

Southeast Island School District

Digitally Connected Students Program



DCS

Putting Technology in the Hands of Students

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DCS Program Overview

Southeast Island School District is committed to providing the instruction and tools for our students to advance in the technological world. To support this goal we have initiated a program that puts technical equipment into the hands of our students. Students may checkout an SISD laptop/equipment/software if they meet all the requirements. All equipment will be turned in at the close of the school year. If a student is returning the following fall, the same computer will be checked out to them..

SISD's DCS Requirements

1. Have no debts from the previous year and/or is not on a list of computer abuse or neglect (if a student is on a list of past computer abuse or neglect, they may be allowed to participate on a probationary status)
2. Are in 5th grade or higher and enrolled full time in a school other than correspondence
3. Have passing grades in all subjects. If student is not passing all subjects, they may be placed on a probationary status
4. Students and parents complete/sign the SISD DCS Application/Contract (**Required Form 1**)
5. Students and parents review DCS policies and Laptop Tips
6. Students and parents review/sign, and follow SISD Internet and Computer Usage Agreement at the beginning of each semester. (**Required Form 2**)

Enrollment/Eligibility

Correspondence students that have the ability to attend one of our schools are not eligible for this program. If a student lives near a school but is in correspondence due to removal from a regular school because of behavior or other issues, the student is not eligible. Only students that have no other option due to remoteness qualify for the program. Eligibility ends when a student is no longer attending classes at SISD. If you leave school for any reason, you must turn in your laptop. During the last month of the school year, laptops may or may not be checked out. This will be handled on a case by case basis.

Review

If any staff member has a concern about a student's use of a laptop, the concern can be brought to the tech committee and the concern will be reviewed. If necessary, appropriate action will be taken.

Computer Responsibility

When all paperwork is signed and at teacher discretion, students may take the laptops home however, they must bring it to school daily to use in their academic programs. Students and parents will assume full responsibility for the equipment after SISD has distributed it to them.

Appropriate Computer Use:

The SISD DCS program will follow the established Computer Use and Internet Agreement and DCS policies. SISD retains the authority to revoke any student's laptop privileges for violations of any SISD technology policies.

Ineligibility/Suspension

If a student loses DCS privileges for any reason, their laptop will be put into the "pool" of DCS equipment. No guarantees are made that a laptop will be available at the end of the probation period. If a laptop is not available, the student will be added to the list of applicants waiting for a laptop. If a laptop is removed for a temporary time (one week or so) the laptop is to remain at the school.

Violations of any section of this agreement, poor behavior, irregular attendance, misuse of school equipment, or other school rule infraction may result in the loss of DCS privileges. The duration to be decided by the lead teacher and the tech committee on a case by case basis. Standard guidelines for infractions listed below.

Computer/Network Abuse Consequences – Guidelines

In the event of a conduct violation not specifically listed in this policy or violation is extreme, consequences may be administered based on the judgment of the lead teacher, site principal and/or technology committee. The school administrator or the board has the discretionary authority to move to any level of discipline based on the seriousness of the case. Law enforcement may be contacted if necessary.

If a student loses DCS privileges for any reason, their laptop will be put into the “pool” of DCS equipment. There is no guarantee that a laptop will be available at the end of the probation period or if a student damages their original computer. If a laptop is not available, the student will be added to the list of applicants waiting for a DCS computer.

Violations of any section of this agreement, poor behavior, irregular attendance, misuse of school equipment, or other school rule infraction may result in the loss of DCS privileges. The duration of the consequence will be determined on a case-by-case basis. Once an individual account is configured for productivity, the minimum duration will match the regular school quarters. Individual schools are encouraged to have more elaborate consequences. A lead teacher may take a computer for any period of time as long as those consequences are spelled out and students are aware of the consequences in advance. The expectation is that the consequence will follow a natural, logical sequence and will escalate as far as necessary in order to extinguish the behavior. If the behavior proves difficult to change, the opportunity for problems will be eliminated. The use of school computers is intended as a learning opportunity and every attempt will be made to give students multiple opportunities to practice appropriate behavior.

Computer Misuse & Minimum Consequences

Crime	Examples	Why Important	Natural Consequence
Performing non-class activities on a computer during the class. Including emails and chats.	This one is pretty simple. Are you taking notes for the class, doing research as directed by the teacher, or are you doing a chat, emailing, or cruising the Internet for fun?	The purpose of the program is to improve academic success, improve your skills with a computer. If time on task drops because you are not doing your assignment or listening to the teacher, we do not meet this goal and your computer is unnecessary.	If your time on task would be higher without the machine, you don't need it.
Hiding what doing when staff looks your way.	This suggests inappropriate use.	We do not expect our staff to have to watch you like a hawk. If you play games with what they see on your screen, we have trust issues. Without trust your access will be limited and more closely monitored.	If the teacher cannot trust you to be doing what you are supposed to be doing, we have perfectly good paper and pencils or older machines on a desk that are easier to monitor for students with no self-discipline.
Failure to use class time well, poor attitude, repetitive behavior issues	Wasting time despite teacher attempts to get you focused. Persistent behaviors designed to disrupt learning, or to establish your control of the classroom. Persistent reluctance to use the computer for the purpose the teacher expects.	The purpose of the program is to improve academic success. If time on task drops because you are not doing your assignment or listening to the teacher, we do not meet this goal and your computer is unnecessary. Other students have a right to learn and the teacher has a right to teach. We cannot reward a student that makes either of these activities impossible.	If your time on task would be higher without the machine, you don't need it. If behavior interferes with your learning, or the learning of others, our job is to motivate you to change that behavior. Your behavior must reflect the maturity necessary to put the computer to good use, otherwise there is no purpose in your having access to the tool.

<p>Receiving inappropriate materials, emails, chats, without contacting your teacher.</p> <p>Letting anyone else have your password or use of your machine.</p>	<p>Warning- letter home.</p> <p>Computer access is a privilege – not a right</p>	<p>You are responsible for anything that happens to, or on your computer. If others choose to abuse their privileges, do not be a part of that. Your refusal to participate will discourage your friends from abusing the system.</p>	<p>If you cannot be trusted to use email and chats appropriately, lack of access is a natural consequence.</p>
<p>Nuclear Behaviors.</p> <p>Printing, viewing, sending and receiving inappropriate material.</p> <p>Inappropriate photos, videos, emails, or music.</p> <p>Cheating using the computer.</p> <p>Hiding your tracks.</p> <p>Attempts to get around site blocks.</p> <p>Allowing another student to use your computer or password.</p>	<p>Pornographic sites and materials. This includes suggestive home made videos or pictures, photos of yourself or others. Flipping off the observer, and generally anything else you would not see in a “G” movie.</p> <p>Popular music is often full of inappropriate language and themes.</p> <p>Inappropriate themes and language is not allowed on email or chats.</p> <p>Other students have access to the level we allow. Letting a student use your machine to avoid these restrictions cannot be tolerated.</p>	<p>If the computer is used in unethical ways, there is no reason for the student to have a computer.</p> <p>I tunes is not essential to your educational uses of the computer.</p> <p>We have promised parents and our funding sources that we would be attentive to inappropriate use.</p> <p>Music with inappropriate language or theme is a problem for many students. Sorry, not on a school computer.</p> <p>Occasionally, other students lose access to their accounts. Allowing one of them to use your computer to login under your name allows that student to avoid consequences designed to change behavior.</p>	<p>Loss of access is a natural, logical consequence for any without the self-discipline for unrestricted use. The same is true of those that cannot resist peer pressure and allow other students to use their account information.</p>
<p>Destruction of DCS equipment</p>	<p>Leaving your machine about where your cat can sit on it and get hair in the machine.</p> <p>Having food or liquids anywhere near your machine.</p> <p>Dropping, submerging, scratching and anything else that would be considered neglect.</p>	<p>We don’t have the money to replace computers when damaged and we do not have the staff necessary to repair computers on a regular basis. The only way to have the program is for students to take care of the equipment.</p>	<p>People make mistakes. Learn from yours or learn from others, but there will be no repeat issues.</p>
<p>Moving/Changing non personal computer settings.</p> <p>It is OK to change your desktop pattern and personal preferences</p>	<p>Learn the boundaries allowed for changes to your computer.</p>	<p>It is fun to personalize your computer. It is not all right to go deeper into the system and to make changes there. We do not have the staff to constantly be making repairs on computers caused by curiosity or a desire for mischief.</p>	<p>Trust issues are simple. If we don’t have it, we have to restrict access.</p>
<p>Altering other people’s work or striving to find passwords of other students or staff.</p>	<p>This could include causing problems for another, or doing someone else’s work for them</p>	<p>Being on another student’s computer, or in their files is wrong. Everyone has the right to expect that their material will be there just as they left it. Students must do their own work.</p>	<p>Trust issues are simple. If we don’t have it, we have to restrict access.</p>

Student Expectations

Southeast Island School District provides students with access to its laptops, networks and Internet service for educational purposes and research consistent with the curriculum and instructional goals of the district, SISD expects the student to:

- Follow all district policies and procedures governing the use of school equipment.
- Come to school with laptop batteries fully charged.
 - Charge laptops overnight.
 - A dead battery is not an excuse for late or missing work, unless due to maintenance issues.
- Back up all documents, files, multimedia and projects to network folders or CD's by using the CD burner on the laptops (students provide and safely store their own CD's).
 - A lost document is not an excuse for late or missing work.
- Use laptops for educational-related purposes only.
 - School laptops are not to be loaned or leased to anyone else.
- Use laptop in a common family location when at home.
- Surrender laptop to a teacher or administrator for inspection when reasonable cause warrants.
- Understand that the rules and expectations that apply to non-technology related conduct and communication also govern student use of computers.
 - Just as passing notes, listening to an iPod and playing video games are not acceptable school behaviors, neither is instant messaging, listening to music or playing non-educational games on the laptop during instructional or study time.
- Help conserve resources by using print preview and obtaining teacher permission before printing.
- Software, hardware, or additional plug-ins are not to be loaded on these laptops.
 - Students are responsible for damages caused by any attempt to do so.
 - Make arrangements for district representatives to properly install any necessary software.
- Properly store, care for and maintain laptops and associated equipment as outlined in "Laptop Tips".
 - The laptop comes with a protective case for ease in carrying. Use this case whenever carrying the laptop in the building, between classes, and outside of the building.
 - To ensure safety and to reduce the possibility of damage, the laptop is to remain in its case at all times while not in use.
 - Keep laptops, cases and associated equipment clear of any stickers, decorations or other personal markings.
 - Do not walk around with the laptop open. Always close the screen before moving the laptop.
- Understand that mishandling computer equipment can result in loss of laptop use, disciplinary consequences and/or charges for any needed repairs or replacement.
- Notify appropriate building personnel, fill out the "Laptop Incident Form" (found on your FirstClass desktop under "District Resources Student" and follow appropriate protocol if there are any problems with the laptop, including breach of security. This will help get it repaired and returned quickly!
- Make no changes or alterations to the configuration of these laptops, other than personal setting changes.
 - Changes to the base configuration can result in errors, which can be difficult and costly to fix and are not allowed.
 - Students will be held responsible if any alterations are made and this will result in appropriate disciplinary action.

Parent Expectations

For students to experience all of the success and benefits that this program can offer, the district encourages parents to:

- Share in their child's excitement about this great opportunity and learn with them as they use this instructional tool to enhance their learning, and to prepare for their future in the 21st century.
- Monitor child's laptop use to ensure appropriate Internet practices and adherence to SISD Internet guidelines.
- Reinforce DCS policy prohibiting students from loading software or illegally obtained data.
- Help fill out required paperwork in the event that the laptop requires repair or is lost, stolen or damaged and report it no later than the next school day. If this is during vacation time, an email to the technology director is sufficient.
- Sign and follow the required forms for the DCS program.
- Reimburse the School District for any damage or loss (including theft) of the computer equipment.
- Ensure that only the student that the laptop is checked out to will use this computer.
- Ensure that your child returns the equipment at the end of the school year or upon leaving the district.

SISD DCS Policies & Laptop Tips

DCS Policies

1. SISD retains ownership of all equipment and software.
2. The student, and his or her parent(s)/guardian(s), will be responsible for damage. This responsibility includes the obligation to compensate SISD for the cost of necessary repairs, or if necessary, complete replacement of equipment.
3. All repairs and maintenance of equipment must be performed by the SISD Technology Department.
4. No illegal software or files of any kind (for example: illegally obtained music) may be loaded onto the computer.
5. No software may be copied from an SISD laptop to any other source. This is a copyright violation.
6. Setting or using proxy servers to bypass district filtering both at home and at school is not allowed.
7. No jewelry that may cause scratches should be worn while using DCS equipment. (metal bracelets)
8. Only the student and the parent/guardian that signed the DCS contract may use the computer. Siblings, friends and other DCS students are not authorized to use the laptop.
9. Full compliance of SISD School Board policies regarding internet and email use is expected at all times.
10. Students and parent(s)/guardian(s) will receive training on the proper use, care, and maintenance, of equipment. Proper use, care, and maintenance of equipment is required. No marks (including stickers) may be made on equipment. The SISD identification tag SHALL NOT be removed.
11. Failure to properly use, care for, and maintain equipment will result in the loss of the privilege to use it.
12. A student who uses any other student's computer, or school computer, may lose DCS privileges.
13. The student may forfeit the privilege of having or using the SISD equipment if any of these regulations, policies, or guidelines are not followed. As it is impossible to predict or list all possible manners in which the computers may be misused, the school administrator will have the authority to revoke the computer privilege for any student who is deemed to have misused equipment. Further use of equipment may be suspended or revoked for any violation of SISD policies, as determined by school and district administrators.
14. All laptops are property of SISD, therefore SISD reserves the right to inspect computer contents at any time and without prior notice. Inappropriate content (images, photos or text) is prohibited.
15. Hiding or deleting evidence (removing website cache) is prohibited.
16. If an SISD staff member thinks there is a reason for the students to lose their privilege to participate in the SISD DCS Program, the staff member may take their concern to the SISD Technology Committee for review.
17. Computers that require cleaning will result in a minimum \$30 charge. If your computer requires attention, clean it first. The technology department will not work on dirty computers. See Laptop Tips for instructions on cleaning.
18. Teachers will check condition of laptops on a regular basis to determine if proper care is being taken.
19. The SISD Technology Committee reserves the right to make adjustments to this policy at any time.

Laptop Tips

1. Do not run the laptop while cold.... Make sure it has reached room temperature. For example: if you left the laptop in a vehicle for a few hours, make sure you have it inside for a least an hour before running.
2. Do not leave laptop in car overnight. The screen may freeze and break.
3. The screen is fragile. You should not push the screen with your finger or other object.
4. Do not stack items or put pressure on laptop. This may break the screen and/or cause other damage.
5. Be gentle with the CD Drive and make sure it stays clean.
6. Do not eat or drink around the computer.
7. The computer battery will charge when plugged in regardless if the computer is off, on or in the sleep mode.
8. The computer should not remain in the sleep mode without being plugged in for more than four days. It is perfectly fine to leave the computer in the sleep mode without being plugged in for a day or two.
9. When winding up the power cord, do not wind it tight causing tension on the cord. They are fragile. When plugging in, please make sure there is not a sharp bend where the plug that goes into the computer. A replacement cord costs \$80. Just as with the laptop, you are responsible for returning the cord in good condition.
10. If you are traveling by air, the laptop needs to be with you, not "Checked Luggage".
11. The laptops have a limited angle you can move the screen back. Please be mindful of this. When opening and closing the screen, hold onto it at the center. The wires from the computer to the monitor are fragile.
12. Do not put stickers on your computer. Returned computers that need cleaning will result in a minimum \$30 cleaning charge. Exteriors can be cleaned with a mild, non-abrasive cleanser. Monitors (screen) can be cleaned with a damp (not wet) cotton cloth. Please use extreme caution not to get moisture into the edges when cleaning the monitor, as this could damage the computer.

SISD Computer Use and Internet Agreement Page 1 of 2 - Required Form 1

Access to e-mail and the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Southeast Island School District support and respect each family's right to decide whether or not to apply for access.

District Network, Internet and E-Mail Rules

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege, not a right. Access entails responsibility.

Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreements they have signed. Beyond the clarification of such standards, the district is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on servers will be private.

Within reason, freedom of speech and access to information will be honored. During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

Use of personal internet and e-mail accounts on district networks is permitted by the District if doing so is permissible by the student's parent, does not result in additional expense to the District, and does not result in misconfiguration of District hardware or software.

The following forms of misconduct are not permitted:¹

- Going online without staff permission
- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Using another's password
- Trespassing in another's folders, work or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes
- Installing software onto District hard drives without prior technology teacher or coordinator permission

Note: If a student sends inappropriate email, pictures, etc... to another student, that is read on school equipment, the sender will lose email privileges at the school.

¹ Violations may result in a loss of access as well as other disciplinary or legal action. Intentional damage to equipment and/or software configurations will be charged to the student. Charges for damaged equipment will be assessed at replacement value. Charges for damage to software configurations will be assessed by the time it takes to reconfigure equipment. The rate will be \$25.00 per hour.

User Agreement and Parent Permission Agreement

As a user of the Southeast Island School District computer network, I hereby agree to comply with the above stated rules - communicating over the network in a reliable fashion while honoring all relevant laws and restrictions.

User (Student/Staff) **Printed** Name: _____

User (Student/Staff) Signature: _____

Date: _____

As the parent or legal guardian of the minor student signing above, I grant permission for my son or daughter to access networked computer services such as electronic mail and the Internet. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use-setting and conveying standards for my daughter or son to follow when selecting, sharing or exploring information and media.

Parent Signature: _____ Date: _____

Name of Student: _____

School: _____ Grade: _____

E-mail address: _____

Note: For DCS Students this is a required form to be re-signed during the application process and bi-annually, at the start of the 2nd & 4th quarters for the duration of their participation in the DCS program.

For non DCS Internet users, this agreement will be binding for the duration your child is enrolled in Southeast Island School District. This form will not be sent out every year for every student. All teachers will review this document every year with all students. If you would like to make changes to this form in the future, please contact the school.

SISD DCS Application/Contract *Required Form 2*

I am checking out a SISD equipment or software and will abide by the attached SISD DCS Policy for appropriate use and care of this equipment. If I fail to follow any of these policies and guidelines, I understand that I will lose the privilege of using this equipment and that I must return equipment immediately.

Application/Requirements Checklist

Applications for laptops will not be reviewed until all of the following documents are presented to the SISD Technology Department. Incomplete applications will not be accepted.

Have you completed the following?

Form / Document	Yes	No
Read Student/Parent Expectations & DCS Policies and Laptop Tips		
Complete SISD Computer Use & Internet Agreement (Required Form 1)		
Complete this page in full - SISD DCS Application (Required Form 2)		
Do you have all signed forms in order and stapled together		

The district recognizes that laptops checked out have a certain element of risk of damage or theft. While the district strives to lessen this element of risk, each parent or guardian shall be made aware of the possible risk and will maintain liability for any loss or damage.

I agree to assume full responsibility for repairs and/or replacement of the equipment if it is damaged, lost or stolen. I will bring equipment only to the SISD Technology Director for repairs and/or replacement. I have read, signed, fully understand and agree to abide by the DCS policy, regulations and guidelines.

Please list and sign for each child in your family that will participate in the DCS program. One application per family is fine.

1 st Child Parent Signature: _____ Student Signature: _____	2 nd Child Parent Signature: _____ Student Signature: _____
3 rd Child Parent Signature: _____ Student Signature: _____	4 th Child Parent Signature: _____ Student Signature: _____
5 th Child Parent Signature: _____ Student Signature: _____	6 th Child Parent Signature: _____ Student Signature: _____