

Decorah Middle School Digital Learning Environment Program Expectations Handout

Decorah Middle School Mission Statement

Decorah Middle School, in partnership with its parents and community, will strive to instill in its students high standards for learning, integrity, leadership, and citizenship.

The focus of the Digital Learning Environment (DLE) at Decorah Middle School (DMS) is to provide necessary tools and resources for technology integration characterized by flexibility, collaboration, personalization, creativity, and technology-rich learning that will lead students to be ready to work and learn in the 21st Century. At DMS, technology will be integrated throughout the educational program. The DLE empowers students and teachers to use technology anytime a task calls for it.

Learning at DMS requires interaction among students, educators, parents, and the extended community. Implementation of a DLE enables learning that is no longer limited by the four walls of a classroom or building.

The policies, procedures, and information within this document apply to all district-owned computers used by DMS students. Individuals and/or teams of teachers may set additional requirements for use in their classroom.

Use of the computer is at all times subject to the rules governing legal and ethical behavior set forth in the Decorah Community School District Student Computer/Internet Usage Acceptable Use Policy, Code No. 604.3, this document, other pertinent Decorah Community School District Policies, and applicable laws. Students shall abide by these rules whenever using the computer, whether at school or away from school.



EQUAL EDUCATIONAL OPPORTUNITY

It is the policy of the Decorah Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Mr. Justin Albers, Decorah Middle School Principal, 405 Winnebago Street, (563) 382-8427, justin.albers@decorah.k12.ia.us

1. Equipment, Distribution, and Collection

1.1 Computer Checkout

Computers will be distributed each fall to Decorah Middle School students. Parents/guardians and students must E-Register before computers are issued. For management and educational reasons, all computers will have the same initial software. Each computer will include a computer bag, charger, name tag, and any academically required software/apps. The district will maintain inventory and serial numbers records of all provided equipment and accessories. The district may have the ability to find a lost or stolen computer using locating software.

The district retains the right to collect and/or inspect the computer at any time, including by remote access in accordance with applicable law. Students shall have no expectation of privacy with the computer, any data, and/or other materials contained in the computer. The district, with or without prior notice, can check the computer at any time.

1.2 Computer Check-in

The computer, computer bag, name tag, and charger will be returned at the time designated or at the date of termination from Decorah schools.

If a student fails to return the computer at the end of the school year or upon termination of enrollment at DMS, that student may be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the computer, or, if applicable, any insurance deductible. Failure to return the computer may result in a theft report being filed with the Decorah Police Department. Another computer may not be distributed to the student the following school year or on reenrollment at DMS until the terms of replacement are met.

Just like a textbook or a uniform, the computer is the property of Decorah Community School District, and each student is responsible for returning it in reasonable condition. Loss or damage to the computer or accessories beyond normal 'wear and tear' is the responsibility of the student. The student will be charged the actual cost of any needed replacement or repairs, not to exceed the replacement cost of the computer.

2. Taking Care of Your Computer

Students are responsible for the general care of the computer and accessories they have been issued by the school. Computers and/or accessories that are broken or fail to work properly should be taken to the office or Theresa Stortz, Apple Certified MacIntosh Technician.

2.1 Computer Bag

The district provides a computer bag that has sufficient padding to protect the computer from normal day-to-day treatment. The guidelines below should be followed:

- a. Computers and accessories should always be carried in the computer bag provided by the district. When transporting your computer, it must be

secured in your computer bag. The computer bag should always be zipped shut.

- b. Your computer bag should not carry anything other than your computer, charger, and computer accessories (ear buds).

2.2 Screen Care

Screens can be damaged from excessive pressure on the screen.

- a. Do not lean on top of the computer when it is closed.
- b. Do not place anything near the computer that could put pressure on the screen.
- c. Do not place anything in the computer bag that will press against the cover. Pens and/or pencils should not be in the computer bag.
- d. Clean the screen with a soft, dry cloth or anti-static cloth (**no spray cleaner**).

2.3 Storing Your Computer

When students are not using their computer, it should be stored in their locker. Nothing should be placed on top of the computer. When possible, hang your computer bag on the hook found in your locker. Computers should not be stored in a vehicle in extreme heat or cold because extreme temperatures can affect the battery, screen, and/or other parts.

2.4 Computers Left in Unsupervised Areas

- a. Under no circumstances should computers be left in unsupervised areas. Although not an inclusive list, unsupervised areas include school grounds, lunchroom, locker room, library, unlocked classrooms, commons, and hallways. Any computer left in these areas is in danger of being stolen or damaged.
- b. If a computer is found in an unsupervised area, it should be taken to the office immediately.
- c. Computers will not go on field trips, athletic events, and/or extracurricular activities unless permission is granted from the supervising adult/principal.
- d. All 7th and 8th grade athletes will store their computers in the wooden cabinets near the locker room. Computers are not permitted in the locker room.

2.5 Turn Your Computer Off Before Transporting

Computers generate heat and are cooled by internal fans. If your computer is inserted into the computer bag before it is turned off it WILL overheat and may be damaged as a result. It is necessary to properly shut down your computer after each use especially if it is being transported.

2.6 How to Handle Problems

- a. Promptly report any problem to the office or Mrs. Stortz, room 309, theresa.stortz@decorah.k12.ia.us
- b. Don't force anything (i.e. connections, popped-off keys,). Seek help instead.
- c. Do not remove or interfere with the serial number or any identification placed on the computer.

3. Using Your Computer at School

Computers are intended for use at school each day and should be used for educational purposes only. School announcements, calendars, schedules, and Powerschool may be accessed using the computer. Students are responsible to bring their computer to all classes.

3.1 Computer Undergoing Repair

Loaner computers may be issued, if available, to students when their computer needs repair. The provisions of this handout remain in effect for loaner computers.

3.2 Charging Your Computer's Battery

Computers must be brought to school each day in a fully charged condition. Students who repeatedly fail to bring their computer to school charged will face disciplinary action. **Chargers should be left at home.**

3.3 Personalizing Computers

Inappropriate media such as presence of inappropriate expressions or depictions of prohibited items, including drugs, tobacco, and alcohol-related products may not be on the computer. **No stickers or skins are allowed on any computer or accessory.** Inappropriate photos/media may result in disciplinary action.

3.4 Sound, Music, Games, Books, or Programs

- a. System sounds must be muted during the school day unless permission is obtained from the teacher. System sounds include 'beeps' for incoming emails, etc.
- b. Audio can be used at the discretion of the teacher.
- c. All software/apps/games must be district provided.
- d. Videos, streaming videos, and music sites may only be used which have educational value and purpose as deemed by the teacher.
- e. Personal iTunes accounts, videos, streaming videos, music sites may not be accessed.
- f. Music sites that are allowed include *Soundzabound*, AEA online, and teacher required sites.

3.5 Internet Access

Students are allowed to access wireless networks on their computer when away from school. Students should not use privately owned access points without prior consent. The Decorah Community School District makes no guarantee that their network will be up and running 100% of the time. When the network is down, the District will not be responsible for lost or missing data.

3.6 Saving to the Computer

Students may save work on their computer although limited storage space is available. It is the student's responsibility to ensure that work is not lost due to accidental deletion. Computer malfunctions are not always an acceptable excuse for not submitting work. Any computer malfunction should be reported to the office as soon as possible. Teachers will instruct students on methods of managing workflows with Cloud based storage.

4. Software/Apps on Computers

4.1 Originally Installed Software

The software/apps originally installed by Decorah Community School District must remain on the computer in usable condition and be easily accessible at all times. From time to time the school may add software applications or apps for use in a particular course. Periodic checks will be made to ensure that students have not removed required apps or software.

4.2 Additional Software

Students are not allowed to download extra software/apps and/or personal iTunes accounts on their computers. DMS will synchronize computers so that they contain the necessary software/apps for schoolwork.

4.3 Inspection

Students may be selected at random to provide their computer for inspection. Computers are the property of Decorah Community School District, and any district administrator or technology staff may confiscate any computer, at any time, for inspection for any purpose. The district also has the right to electronically access a computer remotely for any reason in accordance with applicable law.

4.4 Procedure for Re-Loading Software

If technical difficulties occur or illegal or non-DMS installed software/apps are discovered, the computer will be restored. The school does not accept responsibility for the loss of any software/apps or documents deleted due to a re-format and re-image.

5. Digital Citizenship

The use of the Decorah Community School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Decorah Community School District is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the Decorah Community School District. This handout is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of the computer. If a person violates any of the terms and conditions named in this handout or the District Acceptable Use Policy or other pertinent District policies or applicable law, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action may be applied.

5.1 Parent/Guardian Responsibilities

Your child has been loaned a computer to enhance his/her education this year. To help ensure the safe, efficient, lawful, and ethical operation of the district's computer, the terms of this handout and the Decorah Community School District Acceptable Use Policy and other pertinent District policies and applicable laws must be followed. In order for your child to use this computer, you must be willing to accept the following conditions and responsibilities.

Parent(s)/Guardian will:

- a. Discuss the expectations and precautions that should be followed while on

- the Internet.
- b. Supervise the computer at home.
- c. Ensure that the computer arrives at school fully charged.
- d. Review this handout and all policies on using the computer with the student and require compliance with these provisions.
- e. Wireless Internet at home is the responsibility of the parent/guardian.

Should you want to opt out of taking a computer home, you will need to sign a form indicating this and understand that your child is still responsible for meeting the course requirements which will be expected to be submitted using the same applications and formats as are utilized on the assigned computer.

5.2 Student Responsibilities

- a. **Do not delete 'history'.**
- b. Use the computer and accessories in a responsible, ethical, and legal manner.
- c. Computers must be brought to school each day, fully charged.
- d. During athletic events or after school events, computers will be stored in a secure location provided by the school.
- e. Use the computer for educational purposes only. Students may not play games on their computer at school during school hours.
- f. Obey school rules concerning behavior and appropriate language.
- g. Comply with all copyright laws.
- h. Report any security problems.
- i. Be the only user of the computer. Loss or damage that occurs when anyone else uses your computer will be the full responsibility of the student and/or family.
- j. Secure computer when not in use.
- k. Report inappropriate digital content immediately to an adult.
- l. Do not alter anything in 'settings'.
- m. Do not deface your computer with stickers, markers, etc.
- n. Do not reveal your password to another user.
- o. Only use the computer's recording capabilities for educational purposes, with consent of the participants and their knowledge of the intended use, and with the staff approval.
- p. Review this handout and all policies with parent/guardian and comply with these provisions.

5.3 Activities Strictly Prohibited

- a. Illegal installation or transmission of copyrighted materials.
- b. Any action that violates existing DCSD board policy or applicable law.
- c. Creating, sending, accessing, uploading, downloading, or distributing profane, threatening, pornographic, obscene, or sexually explicit materials.
- d. Changing computer settings (exceptions include personal settings such as font size, brightness, etc.).
- e. Downloading software/apps.
- f. Spamming and/or sending mass or inappropriate emails.
- g. Gaining access to other students' accounts, files, and/or data.
- h. Using the school's Internet/e-mail accounts for financial or commercial gain or for any illegal activity.
- i. Using anonymous and/or false communications.

- j. Providing personal information over the Internet should only occur with the permission of your teacher/parent/guardian.
- k. Vandalizing (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment.
- l. Transmitting, accessing, or creating materials that are obscene, threatening or otherwise intended to harass, demean, or bully recipients.
- m. Bypassing Decorah Community School District's web filter or security measures.

5.4 Legal Decorum

The following expectations shall also be followed in connection with use of the computer:

- a. Comply with trademark/copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- b. Plagiarism is a violation at DMS. 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.
- c. Use or possession of hacking software is strictly prohibited and violators will be subject to disciplinary action. Violation of applicable state or federal law may result in criminal prosecution or disciplinary action by the District.

Violations may result in disciplinary action up to and including suspension/ expulsion for students. When applicable, law enforcement agencies may be involved.

6. Repairing or Replacing Your Computer

6.1 Lost or Stolen Computer

All lost or stolen computers, including accessories, insurance claims must be reported to the Decorah Middle School office immediately. Students or parents may be required to file a police or fire report and bring a copy of the report to the principal's office before a computer can be repaired or replaced.

6.2 Damaged Computer

All damaged computers, including accessories, must be reported to the Decorah Middle School office immediately. Students will be held responsible for ALL damage caused to the computers loaned to them including, but not limited to: broken screens, cracked pieces, inoperability, etc. Should the cost to repair exceed the cost of purchasing a new computer, the student and parent/guardian will pay for full replacement value.

6.3 Fines for Replacement or Repair of Lost or Damaged Computers

The student shall use reasonable care to ensure that the computer and accessories are not lost or damaged. In the event of loss of the computer, including accessories, the student and parent/guardian may be fined for the actual cost of replacement of the computer. In the event of damage to the computer, including accessories, the student and parent/guardian may be fined for the actual cost of repair of the computer, not to exceed the cost of replacement. The determination of whether a student and parent/guardian shall be charged for damage or loss to a computer shall be determined by the district administration on a case-by-case basis and in

accordance with this handout and applicable board policies, regulations and the law.