

KTEC High School One-to-One Technology Handbook

The mission of the One-to-One program at KTEC High School is to create a collaborative learning environment for all learners. This environment will enable and support students and teachers to implement transformative uses of technology while enhancing students' engagement with content, and promoting the development of self-directed, responsible lifelong learners and users. Students will transition from consumers of information to creative producers and owners of knowledge. We believe technology must transform the teacher from a director of learning to a facilitator of learning. District staff and community members will all play a key role in the development of effective and high-quality educational experiences using technology.

Device Purpose

KTEC High School is supplying students with a school issued computer. This device is the property of KTEC High School. The supplied instructional device's function will provide each student access to required educational materials needed for each student to be successful. The computer allows student access to Skyward Student Access, Microsoft Teams, educational web-based tools, as well as many other useful sites. The supplied device is an educational tool not intended for gaming, social networking, or high-end computing.

The policies, procedures, and information within this document apply to all KTEC issued devices used by students, staff, or guests, including any other device considered by the Administration to fall under this policy. Teachers may set additional requirements for use of devices in their classroom to ensure devices are being used in an appropriate and educational way.

Receiving Your Computer

Computers will be distributed each fall during Open House. Parents and students must read and sign the Acceptable Technology Use Agreement before the computer can be issued to their child.

Training

Students will be trained in how to use the computer by their classroom teachers. Additional lessons will be provided during their C3 class.

Return

Student computers and accessories (charger and carrying case) may be collected at the end of each school year for maintenance over summer vacation.

Any student who transfers out of KTEC High will be required to return their computer and accessories. If the computer and accessories are not returned, the parent/guardian will be held responsible for payment in full. If payment is not received the parent/guardian will be turned over

to a collection agency.

Taking Care of Your Device

Students are responsible for the general care of the technology which they have been issued by the school. Notify a staff member immediately if a device is broken or fails to work. If a loaner device is available, one will be issued to the student until his/her device can be repaired or replaced.

General Precautions

- No food or drink is allowed next to your device.
- Cords, cables, and removable storage devices must be inserted carefully into the device.
- Students should never carry their device while the screen is open.
- Devices should be shut down when not in use to conserve battery life.
- Devices should never be shoved into a locker or wedged into a book bag, as this may break the screen.
- Do not expose your devices to extreme temperatures, rain, snow or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the device.
- Always bring your device to room temperature prior to turning it on.

Carrying the Device

The protective sleeve of the device will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. Carrying the device in a padded backpack or bookbag is acceptable provided the backpack or bookbag is handled with care. For example, you shouldn't toss the bag or drop the bag if your device is inside. A protective sleeve is provided and should always be used.

Screen Care

The device screen can be damaged if subjected to rough treatment. Screens are particularly sensitive to damage from excessive pressure.

- Do not lean on top of the device.
- Do not place anything near the device that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Clean the screen with a soft, dry anti-static, or microfiber cloth. Do not use window cleaner or any type of liquid or water on the device. You may purchase individually packaged, pre-moistened eyeglass lens cleaning tissues to clean the screen. These are very convenient and relatively inexpensive.

Using Your Device

At School

The computer is intended for use at school each day. In addition to teacher expectations for use, school messages, announcements, calendars, academic handbooks, student handbooks, and schedules will be accessed using the device.

Students must be responsible for bringing their device to all classes, unless specifically advised not to do so by their teacher.

At Home

Students are required to take their device home each night throughout the school year for charging. The computer should not be used in areas considered private (bathroom). Computers should be off and closed when not in use. Students must charge their device each evening.

Computers must be brought to school each day in a fully charged condition. If students leave their computer at home, they must immediately phone their parents to bring the device to school. Repeat violations of this policy will result in referral to administration and possible disciplinary action.

Personalizing the Computer

Computers must remain free of any writing or drawing. Residue free stickers or “skins” can be used to personalize your device in a school appropriate manner. If the device is not clean when returned, a fee will be assessed to replace the device case.

Personalized media are subject to inspection and must follow KTEC High’s acceptable use policy.

Inspection

Students may be selected at random to present their device for inspection. The purpose of inspection will be to check for proper care and maintenance, as well as inappropriate material being carried into the school.

Protecting & Storing Your Computer

Computer Identification

Computers will be labeled in the manner specified by the school. Computers can be identified in the following way:

- Record of serial number

Under no circumstances are students to modify, remove, or destroy identification labels.

Storing Your Device

When students are not monitoring their device, they should be stored in their lockers with the lock securely fastened. Nothing should be placed on top of the device when stored in the locker. Students need to take their device home with them every night. The device is not to be stored in their lockers or anywhere else at school outside of school hours. The device should be charged fully each night at the student’s home. Devices should never be stored in a vehicle.

Storing Devices at Extra-Curricular Events

Students are responsible for securely storing their device during extra-curricular events.

Devices Left in Unsupervised/Unsecured Areas

Under no circumstance should a device be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, bathrooms, bus, in a car, or any other entity that is not securely locked or in which there is not supervision.

Unsupervised devices will be confiscated by staff and taken to the principal's office. Disciplinary action may be taken for continually leaving a device in an unsupervised location.

Repairing or Replacing Your Device

Devices Undergoing Repair

- Loaner devices may be issued to students when they leave their device for repair in the main office.
- Repaired computers will end up with the original factory image as first received. It is important that students keep their school data synced to cloud drives so documents and class projects will not be lost. The school has no responsibility to restore information and information on student computers and cloud files are NOT considered to be private.
- Students and parents will be charged for device damage that is a result of misuse or incorrect / abusive handling. Parents will be billed for parts and labor.

Accidental Damage or Loss Protection

Parents/Students will be charged for full replacement cost of a device that has been damaged due to intentional misuse or abuse. KTEC High is not responsible for lost or stolen items. Replacement cost responsibility will be at the discretion of the principal or designee.

Non-returned or Non-paid Fees

If a student leaves KTEC High School or graduates with outstanding technology fees, those fees will be turned over to a collection agency for payment plus any applicable fees from the collection agency.

If a student leaves KTEC High School or graduates and does not return their assigned computer, they will be charged the full amount plus any applicable fees from the collection agency.

Device Replacement Costs

Computer Replacement Cost is \$400

If the estimated repair cost is less than the replacement cost actual repair cost will be charged.

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____