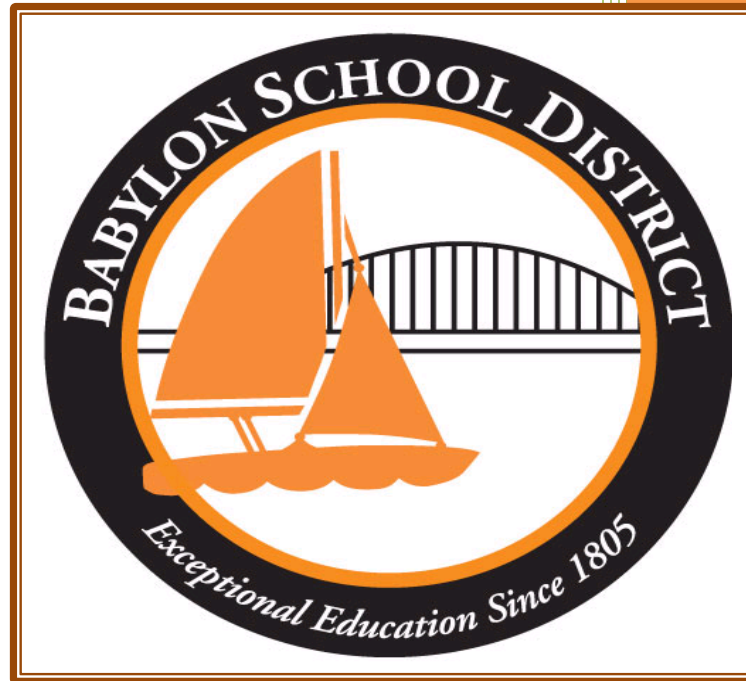


1:1 Initiative - Student Tablet Procedures



Technology Department
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Overview

During the 2018-2019 school year, Babylon School District will begin to issue Tablets for use as part of their educational curriculum. It is the Babylon School District's belief that these devices will help teachers develop the skills they need to become digitally literate and help their students become career ready with 21st century skills. These 21st century skills include:

- ❖ Critical and creative thinking
- ❖ Problem solving skills
- ❖ Information and computer skills
- ❖ Interpersonal and self-direction skills
- ❖ Collaboration and communication in a global business world
- ❖ Experience in an online learning community

Tablet devices will allow students to direct their own learning and have a greater reliance on active learning strategies, which will allow students to be able to transfer knowledge across academic disciplines. The increased access to this technology will enhance instruction and provide more enrichment opportunities during the school day for students to further their academic accomplishments.

Once students receive the Tablet, it will stay with them for the remainder of the school year and will be collected around the first week in June prior to final examinations.

Please Remember: During the school year tablets should be not be left unsupervised within public areas.

Receiving Your Tablet

Tablets will be distributed to students during the summer prior to the beginning of the school year. A parent/guardian must accompany the student to sign out their device, select an insurance option and participate an orientation for the devices. This is a requirement for the distribution of district devices to a student throughout the school year (including students who enter the district after the main distribution times).

Privileges and Consequences

Student's use of the Tablet device is a privilege not a right. The Babylon School District has purchased these Tablets for the sole and express purpose of increasing the digital literacy and 21st century skills of their students for instruction, learning and educational use. Listed below are the standard student privileges.

Standard Privileges:

- ❖ School (K-12) and home use (7-12)
- ❖ Web Browsers: Microsoft Edge, Internet Explorer, Mozilla Firefox
- ❖ Microsoft Office 2016
- ❖ Office 365 Email account, Messenger, SharePoint
- ❖ Microsoft OneDrive
- ❖ Pre-Installed Software Applications
- ❖ Pre-Installed Microsoft Store Apps

Removal of Tablet from Student Use:

The Babylon School District reserves the right to request a student return their device to the technology department at any point within the school year, if they deem it necessary, or if the student has violated the terms of use of the Tablet as set forth in this agreement.

Taking Care of Your Tablet

Tablets that are broken or fail to work properly must be taken to the Technology Department **Immediately** (HS Room 208/ES Room D12) for repairs.

General Precautions:

- ❖ No food or drink should be next to your Tablet at any time, in school or at home.
- ❖ Cords, cables, and removable storage devices must be inserted carefully into the tablet as to not damage either end (plug or port).

- ❖ Students must carry their Tablet with the screen covered (not in tablet mode).
- ❖ To conserve battery life during the school day, students should put their Tablets in sleep mode while not in use, and turn the Tablet off at the end of the school day for transit from school to home.
- ❖ Tablets must remain free of any writing, drawings, stickers, labels, etc that are not the property of the Babylon School District.
- ❖ Tablets must never be left in an unlocked car or any unsecured area in school or outside of school.
- ❖ Tablets must never be stored in an area that receives direct sunlight, an area that is excessively heated, or an area which exposes the device to excessive cold. Exposure to these conditions could damage the Tablet.
- ❖ Students are responsible for charging their tablet for each school day. Tablet battery life will vary depending on use, but can generally be charged at night and last the entire school day.

Carrying Tablets:

The bag provided with the Tablet will have sufficient padding to protect the Tablet from normal wear and provide a suitable means for carrying the computer within the school and to and from home. The guidelines below should be followed in order to protect the tablet from damage.

- ❖ Tablets must be within the protective case or the keyboard closed when carried.
- ❖ Some carrying cases (purchased outside of the school provided bag) allow for additional objects to be placed within it (such as folders, workbooks and textbooks), but these must be kept to a minimum to avoid placing too much pressure and weight on the Tablet screen. The Tablet must be covered (not in tablet mode) and facing in (against the padded lining) of the bag to protect it from damage.
- ❖ It is recommended that tablets be TURNED OFF before placing them in the bag for transportation home. When within school they can be closed to place the Tablet into Stand By mode to transport it to another location.

Screen Care:

The Tablet screens can be damaged if they are subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure to the screen from carrying them within a bag filled with other objects.

- ❖ Do not lean on the top of the Tablet when it is open or closed.
- ❖ Do not place anything near the Tablet that if knocked into could put any pressure on the Tablet screen.
- ❖ Do not place anything in the carrying bag that might put pressure on the case/keyboard, which covers the screen.

- ❖ Do not place anything in-between the screen and the cover/keyboard such as a pen, pencil, thumb-drive, etc. before closing it.
- ❖ Clean the screen with a soft, dry cloth or with the anti-static cloth. **DO NOT** clean your screen with an alcohol-based solvent as it will damage the screen.

Using Your Tablet at School

Tablets are intended for use at school each day of the school year as teachers will prepare coursework based on the availability of technology within the classroom. In addition to teacher expectations for appropriate use of the Tablet for coursework, the school may utilize this system for messages, announcements, calendars and schedules. During the school day it is the student's responsibility to have their Tablet ready for use when they enter a class that will utilize it for that day's lesson; classes should not be expected to wait for students to load their Tablet.

Tablet Undergoing Repair:

Depending on the reason for repair, there may be a loaner Tablet available to issue to a student or the students would be required to utilize desktop computers within each classroom to finish the required assignments. A Tablet under repair is not an excuse for incomplete classroom assignments.

Charging Your Tablet's Battery

Tablets should be brought to school each day in a fully charged state. The students can charge their Tablet at school during the school day as long as it does not create an unsafe situation, with wires that can be tripped on by teachers or students, and potentially damage the Tablet.

Account Image, Screensavers and Backgrounds

Students should choose an account image for Office 365, although it does not have to be an image of themselves. All images should be appropriate for an educational environment.

Students may change Screensavers and backgrounds in an appropriate manner.

Sound:

Sound should be muted or low at all times as to not interfere with the educational process in other classrooms.

Printing:

Students will be able to print material from the Tablet in a designated area determined by each building; however, this privilege will be removed for:

- ❖ Excessive printing without retrieval.
- ❖ Printing material that is not for instructional purposes.
- ❖ Printing material that is inappropriate.

Although student can add a printer for home use to their device, school printers will be added by the IT department only.

Managing Your Files, Saving Your Work & Electronic Communication

The Babylon School District provides each student with unlimited storage space on the districts server. This space is to be utilized for educational purposes that are directly related to student's coursework. The Babylon School District reserves the right to control or monitor this space and all data that is stored within it. There should be no expectation of privacy and designated district personnel have the right to inspect these files as they see fit in regards to potential violations of the user agreement.

Microsoft OneDrive for Business:

Babylon Common School District utilizes Microsoft OneDrive for Business to allow students to sync their school documents (local storage) with a cloud storage (storage that can be accessed from any computer, tablet or smartphone with an Internet connection). This will give students 24/7 access to their instructional materials.

When a student syncs their files (by logging into the school network, through a Tablet or other school computer device) the district reserves the right, to monitor documents, files, etc. that are synced to the local storage network and at no point should students have an expectation of privacy.

Any incidents that arise, that are out of the scope of the districts capacity to control and monitor, they will work with local, state or federal authorities to resolve the issue.

Microsoft OneDrive for Business provides one terabyte of storage space with each user account.

Electronic Mail:

Each student is provided an email address associated with the school districts Office 365 account. Secure passwords are set by individual students and must be reset by the technology department if forgotten. No other e-mail account (gmail, Hotmail, yahoo, etc.) should be accessed utilizing the Tablet provided to the student by the Babylon School District or within the school building.

Students should:

- ❖ Always use appropriate language in communications.
- ❖ Not transmit language, materials that are profane, obscene, abusive or offensive to others.
- ❖ Not transmit mass e-mails, chain letters or spam.
- ❖ Maintain high integrity with regard to email content.
- ❖ Not access another student's email account. This may result in disciplinary action.

Instant Messaging/Video Chat/Voice Chat:

Students have the opportunity to collaborate with teachers and classmates, through instant messaging, video chat and voice chat. These features are to be used for appropriate school coursework and not personal interactions.

Students should:

- ❖ Always use appropriate language in communications.
- ❖ Not utilize these features for inappropriate actions, or use language that is profane, obscene, abusive or offensive to others.
- ❖ Maintain high integrity with regard to utilizing these communication tools.
- ❖ Understand that these communications are logged within the Office 365 environment and cannot be deleted by students.

Do not store confidential material in the OneDrive for Business or use electronic communication tools to send this information

Software on Tablets

Tablets issued to students will come with pre-installed software licensed to Babylon School District and Apps from the Microsoft Store that must remain on the Tablet at all times. Any removal of this software will result in the suspension of privileges to utilize the tablet. If there is a need to remove a piece of software, please submit a support ticket to the technology department.

Tablets Pre-Installed Software:

- ❖ Windows 10 Operating System with Babylon School District Tiled Start Menu (Additional tiles can be added by the student at any time).
- ❖ Microsoft Office 365 2016 Professional including Word, Publisher, PowerPoint, Excel, Access, Outlook, OneNote, Office Mix, Learning Tools, Class Notebook, OneDrive for Business and Ink Replay.
- ❖ Adobe Dreamweaver, Photoshop, Illustrator, Lightroom, Audition and Acrobat DC.
- ❖ 123 Design, Makerbot Desktop, Lego Mindstorm
- ❖ Smart Notebook 17, Active Inspire, ImageMate
- ❖ Java, Quicktime, Shockwave, Silverlight
- ❖ VLC Player
- ❖ Microsoft Anti-virus
- ❖ Web Filter

From time to time the school may add software applications for use within a particular course. The licenses for this software may require that the software be deleted from the Tablet at the completion of the course.

Students who have software that could aid or enhance their academic progress or enrich the learning environment that has been legally obtained, may submit a support ticket to the technology department for installation. The technology department reserves the right to say no, if they feel the software is a threat to the device or the district network. Any unauthorized installation of software on the Tablet device by the student may result in removal of the privilege to utilize the Tablet.

Additional Software/Toolbars:

It is the responsibility of the individual students to be aware of additional software/toolbars that are installed onto their Tablet. Students should read through all “updates” to installed software (such as but not limited to Adobe Flash Player, Quicktime, Windows Media Player, etc.) before clicking the update button. Any installation of unwanted software/malware/toolbars might result in the Tablet needing a full system restore and become unavailable to the student to utilize in the classroom.

Virus Protection:

Tablets issued to students have anti-virus protection software installed. This software will scan the hard drive for known viruses at boot up. The virus software will be upgraded remotely when the district technology department feels it is necessary. In rare circumstances, it may mean student’s access to Tablets within school for a given timeframe will be limited or not available. The school’s storage server and mail server are also equipped with built-in anti-virus software.

Apps:

The Microsoft App Store has a variety of educational apps that can help enhance the learning environment and enrich coursework for students that may want to utilize on a regular basis. These apps can be downloaded by the students and installed on Tablets without the direct permission of the technology department. Any Apps that are installed that the technology department identifies as a hazard to the district network will be removed, either in person or remotely.

If you purchase personal apps, any charges incurred by purchasing apps, are the responsibility of the students; (Microsoft licenses allow you to install purchased apps on up to five devices).

Web Filter:

All tablet devices are filtered whether the students are in school or at home, for specific categories of web content that is inappropriate in an educational setting.

Inspections:

Student issued Tablets are the exclusive property of the Babylon School District as such; they can and will be inspected at random intervals throughout the school year for compliance with all of the policies and procedures outlined within this document and the districts computer network acceptable use policies. Students found out of compliance will be subject to removal of Tablet use privilege.

PLEASE NOTE: The Babylon School District does not accept responsibility for the loss of any student added software, apps, or data that is deleted due to updates, repairs, re-formatting or re-imaging of the Tablet device.

Acceptable Use Policies**General Guidelines:**

- ❖ 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 Babylon School District.
- ❖ Students are responsible for their ethical and educational use of the technology resources provided to them by the Babylon School District.
- ❖ Access to the Babylon School District technology resources is a privilege and not a right. Each student will be required to follow the Computer Network and Internet Acceptable Use Policy.
- ❖ 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, cyber-bullying and computer viruses.
- ❖ Any attempt to alter data, the configuration of the Tablet, or the files of another user, without the consent of that individual, school administrator or the technology department, will be considered an act of vandalism and subject to disciplinary action.
- ❖ Engaging in sexual harassment or using objectionable language in public or private messages, e.g., racist, terrorist, abusive, sexually explicit, threatening, stalking, demeaning or slanderous language will be subjective to disciplinary action.

Privacy & Safety:

- ❖ Do not open, edit or delete files that do not belong to you.
- ❖ Do not reveal your full name, phone number, home address, social security number, credit card numbers, and passwords to anyone while utilizing a Tablet supplied by Babylon School District.

- ❖ Do not go into chat room or send chain letters that are not for academic purposes.
- ❖ If you inadvertently access a website that contains obscene, pornographic or otherwise offensive material, notify the technology department immediately so that such sites can be blocked from further access and that you are not held accountable for browsing to sites you are not permitted to utilize. This is not a request, this is a responsibility and by not doing so, you may lose the privilege of the Tablet.
- ❖ If you notice any suspicious file, folder, websites, accounts, activity; please contact the technology department as soon as possible.

Legal Propriety:

All students must comply with all trademark and copyright laws and all license agreements, whether it is student owned or school owned, in regards to use of their Tablet. Ignorance of the law is not immunity, and you will be held accountable for your actions.

- ❖ Use or possession of hacking software, file sharing software or websites utilized for these purposes is strictly prohibited and violators will be subject to disciplinary actions. Violations of applicable state or federal law, including the New York State Penal Code, Computer Crimes, may result in criminal prosecution or disciplinary action by the district.

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 Babylon School District Tablet Procedures and Computer Network and Internet Acceptable Use Agreement may result in disciplinary action or through legal institutions.

Electronic mail (e-mail), messenger, files stored on the Tablet, school network or synced cloud storage as well as usage of computers on the school network and the Tablet, whether it is in school or at home, may NOT be considered confidential. The district may monitor at any time by designated district staff or “journaling” to ensure the appropriate use of this as an educational tool. The district cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of these materials are governed by the New York Freedom of Information Law; authorities will be given access to their content.

Protecting & Storing Your Tablet

Tablet Identification:

student Tablets will be labeled in the manner specified by the school. Tablets can be identified in the following ways:

- ❖ Record of serial number, Babylon School District ID tag, device name and location software.

Password Protection:

Students will need to change their current password to access their network account to a “strong password”, which will contain a capital letter, number and symbol. This password must not be shared with anyone, as your Tablet is your responsibility. If you forget your password, you must have it reset by the technology department, which could impact instruction within your classroom.

Storing Your Tablet:

When students are not using Tablets, they must be placed in in a safe and secure location throughout the day, and nothing must be placed on top of the Table, or stored in your vehicle due to heat and cold.

Tablets Left in Unsupervised Areas:

Please do not leave tablets in open areas that are insecure or unsupervised. For example, if you stay after school for activities, place your tablet in your locked locker. If the Tablet is stolen, the student will be responsible for filing a police report. Without a police report, the student will be responsible for total cost of replacing the device.

Repairing & Replacing Your Tablet

The Babylon School District recognizes that with the implementation if the Tablet initiative there is a need by the district to protect the investment. The following outlines the various areas of protection: warranty and insurance that the district provides.

Tablet Manufacturer Warranty:

This coverage is purchased by the Babylon School District as part of the purchase price of the device. The manufacturer warrants the Tablet 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 but it must be sent back to the manufacturer; which will result in the student not having access to a Tablet during this time. This warranty does not warrant against damage caused by misuse, abuse, accidents or computer viruses.

Insurance for Theft, Loss, or Damage by Fire or Act of God:

Tablets that are stolen, lost or damaged by fire are not covered by the warranty of the manufacturer; the district has three options for coverage.

1. School District Protection:

If you elect this option, you choose to pay the school district an annual (non-refundable) protection payment for coverage of theft, loss, or damage by fire or other “act of god,” in the amount of \$25 per student not to exceed \$50 per family for coverage when there are more than two children in the school who receive Tablet devices. This annual coverage begins upon receipt of the payment and ends at the conclusion of the school year.

2. Personal Insurance Protection:

If you elect this option, you will cover the Tablet under your own insurance policy and in the case of a theft, loss, or damage by fire or other “act of god,” you agree to pay the Babylon School District the amount received from your insurance company plus any additional amount needed to cover the Tablet replacement not to exceed \$850.

3. No Protection:

If you elect this option, you agree to pay for the replacement of the Tablet at a cost not to exceed \$850 should the Tablet be stolen, lost, or damaged by fire or another “act of god.”

Please Note: Lost or damaged pens, mouse, power supplies, bags, cases or other accessories provided to you are NOT covered under the insurance program and must be paid for by the student/parent/guardian prior to or at the time of returning your tablet (see tablet below for costs).

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 for the protection coverage to take place. A copy of the police/fire report must be provided to the technology department.

Intentional Damage:

Warranty or school district Tablet protection DOES NOT cover intentional damage to the Tablet. Students are responsible for full payment of intentional damages to Tablets, not to exceed \$850. The district reserves the right to remove privileges to a new Tablet once the payment has been made for intentional damage, as Tablets are a privilege not a right.

Claims:

All insurance claims must be reported to the technology department. Students must file a police or fire report and bring a copy of the report to the school district 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 district may utilize software applications and local authorities to alert pawn shops in the area to be aware of any district owned equipment.

Student Carelessness:

Tablet damage that occurs as the result of student carelessness will be assessed the fees listed below. Examples of student carelessness would be: Styluses (pens) that are noticeably damaged, latches that hold the lid closed being pulled out of the Tablet case, screens that are cracked or broken due to shutting the lid with objects still on the keyboard and the continual loss of keys from the keyboard, damage resulting from leaving the Tablet unattended in school or at home.

In cases of “student carelessness” the following fees/charges will be assessed:

Bluetooth Mouse Replacement: \$50

Broken or missing pen: \$50

Broken or missing bag: \$40

Broken or missing charger: \$75

Broken Keyboard or missing keys: \$150

Broken or cracked screen: cost of replacement not to exceed \$850

Tablet Technical Support

The technology department will coordinate repair work for Tablets. Students should understand that repairs could take a few minutes to several days.

Services include the following:

- ❖ Hardware maintenance and repairs
- ❖ Password identification
- ❖ User account support
- ❖ Operating system and software configuration report
- ❖ Re-imaging hard drives
- ❖ Updates and software installations
- ❖ Coordination of warranty repairs
- ❖ Distribution of loaner Tablets and batteries

Tablet Agreement Form Babylon School District

I agree that I have read and fully understand the 1:1 Initiative – Student Tablet Procedures as outlined in this document.

I further agree that I: _____

- ❖ Understand that student use of a Tablet and Office 365 account is a privilege and not a right.
- ❖ Follow all rules and regulations set forth within the Babylon School District Computer Network and Internet Acceptable Use Agreement.
- ❖ Understand that the Tablet and all Office 365 components, including but not limited to teacher files, emails, messaging, belong to the Babylon School District.
- ❖ Understand that all violations have consequences through the disciplinary actions.

Parent/Guardian First Name:

Parent/Guardian Last Name:

Student Name First and Last:

Grade:

Parent Signature:

Student Signature:

Date:

For Internal Use Only:

Date Distributed: _____

Distributed By: _____

Babylon ID#: _____

___ Pen

___ Power Supply

___ Bag/Sleeve

___ Case

**Tablet Insurance Coverage Election Form
Babylon School District**

_____ **Option #1: No Insurance**

If you elect this option, you agree to pay for the replacement of the Tablet at a cost not to exceed \$850 should the Tablet be stolen, lost, or damaged by fire or another “act of GOD.”

_____ **Option #2: Personal Insurance**

If you elect this option, you will cover the Tablet under your own insurance policy and in the case of a theft, loss, or damage by fire of other “act of GOD,” you agree to pay the Babylon School District the amount received from your insurance company plus any additional amount needed to cover the Tablet replacement not to exceed \$850.

_____ **Option #3: School District Protection**

If you elect this option, you choose to pay the school district an annual non-refundable protection payment for coverage of theft, or damage by fire or other “act of GOD,” in the amount of \$25 per student not to exceed \$50 per family for coverage when there are more than two children in the school who receive Tablet devices. This annual coverage begins upon receipt of the payment and ends at the conclusion of the school year.

Please note there are additional charges for items not covered by the insurance. Please read the procedures above carefully

I have read, understand and agree to the option I have checked:

Print Student Name

Print Parent/Guardian Name

Grade:

Student Signature

Parent/Guardian Signature

School Building: