions. The administration has the right to skip any of the steps depending on the severity of the actions.

4. The Doland School District, and the State of South Dakota do not guarantee that their technology resources will be uninterrupted or error-free; nor does it make any warranty as to the results to be obtained from use of the service or the accuracy or quality of the information obtained on or by the network. Access to the network is provided on an "as is" basis without warranties of any kind. Neither the school district nor any of its agents or employees shall be liable for any direct, indirect, incidental, special, or consequential damages arising out of the use of or inability to use the network or Internet.

5. Users shall be responsible for any costs, fees, charges, or expenses incurred under the person's account in connection with the use of the network or Internet except such costs, fees, charges, and expenses as the school district explicitly agrees to pay.

6. Any security or equipment problems arising from the use of technology resources must be reported to the Network Administrator or Principal's Office.

7. Students will be held responsible for maintaining their individual school computers and keeping them in good working order.

   a. Computer batteries must be charged and ready for school each day.
   b. Only labels or stickers approved by the Network Administrator may be applied to the computer.
   c. Computer sleeves furnished by the school district must be returned with only normal wear and no alterations to avoid paying a sleeve replacement fee.
   d. Computers that malfunction or are damaged must first be reported to Administrator or Principal's Office. The school district will be responsible for repairing computers that malfunction. Computers that have been damaged from normal use or accidentally will be repaired with no cost or minimal cost to the student. **Students will be entirely responsible for the cost of replacement ($1450) or repair for computers that are lost, damaged intentionally or with reckless disregard. In the event that tablet accessories are lost or stolen the student is responsible for the replacement. The cost to replace specific accessories is a) AC adapter & power cord: $35, b) Battery: $129, c) Tablet Case $35, and d) Stylus Pen $60.00.**

   Accidental Tablet damage: Students who have recorded 3 or more instances of accidental Tablet damage may be asked to check their Tablet in at the Help Desk after school. Tablets may be checked out again before classes begin the next day. Special permission to take a Tablet

home for class work may be permitted by the student's teacher.

   e. Computers that are lost or stolen must be reported immediately to the Principal's Office and the police department.
   f. Individual school Tablet computers and accessories must be returned at the end of the school year. Students who withdraw, are suspended or expelled, or terminate enrollment at school for any other reason must return their individual school Tablet computer on the date of termination.

If a student fails to return the computer at the end of the school year or upon termination of enrollment at either District, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the computer, or, if applicable, any insurance deductible. Failure to return the computer will result in a grand theft report being filed with the Spink County Sheriff Department.

Furthermore, the student will be responsible for any damage to the computer, consistent with the District's Tablet Computer Protection plan and must return the computer and accessories to the school in satisfactory condition. The student may be charged a fee for any needed repairs not to exceed the replacement cost of the computer.

LAPTOP FAQ'S

1. **Can I use the laptop computer and software throughout my career at Doland or Conde**. Yes. While the rapid pace of computer technology guarantees that more advanced units will be available before you graduate, your unit will be powerful enough for your classroom work throughout your career at either Doland. The available software will be usable in upper level as well as entry-level course work. Of course, just as upper level courses require different textbooks, you may need additional software as you move through the curriculum.

2. **What if I already have another model or brand of laptop computer?** *You will be required to use the school district issued laptop for school purposes.* This is necessary to ensure that you have a computer that gives you network capability and the ability to run the software that you will need in your courses. The Doland School District are also limited to provide maintenance service or assistance for only the laptop provided. *For these reasons, other laptop computers will not be used on the Doland network at school.*

3. **Can I have my laptop computer this summer?** No. All laptops will be collected at the end of the school year for general maintenance, cleaning, and software installation purposes. Students will receive their laptops again at their orientation session in the fall to ensure that everyone receives complete information about the computer, including its warranty, insurance coverage, software usage and the District's policies regarding the ethical use of computers.

4. **Where do I find a service technician?** Help desks will be set up in both schools.

5. **What about insurance against theft or breakage through carelessness?** Your laptop computer is very portable and very valuable, making it an attractive target for thieves. The best insurance is to take care of your laptop. Do not leave your laptop in the building, classroom, or car unattended. Always know where your laptop is! Above all, take your computer home each night.

6. **Does Doland provide maintenance on my laptop computer?** Yes. The Help Desk staff will coordinate maintenance for students. Students are expected to keep the laptops in good condition. Failure to do so may result in fines as specified below:

7. **What will I do without a computer in my classes if my laptop unit is being repaired or while I am replacing it if it is lost or stolen?** Students will use computers located in the classrooms while his/her laptop in being repaired/replaced. The school stocks a limited number of laptop computers that can be loaned out on a case by case basis. You will be able to apply for a loaner unit at the Help Desk. *If you are in possession of a loaner, treat it as if it were your own computer. You will be responsible for any damage to the unit or for its loss.*

8. **If I purchase software in addition to the available software provided through the Doland or Conde District, will the Help Desk staff load it for me?** No,

only if it is approved by the district. And then it must only be loaded by the Network Administrator.

9. **Do I need a printer?** You need not own one since printers are located near classrooms, in the library, and in the study hall. If you want to connect to a printer at home with the school laptop, you will need to visit the Network Administrator and ask to have your printer software installed.

10. **Will I need to buy a modem?** No. A modem is built into the laptop.

11. **How do I connect to the Internet at home?** You will need to talk to your Internet Service Provider (Northern Valley) to purchase Internet access at home if you don't already have it. Each company will provide specific instructions for accessing the Internet with your laptop. Further help may be received through the Help Desk.

12. **Will there be facilities to back up the files I create on my laptop?** Yes. Each district will make available a flash drive for students to use. Any additional drives required (lost, want a 2nd one) are the responsibility of the student, and the price is $10.00 each.

13. **What if I want to add options to my laptop later?** Only the Doland School District are authorized to add options and upgrades to your laptop computer.

14. **What if I want to run another operating system on my laptop?** Only the operating system chosen by the Doland School District will be authorized to run on a student-issued laptop computer.

15. **Will I be given a new battery if mine goes bad?** The laptop battery will be replaced by the manufacturer for defects. You will be responsible for charging your battery and proper battery maintenance.

16. **What has the school done to help prevent students from going to inappropriate sites?** We have a software product which is designed to help monitor all Internet sites that students attempt to access. This software blocks inappropriate sites and also logs a history of every site that each user opens. All students who attempt to find inappropriate sites will be directed to the Principal's Office.

17. **Are Student Laptops subject to school "snooping"; what if they bring their laptop in for repairs and "objectionable data" is detected?** Inappropriate material on laptops should be reported to the classroom teacher, the principal, or the Help Desk immediately upon identification. Students who have "objectionable data" on their laptop, but have failed or chosen not to report it, will be referred to the Principal's Office.

18. **If the accessories to my laptop are lost or stolen, how much will it cost to replace them**? In the event that laptop accessories are lost or stolen, you should report the items to the Help Desk. The cost to replace specific accessories can be found on page 11.

TABLET COMPUTER PROTECTION

The Doland School District recognize that with the implementation of the tablet initiative there is a need to protect the investment by both the cooperating Districts and the Student/Parent. The following outlines the various areas of protection: warranty, accidental damage protection and insurance.

Manufacturer WARRANTY: This coverage is purchased by the Districts as part of the purchase price of the equipment. Gateway warrants the tablets from defects in materials and workmanship. This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide replacement parts necessary to repair the tablet or tablet replacement. The Gateway warranty does not warrant against damage caused by misuse, abuse, accidents or computer viruses.

ACCIDENTAL DAMAGE PROTECTION: The Districts have purchased through the manufacturer coverage to protect the Tablets against accidental damage such as: liquid spills, accidental drops, power surges, and natural disasters. This coverage does not provide for damage caused by fire, theft, loss, misuse, intentional or frequent damage or cosmetic damage. The manufacturer will assess the tablet damage and repair or replace the machine at no cost if the damage is determined to be accidental, infrequent, and within the protection guidelines.

INSURANCE FOR THEFT, LOSS OR FIRE: Tablets that are stolen, lost or damaged by fire are not covered by the Gateway Warranty or the Accidental Damage Protection outlined above. Following are the three options that are available for these types of losses, and the Student/Parent must commit to one **by checking the appropriate box**.

No Insurance

☐

      You agree to pay for the replacement of the tablet at a cost not to exceed **$1,450.00** should the tablet be stolen, lost or damaged by fire.

Personal Insurance

☐

.   You will cover the tablet under your own insurance policy and in the case of a theft, loss or damage by fire, you agree to pay the District the amount

School District Protection

☐

      You choose to pay the school district an annual protection payment for coverage of theft, loss or damage by fire in the amount of $50.00 per tablet. The $50.00 payment is non-refundable. This protection coverage has a $200.00 additional charge per occurrence. This annual coverage begins upon receipt of the payment and ends at the conclusion of each school year.

ADDITIONAL INFORMATION: In cases of theft, vandalism and other criminal acts, a police report, or in the case of fire, a fire report **MUST be filed by the student or parent** for the protection coverage to take place. A copy of the police/fire report must be provided to the principal's office.

The $200.00 additional charge is the responsibility of the student/parent and must be paid before the Tablet can be repaired or replaced.

INTENTIONAL DAMAGE: Students/Parents are responsible for full payment of intentional damages to tablets. Warranty, Accidental Damage Protection, or School District Tablet Protection **DOES NOT** cover intentional damage of the tablets.

Student Name: _____ (Please Print)

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Student Pledge for Computers/Network Use

1. I will take good care of my tablet and know that I will be issued the same tablet each year.
2. I will never leave the tablet unattended.
3. I will never loan out my tablet or it's accessories to other individuals.
4. I will know where my tablet is at all times.
5. I will charge my tablet's battery daily.
6. I will keep food and beverages away from my tablet since they may cause damage to the computer.
7. I will not disassemble any part of my tablet or attempt any repairs.
8. I will protect my tablet by only carrying it while in the bag provided or an approved case.
9. I will use my tablet computer in ways that are appropriate and educational.
10. I will not place decorations (such as stickers, markers, etc.) on the District Tablet.
11. I understand that my tablet is subject to inspection at any time without notice and remains the property of the Doland School District.
12. I will follow the policies outlined in the *Tablet Handbook* and the *Acceptable Use of Computers/Network Policy* while at school, as well as outside the school day.
13. I will file a police report in case of theft, vandalism, and other acts covered by insurance.
15. I will be responsible for all damage or loss caused by neglect or abuse.
16. I agree to pay for the replacement of my power cords, battery, tablet sleeve, or stylus in the event any of these items are lost or stolen.
17. I agree to return the District tablet and accessories in good working condition.

Student Name: _____ (Please Print)

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____