Dakota Valley School District

Mobile Computer Policy, Procedures, and Information

Dakota Valley High School Computing Program

The focus of the Teaching and Facilitating Learning with Mobile computers Program at Dakota Valley School District is to prepare Users for their future, a world of digital technology and information. Increasing access to technology is essential for that future, and the learning tool of these twenty-first century Users is the Mobile computer.

The individual use of Mobile computers is a way to empower Users to learn at their full potential and to prepare them for the real world of college and the workplace. Mobile computers encourage users to solve problems and think critically by stimulating analytical thinking. Learning results from the continuous dynamic interaction among Users, educators, parents, and the extended community. Technology immersion does not diminish the vital role of the teacher, but transforms the teacher from a director of learning to a facilitator of learning. Learning with Mobile computers integrates technology into the curriculum anytime, anywhere.

TABLE OF CONTENTS

The policies, procedures and information within this document apply to all Mobile computers used at Dakota Valley, including any other device considered by the Director of Technology to come under this policy.

Dakota Valley may set additional requirements for computer use in their buildings.

A. Receiving Your Mobile computer
Mobile computers will be distributed each fall.

Users and parents must sign and return the Mobile computer Protection plan and Pledge documents before the Mobile computer can be issued.
Mobile computers will be collected at the end of each school year for maintenance, cleaning and software installations. Users will retain their original Mobile computer each year.

B. Taking Care of Your Mobile computer
Users are responsible for the general care of the Mobile computer they have been issued by the school. Mobile computers that are broken or fail to work properly must be reported to the Help Desk or taken to the office for a loaner should the device have a serious malfunction.

General Precautions
1. **Users are responsible for keeping their Mobile computer's battery charged for school each day.**
2. No food or drink is allowed next to your Mobile computer while it is in use.
3. Cords, cables, and removable storage devices must be inserted carefully into the Mobile computer.
4. Users should never carry their Mobile computers while the screen is open, unless directed to do so by a teacher.
5. Mobile computers should be shut down before moving them to conserve battery life.
6. Mobile computers must remain free of any writing, drawing, stickers, or labels that are not the property of the Dakota Valley School District.
7. Mobile computers must never be left in a car or any unsupervised area.

Carrying Mobile computers
The protective sleeve provided with mobile computers has sufficient padding to protect the Mobile computer from normal treatment and provide a suitable means for carrying the computer within the school. The guidelines below should be followed:
1. Mobile computers should always be within the protective sleeve when carried.
2. Do not place other objects (such as folders and books) within the sleeve to avoid causing too much pressure and weight on the mobile computer screen.
3. The mobile computer must be turned off before placing it in the carrying case.

Screen Care
The mobile computer screens can be damaged if subjected to rough treatment. The
screens are particularly sensitive to damage from excessive pressure on the screen.
1. Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or
   disks).
2. Do not lean on the top of the mobile computer when it is closed.
3. Do not place anything near the mobile computer that could put pressure on the
   screen.
4. Do not place anything in the carrying case that will press against the cover.
5. Do not poke the screen.
6. Clean the screen with a soft, dry, antistatic, or microfiber cloth. Do not use cleaning
   solutions.

C. Using your mobile computer at school
Mobile computers are intended for use at school each day. Along with instructional tasks,
school messages, announcements, calendars and schedules will be accessed using the
mobile computer.

Mobile computers left at home
If Users leave their mobile computer at home, all means to have it brought to school should
be sought prior to the start of school. Loaners under such conditions will be allowed for the
term of one day should one be available and if absolutely necessary.
Repeat violations of this policy will result in disciplinary action.
Mobile computer undergoing repair
Loaner mobile computers may be issued to Users when they leave their mobile computers
for repair at the Help Desk.
Charging your mobile computer's battery
Mobile computers must be brought to school each day in a fully charged condition. Users
need to charge their mobile computers each evening. Repeat violations of this policy will
result in disciplinary action.
In cases where use of the mobile computer has caused batteries to become discharged,
users should connect the mobile computer to a power strip using his/her charger.

Sound
Sound should be muted at all times unless used for instructional purposes.

Printing
Users may use printers anywhere within the building. Home printer software will not be
installed; however, if at home you see your printer model listed in the "add printers" dialog it
may be safely added to your computer.

Modifying computer programs and settings
Do not modify any files that you did not create. Deletion or changes to certain files can
affect your mobile computers performance.
There will be a $25 Re-Image Fee to Correct These Problems, should the problem be
determined to be malicious or against the district Acceptable Use Agreement.

Music, Games, or Programs
Music and games are not allowed on the Mobile computer during school hours in the classroom. Do not save any music, games, or programs (unless used for classroom purposes and approved by your classroom teacher) to your H drive folder. All software must be district provided.
There will be a $25 Re-Image Fee to Correct These Problems.

D. Managing Your Files and Saving Your Work
Saving to your H drive:
Users must be logged on to our network in order to back up their work. Users will have their own network account and folder on the network with sufficient space to back up any school related work.
The **H drive** will save a copy of all documents on your machine and the server. If you experience problems, contact the help desk. Work saved to any other device will not be saved to the school servers and thus will not be backed up.

Saving or retrieving data to removable storage devices
Users may choose to store personal items such as pictures or music using removable storage devices. Users may also choose to backup their other work using removable file storage. All data residing in a users H drive or S drive is automatically backed up. Removable memory cards may be purchased at a local retailer. The computer's 6in1 memory card reader will read the following types of memory cards:
> · Secure Digital™
> · Memory Stick®
> · Memory Stick Pro®
> · Mini Secure Digital®
> · MultiMedia Card™

It is the user's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion.

E. Software on Your Mobile computer
Originally Installed Software
The software originally installed by the Technology Department must remain on the Mobile computer in usable condition and be easily accessible at all times.
Licensed software provided with all new Mobile computers includes all "standard" Office and Internet applications generally required for most users. From time to time the school may add software applications for use in a particular course.

Personal software is not allowed. The Mobile computer is for school and work related purposes and does not constitute a replacement for a personal home computer.

Virus and website protection
The Mobile computer has antivirus protection and web filtering software. This software will scan the hard drive and removable media for known viruses. The virus software will be upgraded from the network.

Inspection
Users may be selected at random to provide their mobile computer for inspection.

F. Acceptable Use Guidelines
General Guidelines
See Policy EHAB for Acceptable Use Guidelines.

Privacy and Safety
1. Avoid chat rooms or sending chain letters without permission.
2. Only open, use, or change computer files that belong to you.
3. Never reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people.
4. Remember that storage is not guaranteed to be private or confidential.
5. If you inadvertently access a web site that contains obscene, pornographic or otherwise offensive material, notify a staff member immediately so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

Legal Propriety
1. Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a staff member or a parent.
2. Plagiarism is a violation of the District Handbook. 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.
3. Use or possession of hacking software is strictly prohibited and violators will be subject to consequences of the District Handbook. 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.

Online Communication
1. Always use appropriate language.
2. Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
3. Do not send mass emails, chain letters or spam.
4. Users should maintain high integrity with regard to their email or other communication content online. If you wouldn't want your teacher or parent to see the information; don't say it.
5. No private chatting during class without permission.
6. District email is subject to inspection and use of this email account should be school related.
7. Personal email accounts not provided by the district are not allowed on the mobile computer.

Consequences

The user, in whose name a system account and/or computer hardware is issued, will be responsible at all times for its appropriate use. Noncompliance with the policies of the mobile computer handbook or Acceptable Use policy will result in disciplinary action as outlined in the School handbooks.

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 email and network communications are governed by the South Dakota Open Records Act; proper authorities will be given access to their content.

G. Protecting and storing your mobile computer

Mobile computer Identification

Mobile computers will be labeled in the manner specified by the school. Mobile computers can be identified by the serial number and district asset tag, among other items including an individual user account name and password.

Password Protection

All mobile computers lock themselves with the active user account when not in use. Keep your password safe and do not share your password with others for any reason. Should your password become compromised contact the help desk.

Storing your mobile computer

When users are not monitoring mobile computers, they should be stored in a safe location. Users are encouraged to take their mobile computers home every day after school, regardless of whether or not they are needed. Mobile computers should not be stored in a vehicle. When not in use, store your laptop in the bag in an upright position.

Mobile computers left in unsupervised areas

Under no circumstances should mobile computers be left in unsupervised areas. Unsupervised areas include the school grounds and campus, commons, locker rooms, library, unlocked classrooms and hallways. Any computer left in these areas is in danger of being stolen.

Unsupervised mobile computers will be confiscated by staff and taken to the school office. Disciplinary action may be taken for leaving your mobile computer in an unsupervised location.

H. Repairing or Replacing Your Mobile Computer

Warranty

This coverage is purchased by the Dakota Valley School District as part of the purchase price of the equipment. The computer vendor warrants the mobile computers 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 Mobile computer or Mobile computer replacement. The computer vendor warranty does not

warrant against damage caused by misuse, abuse, accidents or computer viruses. Please report all mobile computer problems by contacting the help desk.

Accidental Damage Protection
The Dakota Valley School District has purchased through the computer vendor coverage to protect the mobile computers against accidental damage such as: liquid spills, accidental drops, power surges, and natural disasters. **This coverage <u>does not</u> provide for damage caused by fire, theft, loss, misuse, intentional or frequent damage or cosmetic damage.** Computer vendor will assess the mobile computer 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 Mobile computer is covered with a three year vendor Warranty and Accidental Protection Plan. District technicians will service repairs and replacements for detective parts and acts of accidental damage. Please report all mobile computer problems through the help desk.

School District Protection
School District Protection is available for Users and parents to cover Mobile computer replacement in the event of theft, loss, or accidental damage by fire. The protection cost is $25.00 annually for each mobile computer with a maximum cost of $50.00 per family and includes a $200.00 additional charge for each claim.
Users or parents may wish to carry their own personal insurance to protect the mobile computer in cases of theft, loss, or accidental damage by fire. Please consult with your insurance agent for details about your personal coverage of the mobile computer.

Claims
All insurance claims must be reported to the Principal's Office. Users or parents must file a police or fire report and bring a copy of the report to the principal's office before a mobile computer 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 as outlined in the Student Handbook. The District will work with the local Police Department to alert pawnshops and police departments in the area to be aware of this District owned equipment.

I. Mobile computer Technical Support
The Technology Help Desk is available for repair work on mobile computers.
Users are expected to keep the mobile computers in good condition. Users who have a technical problem with their Mobile computer should use the help desk for faster service.

Mobile computer FAQ's

1. Can I use the same Mobile computer and software throughout my career?
Yes, during the academic school year. Mobile computers will be replaced on a 3 to 4 year rotation schedule.

2. What if I already have another model or brand of Mobile computer?
You will be required to use the school district issued Mobile computer 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 Dakota Valley School District is also limited to provide maintenance service or assistance for only the district provided computer. *For these reasons, other Mobile computer or laptop computers will not be used on the Dakota Valley School District network at school.*

3. Can I have my Mobile computer in the summer?
All Mobile computers will be collected at the end of the school year for general maintenance, cleaning, and software installation purposes.

4. What about insurance against theft or breakage through carelessness?
Your Mobile Computer is very portable and very valuable, making it an attractive target for thieves. Therefore, the Dakota Valley School District Mobile computer protection is recommended. The protection covers the Mobile computer for a $25.00 payment. You will be responsible for paying an additional charge of $200.00 for each theft or loss claim. **The best insurance is to take care of your Mobile computer. Do not leave your Mobile computer in an unlocked/insecure location. Always know where your Mobile computer is located!**

7. Does the district provide maintenance on my Mobile Computer?
Yes. The Technology Department will coordinate maintenance for Users.
Please consult the warranty agreement so that you understand what is and what is not covered.

8. What will I do without a computer in my classes if my Mobile computer unit is being repaired or while I am replacing it if it is lost or stolen?
Dakota Valley School District stocks a very limited number of Mobile Computers that can be loaned out on a first come, first served basis. You will be able to apply for a loaner through the office. *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.*

9. If the accessories to my Mobile computer are lost or stolen, how much will it cost to replace them?
In the event that Mobile computer accessories are stolen, you should report the lost items to the Help Desk. The cost to replace specific accessories is listed below:
      a) AC adapter & power cord: $42.00
      b) Battery: $165.00
      c) Briefcase carrying case: $19.00

10. If I purchase software in addition to the available software provided through the district, will the Technology staff load it for me?
All software and hardware purchases must be coordinated through the technology department in order to for this to occur.

11. Do I need a printer?
Printers are available at school. If you want to connect to a printer at home with the school Mobile computer, you will need to ensure that a printer driver is already loaded on your mobile computer (or a suitable substitute). Contact your printer manufacturer for details.

12. How do I connect to the Internet at home?
You may connect to the Internet using a cable Ethernet connection or wireless Ethernet connection. If you maintain a wireless home network, you must set the Mobile computer to connect to your wireless connection. Dial-up Internet users should contact the help desk for assistance.

13. Will there be facilities to back up the files I create on my Mobile computer?
Yes. All documents located on the S drive or within your H drive folder are backed up. Ensure that you synchronize your documents each morning and before you leave every day.

14. What if I want to add options to my Mobile computer later?
Only the Dakota Valley School District is authorized to add options and upgrades to your Mobile Computer.

15. What if I want to run another operating system on my Mobile computer?
Only the operating system chosen by the Dakota Valley School District will be authorized to run on district provided Mobile Computer.

16. Will I be given a new battery if mine goes bad?
The Mobile computer battery will be replaced by the manufacturer for defects in the first year. You will be responsible for charging your battery and proper battery maintenance. If you need to borrow a battery contact the help desk. The battery must be returned before the end of the school day, and you may be asked to pay a charging fee if your personal use of school backup batteries is frequent.

17. What has the school done to help prevent Users from going to inappropriate sites?
We have software products which are designed to help monitor all Internet sites that users attempt to access. This software blocks inappropriate sites and also logs a history of every site that each user visits.

18. Our mobile computers subject to review by school personnel, as they are the property of the school district. What if a student brings their Mobile computer in for repairs and "objectionable data" is detected?

Inappropriate material on Mobile computers should be immediately reported to the help desk or the direct report of the individual in possession of such material. Users who have "objectionable data" on their Mobile computer but have failed or chosen not to report it will be referred for discipline.

Mobile Computer Protection

The Dakota Valley School District recognizes that with the implementation of the Mobile computer initiative there is a need to protect the investment by both the District and the end user. The following outlines the various areas of protection: warranty, accidental damage protection and insurance.

Computer Vendor Warranty: This coverage is purchased by the Dakota Valley School District as part of the purchase price of the equipment. The computer vendor warrants the Mobile computers 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 Mobile computer or Mobile computer replacement. The vendor warranty does not warrant against damage caused by misuse, abuse, accidents or computer viruses.

ACCIDENTAL DAMAGE PROTECTION: The Dakota Valley School District has purchased coverage to protect the Mobile computers 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 hardware vendor will assess the Mobile computer 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: Mobile computers that are stolen, lost or damaged by fire are not covered by the Machine Vendor 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 Mobile computer at a cost not to exceed $800.00 should the Mobile computer be stolen, lost or damaged by fire.

Personal Insurance
You will cover the Mobile computer 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 received from your insurance company plus any additional amount needed to cover the Mobile computer replacement not to exceed $800.00.

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 $25.00 or $50.00 for family coverage when there are two or more children in high school using Mobile computers. The $25.00 payment is nonrefundable.
- 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.
- You must have the insurance in place PRIOR to a claim / incident.

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 end user or parent** for the protection coverage to take place. A copy of the police/fire report must be provided to the office.
The $200.00 additional charge is the responsibility of the student/parent and must be paid before the Mobile computer can be repaired or replaced.

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

Dakota Valley School District
End User Pledge for Mobile Computer Use

1. I will take good care of my Mobile computer and know that I will be issued the same Mobile computer each year.
2. I will never leave the Mobile computer unattended.
3. I will never loan out my Mobile computer to other individuals.
4. I will know where my Mobile computer is at all times.
5. I will charge my Mobile computer's battery daily.
6. I will keep food and beverages away from my Mobile computer since they may cause damage to the computer.
7. I will not disassemble any part of my Mobile computer or attempt any repairs.
8. I will protect my Mobile computer by only carrying it in the approved case.
9. I will only use my Mobile computer in ways that are appropriate and educational.
10. I will not place unapproved decorations (such as stickers, markers, etc.) on the District Mobile computer.
11. I understand that my Mobile computer and all use is subject to inspection and logging at anytime inside or outside of the school day without notice and remains the property of the Dakota Valley School District.
12. Your district provided computer is not a substitute for a home computer.
13. I will follow the policies outlined in the Acceptable Use Agreement, Mobile computer Policy, Procedures, and Information document and the district and school handbooks while at school, as well as outside the school day.
14. 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, or Mobile computer case in the event any of these items are lost or stolen.
17. I agree to return the District Mobile computer and power cords in good working condition.

End User Name: _____ (Please Print)

End User Signature: _____ Date: _____

Parent Signature: _____ Date: _____