

APS Technology Handbook 2018-19



*Austin Public School
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APS Technology Device Parent/Student Handbook

Austin Public Schools ISD 492
401 3rd Ave NW · Austin, Minnesota 55912

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Overview

The Austin Public School District (APS) views the use of electronic resources as central to the delivery of its educational program and expects that all students will use electronic resources as an essential part of their learning experiences. All students will be given access to electronic resources unless the school is notified in writing by the parent/guardian.

It is the policy of APS to maintain an environment that promotes ethical and responsible conduct in all electronic resource activities. With this privilege comes responsibility for the parent and for the student. All users are accountable to all school, district, local, state, and federal laws, including copyright and fair use practices. Users of the APS network and equipment must comply at all times with the Austin Public School District Acceptable Use Policy #524 and should be used for educational purposes. Rules and guidelines are in effect before, during, and after school hours, for all APS computers whether on or off the school network. All files stored on APS equipment or the networks are property of the district and may be subject to review and monitoring.

Failure to comply with APS policies may result in disciplinary action. APS may remove a user's access to the network without notice at any time if the user is engaged in any unauthorized activity. APS reserves the right to confiscate the property at any time.

The term "equipment" or "technology" refers to electronic devices, batteries, power cord/chargers and cases. Each piece of equipment is issued as an educational resource. Students will be issued one power cord/charger per year. Parents may purchase additional or replacement power cord/chargers in the school office. The price that the district paid for the device includes: the device, battery and a service warranty on parts and service.

When signing the Student/Parent Device Agreement, you are acknowledging that you accept and will comply with the information in this document.

A. Distribution of Devices

Devices are on loan to students and remain the property of APS. The devices will be distributed each fall to all students in grades 5-12 following a student orientation on the operation of and rules for the use of student devices. Additionally, parents and students must sign and return the APS Technology Agreement form, the Acceptable Use Policy (AUP) form, and the Student Pledge document before the device will be issued to their child. Please review the Technology Agreement included in this handbook. Devices will be collected at the end of each school year for maintenance, cleaning and software installations. Students will retain their original device to the best of the District's ability each year while enrolled at Austin Public Schools.

Technology Agreement

Prior to the student receiving their device, parents will be required to complete the Technology Agreement and pay the Technology Fee.

B. Repair or Replacement of Device Computers

General Information

Restarting can do wonders. A simple restart may clear up the problem. Go to the Windows Start Menu and select Restart. If that doesn't work, you have no choice but to turn the computer off manually with the power switch. Hold the power button down (for about 5 -10 seconds) and the computer will shut down. Wait at least 10 seconds for the hard drive to stop and then restart the machine. If the computer starts up, start the applications you were using when the crash occurred. Some programs, like Microsoft Word, make timed backups of your work and may bring up recovered files. If the program notifies you that there is a "recovered document," save the file under a different name and compare it to a previously saved file.

Occasionally, unexpected problems do occur with the devices that are not the fault of the user (computer crashes, software errors, etc.). The APS Technology Department will assist students with having these fixed. These issues will be remedied at no cost.

Manufacturer's Warranty

This coverage is purchased by Austin Public Schools as part of the purchase price of the equipment and warrants the devices 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/replace the device. This warranty does not cover damage caused by misuse and abuse. Please report all device problems to the Tech Café.

Claims: Theft or Fire

In the event of theft or fire, students or parents must file a police or fire report and bring a copy of the report to School or Technology Services before a device can be repaired or replaced. All computer repairs or replacement, regardless of cause, will be handled by the school and then billed to the parents. Fraudulent reporting of theft or accidental damage by fire will be turned over to the police. A student making a false report will also be subject to disciplinary action as outlined in the Student Handbook. The District will work with local law enforcement to combat fraud. Failure to report theft to the proper staff and follow the proper filing procedure may result in a bill for full replacement cost to the student.

If ever in a situation when someone is threatening you for your device, give it to them and tell a staff member as soon as you arrive at school.

Intentional Damage or Damage Due to Willful Neglect or Loss

Students/Parents are responsible for full payment of intentional damage to devices or damage to devices that is due to willful neglect or loss regardless of warranties, or district technology fee.

C. Care of Devices

Students are responsible for the general care of the device they have been issued by the school. Devices that are broken or fail to work properly must be taken to the Tech Café no later than the next school day.

General Precautions

1. Cords, cables, and removable storage devices must be inserted carefully into the device.
2. Devices must remain free of any writing, drawing, stickers, or labels that are not the property of Austin Public Schools.
3. Devices must never be left in a car or any unsupervised area.
4. Center the device on the desk.
5. Lock the computer before walking away from it. (⌘ + L)
6. Follow all directions given by the teacher.
7. When storing your device in your locker, devices should be stored on its side standing up or on top of books.
8. Never pile things on top of the device.
9. Never leave the device on the bottom of the locker.

Devices at Home

1. **Charge the device fully each night.** Students are responsible for keeping their device's battery charged for school each day.
2. Use the device in a common room of the home.
3. Store the device on a desk or table - never on the floor!
4. Protect the device from:
 - Extreme heat or cold
 - Food and drinks
 - Small children
 - Pets

Transporting Devices

1. The device should always be protected. The device should be transported in a protective case or backpack at all times. The backpack should have a laptop designated section. If students choose to transport the device in a non-protective case or backpack, students could be liable for damage.
2. The device should be completely shut down when traveling between home and school.

Screen Care

1. The device screen can be damaged if subjected to rough treatment. The screen is particularly sensitive to damage from excessive pressure.
2. Do not lean on the top of the device when it is closed.
3. Do not carry or lift the device by the screen.
4. Do not place anything near the device that could put pressure on the screen.
5. Do not place anything in the carrying case that will press against the cover.
6. Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or paper).
7. Clean the screen with a soft, dry, antistatic, or microfiber cloth.

D. Using Your Device

Devices are intended for use in school each day. Students must be responsible to bring their device to all classes, unless specifically advised not to do so by their teacher. Devices are intended to be taken home for educational use.

General Guidelines

All use of technology must support learning, follow local, state and federal law, and be school and age appropriate. Students are expected to follow all copyright laws. Duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC)

Using Your Device

- Web Cams – Use of web cams should be for educational purposes only, under the discretion of a teacher. Using the web camera to record video or take pictures of unsuspecting individuals and/or classrooms is prohibited.
- Music - Listening to music on your device during school hours is only allowed with permission from a teacher.
- Videos - Watching videos on your device during school hours is only allowed with permission from a teacher.
- Gaming –Browser-based online gaming is the only type of gaming allowed on the APS device and students must have teacher permission to play. If any game or game information needs to be installed to the device in order to play, it is not a browser-based game and is prohibited.
- Social Media and Online Accounts –Students are expected to use age appropriate, available, social media and online accounts respectfully, responsibly, and safely. Failure to do so may result in disciplinary action. Many sites and accounts have terms of agreement that require users to be **13 years of age or older**. There may be school consequences for violators.

The parent/guardian must agree to monitor student use at home, and away from school.

The best way to keep students safe and on-task is to have a parent/guardian present and involved. Investigate and apply parental controls available through your internet service provider and/or your wireless router. Develop a set of rules/expectations for device use at home. Some websites provide parent/child agreements for you to sign. Only allow device use in common rooms of the home (e.g. living room or kitchen) and not in bedrooms. Demonstrate a genuine interest in what your student is doing on the device. Ask questions and request that they show you his or her work often.

Printing at School

Documents that require printing should be printed at school. There should be no school-required reason for printing at home. If a student chooses to print school work at home, they will need to print their files from a home device using OneDrive or a flash drive. Students will be instructed on the proper procedure for printing at school.

Printing at Home

Printer drivers can be installed on the school device, for home printing, however **print software** may not be installed. APS Technology Staff provide **NO** support for personal/home equipment.

Devices Forgotten at Home

If students leave their device at home, academic consequences similar to those applicable to forgotten or incomplete work will be enforced. Students will **not** be issued a loaner device for temporary use.

Device Repair

Loaner devices, when available, will be issued to students when damage occurs. Students will take their computers to the Tech Café or Technology Services for repair.

Device Charging

Devices must be brought to school each day fully charged. Failure to act responsibly with regard to ensuring battery charge will result in academic consequences similar to those applicable to forgotten or incomplete work. In cases where required school use of the device has caused batteries to become depleted during the school day, students may be able to connect their computers to a power outlet.

Devices Left in Unsupervised Areas

Under no circumstances should devices be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, computer lab, FTLAs, locker rooms, media center, unlocked classrooms, hallways, bathrooms and unlocked lockers. Any computer left in these areas is in danger of being stolen. Unsupervised devices may be confiscated by staff and taken to the Tech Café. Disciplinary action may be taken for leaving your device in an unsupervised location.

Security/Safety

Two primary forms of security exist; device security and internet filtering. Each of the devices has a security program installed on it. APS strives to strike a balance between usability of the equipment and appropriate security to prevent the units from being damaged or used to cause damage to the Austin Public School District network.

Keep your login and passwords private. Developing programs to harass, hack, bring in viruses or change files of others is prohibited.

Students may only log in under their assigned username and only on their assigned device and may not share their password with other students.

Students who identify or know about a security problem are expected to convey the details to a staff member without discussing it with other students. In addition, students are expected to notify a staff member immediately if they come across information, images, or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.

All files, applications, desktop backgrounds, and screensavers must be school appropriate. Inappropriate materials include explicit or implicit references to:

- alcohol, tobacco, and drugs
- gangs
- obscene language or nudity
- bullying or harassment
- discrimination or prejudice

F. Managing and Saving Files

All students should save documents to their Office 365 OneDrive account. Documents stored locally on the device may not be protected or retrievable should an issue occur with the device. Students may choose to back up their OneDrive documents. All APS rules and guidelines apply to any flash drive plugged into an APS device. **The school will not be responsible for the back-up of student work.**

G. Device Software

Originally Installed Software

The software originally installed by Austin Public Schools must remain on the device in usable condition and be easily accessible at all times. Devices come with a standardized operating system and applications already installed and may need to be restored to original factory default settings at any time. Additionally, the school may need to add software applications for use in a particular course. The licenses for this software may require that the software be deleted from devices at the completion of the course.

Filtering Software

Software programs have been installed to filter Internet content and provide virus/malware protection on the student device. While virus and malware protection are effective regardless of the location of the device the web filtering software is **ONLY** effective when the student device is on the district network. The purpose of filtering software is to block inappropriate sites. However, filtering software can be bypassed with various extension and plug-ins. It is important to realize that no control or filter is 100% effective. Supervision is the best defense.

Option for Internet Filtering at Home

The Austin Public School District strives to ensure students use technology devices appropriately in school through a combined effort of education and enforcement. When students use computers at Austin Public Schools, the Internet is filtered to prevent users from visiting offensive sites; however, their network at home may have no boundaries.

There are some options for internet filtering at home, many of which are free. An internet search for “home internet filtering” should give you a few options. Instructions for implementing any of these home filters will be available on the product website.

Inspection

Devices connected to the school network are subject to review at any time.

Procedures for Reloading Software

If technical difficulties occur or illegal (including unlicensed and/or unauthorized) software is discovered, Austin Public Schools will re-image the student device. If said re-imaging is necessitated due to student misuse, students may be assessed the cost of re-imaging. The school will not be responsible for the loss of any files due to a reformat or re-image.

Software Upgrades

Upgrade versions of licensed software may be necessary from time to time. Students should visit the Software Center regularly to check for necessary updates.

H. Discipline Related to Computer Use

School-Based Discipline

School discipline policies include the 1:1 technology environment. Please reference the APS Student's Rights and Responsibilities document located on the district website, or contact the school directly for details.

Progressive Discipline

Discipline is progressive. Low-level, first-time infractions will have lesser consequences than infractions that are repetitive or more serious in nature.

Progressive Discipline Steps – Steps may be bypassed due to severity of offense.

- Warning
- In-class consequence
- School-based consequence
- Parent contact
- Administration referral
- Loss of device for the class period
- Loss of device or of network access for extended period of time
- Suspension

Classroom Interventions

For low-level infractions, classroom interventions will be the first level of discipline. This includes, but is not limited to, verbal warnings, seating changes, loss of device, and teacher contact with home.

Consequences

APS may remove a user's access to the network without notice at any time if the user is engaged in any unauthorized activity.

Behaviors and Discipline Related to Student Computer Use

<i>Tech-related Behavior Violations</i>	<i>Equivalent "traditional" Classroom Violations</i>
Email, instant messaging, internet surfing, computer games (off-task behavior)	Passing notes, looking at magazines, games (off-task behavior)
Missing case	No binder/missing supplies
Cutting and pasting without citing sources (Plagiarism)	Plagiarism
Cyber-bullying	Bullying, harassment
Damaging, defacing, or endangering device or accessories	Vandalism, property damage
Using profanity, obscenity, racist terms	Inappropriate language
Accessing pornographic material, inappropriate files, or files dangerous to the integrity of the network	Bringing pornographic or other inappropriate content to school in print form
Using an electronic resources account authorized for another person	Breaking into or using some else's locker

AUSTIN PUBLIC SCHOOLS

PARENT PORTAL ACCEPTABLE USE AND SAFETY GUIDELINES PARENT PORTAL SYSTEM REQUIREMENTS

<https://infinitecampus.austin.k12.mn.us/campus/portal/austin.jsp>

I. PURPOSE

Austin Public Schools uses the Infinite Campus Student Information System to track student information. Infinite Campus has a Parent Portal, to allow parents to view the records of their child(ren) electronically with a secure connection over the Internet.

II. GENERAL STATEMENT OF GUIDELINES

Austin Public Schools has opened the Parent Portal to enhance communication between our schools and parents. Rights to the Parent Portal will be granted to parents of currently enrolled students. At this time, users of the Parent Portal will have access to the following information about their child(ren):

- | | |
|-----------------------|-------------------------|
| 1. Attendance | 4. Report Cards |
| 2. Class Schedule | 5. Health/Immunizations |
| 3. Grades/Assignments | 6. Transcripts |

Austin Public Schools reserves the right to add or delete functions from the Parent Portal at any time, including those listed above. **Each user** of the parent portal must complete and sign a Parent Portal Acceptable Use and Safety Guideline Acceptance Form in order to obtain access to the Austin Public Schools Parent Portal.

III. USE OF THE SYSTEM

Access to the Parent Portal is a privilege, not a right. Users of the Parent Portal are required to adhere to the following guidelines:

1. Users will act in a responsible, ethical and legal manner.
2. Users will not attempt to harm/destroy the school or the district's data or networks.
3. Users will not attempt to access data or any account owned by another user.
4. Users will not use the Parent Portal for any illegal activity, including violation of Data Privacy laws. Anyone found to be in violation of these laws may be subject to Civil and/or Criminal prosecution.
5. Users who identify a security problem with the Parent Portal must notify Austin Public Schools Informational Services Office immediately, without demonstrating the problem to anyone else.
6. Users will not share their password with anyone, including their own child(ren).
7. Users will not set their computer to automatically login to the Parent Portal.
8. Users identified as a security risk to the Parent Portal or any other Austin Public School computers or computer network will be denied access to the Parent Portal.

IV. SECURITY FEATURES OF THE PARENT PORTAL

1. Access to the Parent Portal is made available with a secure internet site.
2. Three unsuccessful login attempts will disable the Parent Portal account. In order to use the account again you will need to contact the Parent Portal Helpdesk to have the account reactivated.
3. You will be automatically logged off if you leave the Parent Portal web browser open and inactive for a period of time
4. All attempts at logging into the system are recorded and monitored, and an audit trail is tracked.

V. SUPPORTED WEB BROWSERS

1. Mozilla Firefox: current and most recent previous versions - **Preferred Browser**
2. Google Chrome: current and most recent previous versions
3. Microsoft Edge: current and previous versions
4. Internet Explorer: IE7.x, IE8.x, IE9.x, IE10.x (IE11 is not officially supported)
5. Safari: Safari 5, Safari 6, Safari 7 (Safari 8 is not officially supported)

VI. SUPPORTED MOBILE APP PLATFORMS

1. Apple Mobile Devices (iPad, iPod, iPhone): iOS 8.0+ minimum
2. Android Mobile Devices (phones/tablets): Android 2.3+ minimum

VII. PARENT PORTAL MOBILE APP

1. After you have an established username/password for web-based Parent Portal.
2. Select the appropriate App Store on your mobile device.
3. Search **Infinite Campus**.
4. Download/Install the app.
5. When it opens, the **Find Your District** search option displays.
6. Search **District Name = Austin** and **Select a State = Minnesota** and click Search
7. Select **AUSTIN**.
8. Enter your Campus Parent Portal **username** and **password**.
9. Press **Go** or **Sign In**. Data will begin to download.

VIII. SUPPORT

1. Email support is available at portal@austin.k12.mn.us. Please allow two business days to respond to your email requests.
2. Please include your name, your user name, your telephone number and a brief description of the problem when contacting Parent Portal Support.
3. Documentation and training materials will be available on the Parent Portal log-in screen found at: <https://infinitecampus.austin.k12.mn.us/campus/portal/austin.jsp>.



Mobile Portal Installation and Login

Go Mobile Anytime. Anywhere.

1. Download/Install the App

The Portal app is available for iOS, Android and Amazon.



2. Launch the Portal App and Find Your District.

District Name: **Austin**

Select a State: **Minnesota**

Click the Search Button and in the search results select: **AUSTIN**

3. Enter your Portal Account Information to Sign In

Enter your Campus Portal username and password. It's the same account you use in your web browser.

Can't remember your username/password?

Contact APS Portal Support:
portal@austin.k12.mn.us



Summary of Acceptable Use Policy #524

Austin Public Schools ISD 492
401 3rd Ave NW · Austin, Minnesota 55912

I. PURPOSE

The purpose of this policy is to protect students from illegal or damaging actions by individuals. The school district information network system is to be used for school business and educational purposes only.

IV. LIMITED TO EDUCATIONAL PURPOSE

Internet access provided through Austin Public Schools is for Educational Purposes. The district's internet should only be used to further educational and personal goals consistent with the mission of the School District and school policies.

V. USE OF SYSTEM IS A PRIVILEGE

Use of the Austin Public Schools information network system is a privilege, not a right. Depending on the nature and degree of the violation, and the number of previous violations, unacceptable use of the Austin Public Schools information network system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion or termination of employment; or civil or criminal liability under other applicable laws.

VIII. UNACCEPTABLE USES

The uses of the Austin Public Schools information network system and its Internet resources or accounts which are considered unacceptable include, but are not limited to, the following:

- a. Users will not use, access, review, upload, download, store, print, post, or distribute pornographic, obscene or sexually explicit material.
- b. Users will not transmit or receive obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language.
- c. Users will not access, review, upload, download, store, print, post, or distribute materials that use language or images that are inappropriate in the educational setting or disruptive to the educational process and will not post information or materials that could cause damage or danger of disruption.
- d. Users will not access, review, upload, download, store, print, post, or distribute materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
- e. Users will not knowingly or recklessly post false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
- f. Users will not engage in any illegal act or violate any local, state or federal statute or law.
- g. Users will not vandalize, damage or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means, will not tamper with, modify or change the school district system software, hardware or wiring or take any action to violate the school district system's security, and will not use the school district system in such a way as to disrupt the use of the system of other users.
- h. Users will not gain unauthorized access to information resources or to access another person's materials, information or files without the implied or direct permission of that person.
- i. Users will not to post private information about another person or to post personal contact information about themselves or other persons including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
- j. Users will not attempt to gain unauthorized access to Austin Public Schools information network system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes or network identification other than those assigned to the user.

- k. Users will not violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
- l. Users will not conduct business for unauthorized commercial purposes or for financial gain unrelated to the mission of the School District. Users will not use the School District system to offer or provide goods or services or for product advertisement.
- m. Users will not purchase goods or services for personal use without authorization from the appropriate school district official.

X. LIMITED EXPECTATION OF PRIVACY

Users should expect only limited privacy in the contents of personal files on the School District system.

Routine maintenance and monitoring of Austin Public Schools information network system may lead to a discovery that a user has violated this policy, another school district policy, or the law. Austin Public Schools reserves the right to audit computer systems, e-mail use, internet use, and user files on a periodic basis to ensure compliance with this policy. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or School District policy.

Parents have the right at any time to investigate or review the contents of their child's files and e-mail files. Austin Public Schools does not provide school district email accounts for students in grades K-4. Austin Public Schools does not have any control over free email accounts that the students initiate over the Internet. Parents have the right to request the termination of their child's individual account at any time.

The Austin Public Schools will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with School District policies conducted through the school district system.

XI. INTERNET USE AGREEMENT

This policy requires a signed agreement before a student may use a school account or resource to access the Internet. Austin Public Schools uses Internet filtering software designed to protect students by blocking access to inappropriate information. The Technology Services Department updates the software regularly to address new threats and websites designed to defeat the filtering software. Internet logs are reviewed daily and any possible violations of Internet use within the school district will be promptly investigated.

XII. LIMITATION OF SCHOOL DISTRICT LIABILITY

The School District will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on school district hard drives or servers, or for delays or changes in or interruptions of service or mis-delivery or non-delivery of information or materials, regardless of the cause. The School District will not be responsible for financial obligations arising through unauthorized use of Austin Public Schools information network system or the Internet.

XVI. DUE PROCESS FOR SUSPECTED VIOLATIONS

When a suspected violation of this Acceptable Use Policy has been identified, the policy stated below will be adhered to:

When a suspected violation of this Acceptable Use Policy is identified to the immediate teacher, the student's access to all Austin Public School technology resources will be suspended. The Principal and Technology Coordinator will be notified. The Principal will schedule a hearing where the alleged violator will have the opportunity to present information on his/her behalf. After review of the suspected violation by the Principal, Technology Coordinator, and a student body member, the Principal, if applicable, will administer any penalty. The Superintendent/School Board will be the final decision authority.

Revised Policy Adopted: 11/15



Technology Agreement
Austin Public Schools ISD 492
401 3rd Ave NW · Austin, Minnesota 55912

Grade _____
Circle one below
Paid _____
Partial payment _____
Not paid _____

Austin Public Schools is committed to preparing our students to succeed in the changing societal landscape. It is essential that our district provide our students with the 21st century skills they need to be engaged and empowered learners for life. Our instructional goals include high academic rigor and 21st century skills. We believe that effective teaching and learning should reflect educational research recommendations and include the effective use of technology to best prepare each student for the world in which they will live.

Student Name: _____ **Date of Birth:** _____

Parents must choose one of these two options:

- _____ **OPTION 1: SCHOOL-OWNED DEVICE:** Families will pay a yearly technology fee of \$35.
- The \$35 fee will be assessed at the beginning of the school year at Mass Registration or upon enrollment in the District.
 - This device will become the property of the student at the end of the device life cycle as determined by District 492
 - Fines will be assessed by District 492 for abusive, intentional, or repeated damages not covered by warranty or technology fee
 - Students will be assessed a replacement fee for devices that are lost, stolen, or damaged beyond repair.
 - Fines for cosmetic damages will be assessed if a student leaves District 492. This will cover repair costs to reissue the device to another student.
 - If a student fails to return the laptop at the end of the school year or upon termination of enrollment at APS, the cost of the device will be assessed to the student, and the district may proceed with criminal and/or civil actions.

_____ **OPTION 2: BRING YOUR OWN DEVICE:** In lieu of using a school device, students will have the opportunity to bring their own device (BYOD) if it meets the following requirements:

- Wireless Internet capable (equipped with a web browser)
- Screen size of 10in. or greater
- Attached and not virtual keyboard

These devices will not be supported by district technology services. Troubleshooting support will be available. All BYOD repair and maintenance will be the responsibility of the student/family. It is recommended families cover the device under a personal insurance policy, such as homeowners' insurance.

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 submitted by the parent/student**.

Acceptable Use Policy Agreement

As the parent or guardian of this student, I have read the school district policies relating to acceptable use of the school district information network system and the Internet described in this document.

I understand that;

- This access is designed for educational purposes consistent with the mission and policies of the school district.
- The school district has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the school district to restrict access to all controversial materials and I will not hold the school district or its employees or agents responsible for materials acquired on the Internet.
- I accept full responsibility for supervision if and when my child's computer use is not in a school setting.

I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

Parent Name (Please Print)

Parent Signature

Date

A complete version of the Acceptable Use Policy can be obtained by calling the Superintendent's Office at 460-1900, or viewed in its entirety on the school district website at <https://www.austin.k12.mn.us/Pages/information-technology/information-technology.aspx>

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Device User Agreement

Austin Public Schools ISD 492
401 3rd Ave NW · Austin, Minnesota 55912

Name: _____

ID# _____ Grade: _____

Homeroom/Connect/Advisory: _____

I have received the following Technology Device(s):

Laptop APS PIN #: _____

Power Supply # (Last 4 digits): _____

Please check the boxes in the margin indicating that you have read each paragraph. If you are unsure of the meaning or requirement of each paragraph, please ask before signing the bottom of the form.

☐ I will be issued a power supply for the device I am issued. At the end of the school year when I turn in my laptop, I will keep my power supply over the summer break. From this point forward, if the power supply becomes lost or damaged I will be responsible to purchase a new one that is compatible with my device. I will return the power supply if I leave the school or district. In addition, all students in 8th and 12th grade must return their power supplies when they turn in their devices in the Spring.

☐ I understand that I am being issued a technology device by the Austin Public School District #492 for the purpose of facilitating instruction and enhancing my educational experience. This laptop is on loan to me and must be returned by the last day of instruction that I am in the district on during the school year. In this case, I will turn in my device in the same condition that it was issued to me. This includes any stickers or markings not required by district staff.

☐ I also understand that if I lose the device/charger, or damage the device either by intent or accident, I may be responsible for any charges not covered by the technology fee. The value of this device is determined by the age and condition.

Student Signature: _____

Date: _____

Revised 06.05.2018



Student Pledge for Device Use

Austin Public Schools ISD 492
401 3rd Ave NW · Austin, Minnesota 55912

Students using district devices are subject to all terms below. Students opting to BYOD are exempt from items referring to district ownership.

1. I will take good care of my device and know that I will be issued the same device each year to the best of the District's ability.
2. I will never leave the device unattended.
3. I will never loan out my device or power supply to other individuals.
4. I will know where my device is at all times.
5. I will charge my device's battery daily.
6. I will keep food and beverages away from my device since they may cause damage to the computer.
7. I will not disassemble any part of my device or attempt any repairs.
8. I will protect my device by only carrying it in a protective case.
9. I will use my device in ways that are appropriate and educational.
10. I will not place permanent decorations (such as stickers, markers, etc.) on a school-owned device.
11. I understand that my device is subject to inspection at any time without notice and remains the property of Austin Public Schools.
12. I will follow the policies outlined in the Technology Handbook while at school, as well as outside the school day.
13. I will file a police report in case of theft, vandalism, and other criminal acts.
14. I will be responsible for all damage or loss caused by neglect or abuse. I agree to pay for the replacement of my device, power cords and battery in the event any of these items are lost or stolen.
15. I agree to return the District device and power cords in good working condition.
16. I will abide by the terms of the Acceptable Use Policy as referenced in the Technology Handbook.

I understand that I am being issued a device by the Austin Public School District #492. This laptop is on loan to me and must be returned by the last day of instruction that I am in the district.

I also understand that if I lose the device/charger, or damage the device either by intent or accident, I will be responsible for any charges.

Student Name: _____ (Please Print)

Student Signature: _____ Date: _____

Revised 6.20.18