



Shakopee Public Schools

Digital Learning Student Handbook

Our goal in Shakopee Public Schools is to help students demonstrate digital responsibility, technological awareness and the ability to use technology to create, research, communicate and produce in the academic and professional setting. The goal of our digital initiative is to foster engaging curriculum, dynamic learning environments and students who are better prepared for the world beyond our school doors; it is not about the device, but rather how to use the device in education.

Shakopee Schools Expectations for Digital Learning:

1. Use technology to access and produce information
2. Use technology to collaborate and communicate with others
3. Use technology to craft, refine and publish content to a wider audience
4. Use technology to create and innovate

Expectations for Digital Citizenship:

Being a responsible citizen in our schools, communities and the digital world requires responsibilities adapted for a changing world. We embrace the following conditions of being a digital citizen:

- ❖ *Respect yourself.* I will select names that are appropriate. I will carefully consider the information and images I post online. I will not post personal information about my life, experiences, experimentation, or relationships. I will not be obscene.
- ❖ *Protect yourself.* I will ensure that the information I post online will not put me at risk. I will not publish details about myself, my contact information, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me. I will protect passwords, accounts, and resources.
- ❖ *Respect others.* I will show respect to others. I will not use technology to bully, harass, tease, or stalk other people. I will show respect for others through my choice of websites. I will not visit sites or display images that are inappropriate or disrespectful. I will not abuse my rights of access.
- ❖ *Protect others.* I will protect others by reporting abuse and not forwarding inappropriate or hurtful materials or communications and not visiting sites that are inappropriate or disrespectful.
- ❖ *Respect & protect intellectual property.* I will suitably use and cite any and all content (websites, books, media, etc.) according to copyright or creative commons licensing. I will request to use the software and media that others produce.

Access to Shakopee Schools' owned technology is a privilege and not a right. At any point access to devices, Internet and the like can be revoked.

Student Digital Responsibility includes, but is not limited to:

Board Policy

Consent to the digital device agreement also includes adherence to Board Policy 524: Internet Acceptable Use and Safety Policy. **In instances where the student has put his/her own safety or the safety of others at risk (i.e. sexting or bullying), digital learning device privileges will be revoked immediately.**

Accessing/Posting Inappropriate Material

Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying materials (including photos of students and staff) that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal is a violation of this agreement.

Personal Safety

Do not send any message that includes your personal information such as: home address, personal phone numbers and/or last name for yourself or any other person. Do not send information regarding your schedule (where you are/will be, times, dates, etc).

Privacy

Students and families need to know that files stored on school computers (including digital learning devices) are not private. Network and Internet access is provided as a tool for educational purposes only. Shakopee Public Schools has the right to monitor, inspect, copy, review, and store at any time, without prior notice, any and all usage of the computer network and Internet access including transmitted and received information. All files are the property of ISD 720 and no user shall have any expectations of privacy regarding such files. Students may be selected, at any time, to provide their digital learning device for inspection.

Password Protection

The student or family should secure the digital learning device with a passcode and it is the responsibility of the student and family to remember the passcode. Never share your passcode, steal or use another person's passcode.

Online Etiquette

Follow the guidelines of accepted behaviors within the Shakopee Guidelines for Secondary Student Behavioral Expectations handbook. Students must follow the policies outlined in that document at all times. Do not use technology, including this device to make, distribute or redistribute jokes, stories, to bully anyone, or pass along obscene material or material which is based on slurs or stereotypes relating to race, gender, ethnicity, nationality, religion or sexual orientation.

Blogging and/or Podcasting

Use of blogs, podcasts, emails, texting, social media or other tools are considered an extension of the classroom. Expectations for behavior and on-line etiquette will apply regardless of the tools being used or the setting in which speech takes place.

Plagiarism/Copyright/Licensing

Plagiarism is the act of representing or using someone else's words or ideas as your own. Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted, paraphrased, or summarized. This includes all forms of media on the Internet, such as graphics, movies, music and text. Students must adhere to the copyright laws of the United States (P.L. 94-553) and the Congressional Guidelines that delineate it regarding software, authorship and copying information. All

students should also adhere to the Creative Commons licenses where the author/artist denotes what media may be shared, remixed or reused.

Photos and Video

Students should only take pictures or videos of staff or students with staff permission. Any student use of cameras in Shakopee Schools should be part of a class or club activity.

Malicious Use/Vandalism

Any malicious use, disruption or harm to the school unit's technology, networks and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses, is a violation of this agreement. No student shall obtain or try to obtain other students' accounts, files, and/or data. Students are NOT to manipulate the operating system or remove or attempt to remove or circumvent the management system installed on each digital learning device. Using or possessing hacking software is a violation of this agreement. Students who attempt to hack or "jailbreak" any Shakopee Schools digital learning device will be in violation of this agreement. The use of anonymous proxies to get around content filtering is strictly prohibited.

Classroom Expectations

Failure to follow teacher direction in regards to the use of devices/tools/websites during class is a violation of this agreement. If students leave their digital learning device at home they are responsible for getting the coursework completed as if they had their digital learning device present.

Student Discipline

If a student violates any part of the above policy, he/she will be subject to disciplinary action. The disciplinary action for a violation will range from the student needing to check his or her digital learning device in and out of school each day for a period of time, to having all digital learning device privileges revoked. The student may also be subject to other disciplinary action as outlined in the Shakopee Guidelines for Student Behavioral Expectations handbook.

Tech Support

If technical difficulties arise with a digital learning device, or inappropriate content is discovered, the device may be restored by Tech staff. If the Technology staff needs to restore the digital learning device, the District is not responsible for the loss of content put on the device by the student.

Digital Learning Device General Precautions

- The digital learning device is Shakopee Schools' property.
- The digital learning device must remain free of any writing, drawing, stickers, or labels that are not issued and placed onto the device by ISD 720 staff.
- Cords and cables must be inserted carefully into the device to prevent damage.
- Never expose a device to extreme temperatures, direct sunlight, or prolonged periods of time in rooms that are not at a normal room temperature.
- Digital learning devices must be kept in a secure location at all times; it is the student's responsibility to know where their device is at all times. During classes or lunch periods when the device is not needed, place the device in your locker or in a locked classroom. **DO NOT SHARE YOUR LOCKER COMBINATION WITH ANYONE.** Do NOT place your device on the **BOTTOM** of your locker, but rather on top of all other materials.
- The use of or access to the digital learning device in any unauthorized area (i.e. locker rooms, restrooms) is prohibited.
- If your digital learning device is either lost or stolen students should report that information to the front office as soon as possible. The digital learning devices contain software that can be activated to track and

possibly recover missing devices. The District will coordinate with law enforcement to track missing or lost devices in partnership with the student/family. Ultimately, the family is responsible for any lost or stolen device if unrecovered or damaged.

Device Cases: Transporting To & From School

Shakopee Schools provides a protective case for iPads and a padded bag for transporting MacBooks. -

- iPads should ALWAYS be in the protective case.
- MacBooks should be stored and transported in the provided bag.
- The device should be charged using the charger provided and brought to school ready to use each day.
- Do NOT place your device in a book bag that contains food, liquids, heavy or sharp objects.

Digital Learning Device Screen & Cleaning

- The screens are sensitive to pressure and therefore can be damaged; they are scratch *resistant*, not scratch proof.
- The screens are made of glass and can either break or shatter.
- Do NOT use liquids to clean the device. This includes, but is not limited to: window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives.
- PLEASE USE: A soft, dry cloth or anti-static cloth.

Digital Learning Device Maintenance

- Do NOT attempt to try to repair the internal workings of any digital learning device yourself.
- If your device is not working take your device to the Media Center/Learning Commons as soon as possible and have a Shakopee technology support specialist examine it. If your device needs to be worked on for an extended period of time, you will be issued a temporary device until yours is working properly. For cases of hardware failure or accidental damage, a loaner will be provided for the student throughout the repair/replacement process.
- Each digital learning device has identifying labels, which must not be removed or altered in any fashion.

Earphones and Audio

Shakopee Public Schools does not provide earphones. If a student wishes to purchase his/her own earphones then:

- Earphones shall not be used within or on school property unless a teacher specifically requests or allows students to do so.
- If allowed to use earphones, the appropriate level is when only the person wearing the earphones can hear the sound. Sound must be muted at all time unless permission is obtained from the teacher for instructional purposes.

Storing Documents

There will be limited storage on the device and academic files take priority over personal. Several backup options exist to cloud storage or personal computers. Students should backup their files. The District is not responsible for saving, restoring or backing up documents, music, or photos that students may be storing on the digital learning device.

Applications and Content

Students may install apps made available to them through Shakopee's Self Service App Store. Students may load music and photos on their District-owned digital learning device as long as all content complies with the Acceptable Use Policy. Applications or content that does not have an educational purpose, is not in compliance with the Acceptable Use Policy, or is disruptive to the educational process or at home may be removed from the device. If the tech staff need to restore a digital learning device for any reason, the District is not responsible for any content put on the device by the student.

Use of online educational applications

The Children's Online Privacy Protection Act (COPPA) requires that parents and guardians of children under the age of 13 provide written consent for the accessing and use of many online services, including academic applications that will be used at school.

The District reviews the use of online services to ensure that student data is maintained in a secure manner, that personally identifiable student data is not shared with third parties, and that our use is compliant with district policies related to student privacy and records.

A compiled list of online services is available for review on the district website (<http://www.shakopee.k12.mn.us/Page/7602>) or by request from the school office.

Turn In

Student digital learning devices and accessories will be checked in at the end of each school year at a date and time determined by the Administration. Exceptions to the requirement for turning in a device may be available at the district's discretion. Students who graduate early, transfer, withdraw or are expelled will return the device and accessories at the time of withdrawal. Failure to return the property in a timely fashion may result in the involvement of law enforcement.

Device Insurance

The Shakopee Public Schools digital initiative is designed to provide a world-class and personalized learning experience for all students.

The district recognizes the need to protect our investment in digital learning devices and to protect families from expenses from theft or damage of the device assigned to the student. Therefore, the district is offering families a choice of two protection plan options. Parents will be given a Digital Device insurance options form. Parents must choose one of the two options in order for their student to participate in the digital learning device program.

Option 1: SCHOOL INSURANCE

Families may purchase an annual \$25 per year (iPad) or \$75 per year (MacBook Air) non-refundable insurance policy from the District. Insurance covers up to two incidents of loss. This will include coverage for hardware failure, theft, repair, accidental damage including screen repairs, and liquid damage. It does not include deliberate or negligent damage to the digital learning device. **It does not cover the case, charger or cord.** Removing the case from the iPad voids the insurance. See below for more coverage specifics.

Option 2: NO INSURANCE

Families may choose to not insure the digital learning device and will be responsible for the full value of the device or repairs. Estimated repair or replacement costs are listed below. Device repairs must be completed by the district.

Additional Details

Payment for insurance can be made by either cash, check or credit (via the Fees area in the Infinite Campus on-line portal). Please make your checks payable to: Shakopee Public Schools and write in the memo Digital Learning Device Insurance. Please bring this signed form as well as your method or confirmation of payment to your school's designated roll-out or parent information event.

The insurance option is available for up to two weeks after the student's first day of enrollment.

If a student is withdrawn from the Shakopee Public School District for any reason, this insurance agreement becomes null and void on that date. There are no refunds once this agreement becomes active on the date the digital learning device is issued. Devices not returned on the date of withdrawal will be reported stolen.

Financial assistance is available to families who need it and qualify for Free and Reduced Lunch. Please contact your child's school office for help with this.

Annual Standard Student Rates: 1 Year Term - \$25.00 (iPad) or \$75.00 (MacBook) – Sept 2017 (\$0 Deductible)	Effective Coverage/Expiration Dates Effective Date: Based on the receipt of signed agreement. Expiration Date: Start of the next school year.
Coverage <ul style="list-style-type: none">● Accidental Damage: Pays for accidental damage caused by liquid spills, drops, or any other unintentional event.● Theft: Pays for loss or damage due to theft. The claim requires a police report to be filed within 48 hours.● Fire: Pay for loss or damage of the device due to fire. The claim must be accompanied by an official fire report from the investigating authority.● Electrical Surge: Pays for damage to the device due to an electrical surge.● Natural Disasters: Pay for loss or damage caused by natural disasters.	Exclusions <ul style="list-style-type: none">● Dishonest, Fraudulent, Intentional, Negligent or Criminal Acts: Will not pay if damage or loss occurs in conjunction with a dishonest, fraudulent, intentional, negligent or criminal act. The student/parent will be responsible for the full amount of the repair/replacement.● Consumables: Including but not limited to the case, charger, and software. (See replacement costs below.)● Cosmetic damage that does not affect the functionality of the device. This includes but is not limited to scratches, dents, and broken plastic ports or port covers.● "Jailbreaking" or otherwise voiding the manufacturer's warranty by altering the software.● The District is not liable for any loss, damage (including incidental, consequential or punitive damages) or expenses caused directly or indirectly by the equipment.

Replacement or repair fees will be assessed for lost or damaged devices according to the following **estimated replacement costs:**

- iPad case is \$35. MacBook carrying sleeve is \$25.
- iPad wall charger and cord is \$30. MacBook wall charger and cord is \$80.
- iPad is \$300. MacBook is \$900.
- Repairable damage to a device will be assessed based on the extent of damage and actual repair cost.

NOTICE: Caution Against Fraud

Any person who, with intent to defraud or knowing that he/she is facilitating a fraud against an insurer, submits an application or files a claim containing a false or deceptive statement is guilty of insurance fraud, a Federal Offense.