



Sanger Unified School District Technology Device Policies

Sanger Unified School District Device Program

The changing landscape of the world's information to digital form will require today's student to have a different set of skills than what was previously needed. Future graduates must be equipped with 21st Century skills (creativity, critical thinking, communication, and collaboration) to quickly find, synthesize, and communicate information in local and global communities.

Sanger Unified School District wants to ensure students develop the skills and knowledge necessary to responsibly navigate this emerging modern world. Therefore, Sanger is beginning a journey to implement a 1:1 (student to device) program districtwide utilizing **Apple devices**.

The goals of the 1:1 program are:

- Enhance and accelerate learning
- Leverage technology for individualizing instruction
- Promote collaboration, increasing student engagement
- Strengthen the 21st Century skills necessary for future success

The device will increase access to digital curriculum, to supplement and at times replace traditional textbooks. The opportunity to use 1:1 devices give students access to anywhere, anytime learning—in classrooms, on campus, and at home. Parents are encouraged to install network filters at home so that the device experience at home can be as safe as the device experience at school. Read more about filter options here: <http://goo.gl/ORsvv>

SUSD Educational Technology Vision

Develop college and career ready students through authentic and innovative instruction in a personalized learning environment to promote 21st Century Skills.

Apps & Downloads

All necessary applications and programs for use on the device will be provided by the District for academic use and are the property of Sanger Unified School District. *Only downloads that have been approved by the school should be installed on the device.*

Device Security

Never leave a device unattended. When not in your personal possession, the device should be in a secure, locked environment. Unattended devices will be collected and stored in the school's main office.

Do not lend or give your device to another person. Each device is assigned to an individual and the responsibility for the care of the device solely rests with that individual.

Each device has a unique identification number and at no time should the numbers or labels be modified or removed.

District Policies About Technology

Access to the technology in Sanger Unified School District has been established for educational purposes. The use of the Sanger Unified School District's electronic technologies is a valued resource to our community. All electronic technologies must be used in support of the educational program of the District. ***This access may be revoked at any time for abusive or inappropriate conduct related to the use of electronic technologies.***

Failure to comply with the District policies or the guidelines stated in this document for care and use of the device may result in the loss of privilege to take the device home or use the device in general. Specific policies that apply:

- Board Policy # 0440 – Networks & Computers
- Board Policy #5131 – Cell phones and other devices
- Board Policy #6162.7 – Use of Technology in Instruction
- Board Policy #6163.4 – Student Use of Technology

The device is the property of Sanger Unified School District and as a result may be seized and reviewed at any time. **The student should have NO expectation of privacy of materials found on the device.**

Student's Care and Maintenance of the Device

Device Care

- Carefully transport your device to school every day.
- Never throw or slide a device (or a bag with a device).
- Never expose a device to long-term temperature extremes or direct sunlight.
- An automobile is not a good place to store a device (if necessary, keep in a locked trunk out of sight.)
- No stickers or any other items should be attached to the device itself unless placed there by school staff.
- Never place a device in a bag where it could get damaged (liquids, sharp objects, etc.)
- Never place heavy objects on top of the device.

Devices' Cameras & Microphone

The device comes equipped with audio and video recording capabilities through a built-in microphone and camera. All electronic recordings created with the device must comply with District policies and State and Federal laws.

District policy prohibits the use of electronic recording devices in a manner that compromises the privacy interests of other individuals (**Policy #6163.4**).

District policy also prohibits harassment and bullying (**Policy #5131.2**).

Use of the device in a manner that violates District policy may result in revocation of the device and may result in further disciplinary consequences.

Use of the device and any other devices with audio and video-recording capabilities during instructional time is at the discretion of the teacher, and the student must obtain prior approval to use the device for such purposes. Any electronic recordings obtained with the recording device are for instructional/educational purposes and individual use. Therefore, electronic recordings obtained with the device may not be shared, published, or rebroadcasted for any reason by the student without permission. Furthermore, users of the device should be aware that **State and Federal laws** in many instances prohibit secret recording undertaken without the knowledge and consent of the person or persons being recorded. *Violations of State and Federal recording laws may be reported to the proper authorities and may result in criminal prosecution.*

Device Battery

It is the student's responsibility to charge the device at home and ensure it is ready for use in school each day. Fully charged device batteries will typically last 8 - 9 hours of use. Students are also encouraged to bring the provided wall chargers to school to ensure that their device is ready for use. Failure to do so may result in the student's inability to participate in classroom learning activities.

Lost, Damaged, Stolen Devices

If the device is lost, it must be reported to the Assistant Principal's Office as soon as possible. It may be the responsibility of the student and family to recover or replace the lost device. If necessary, the District and the police will assist in recovery.

Do not attempt to gain access to the internal electronics or repair your device. If your device fails to work or is damaged, report the problem to the **Assistant Principal's Office** as soon as possible. Device repair/replacement options will be determined by the Assistant Principal. If the device is experiencing technical difficulties outside of school hours, you will need to wait until you return to school to fix it.

Most repairs will be completed during the summer months while the devices are updated for the new school year. Damage that renders the device unusable will be completed during the school year. Replacement fees may be assessed for lost or damaged items.

Insurance Program

Sanger Unified School District offers a voluntary device insurance program to protect families from expensive repair costs. The device insurance cost is a \$50 per incident fee and covers:

- Accidental damage (including drops/cracked screens/liquid spills)
- Liquid submersion
- Theft (police report required)
- Vandalism
- Natural disasters
- Power surge due to lightning

Lost equipment is not covered in the "per incident fee" and will result in the following replacement costs

- Replacement cost for the provided device wall charger is \$40
- Replacement cost for the entire device is \$550.00

If you elect **not** to pay the "per incident fee", your student may not be issued a replacement device, but will be responsible for all course work. **All fees for stolen devices must be accompanied by a police report.**

Students who leave Sanger Unified School District during the school year must return the device, along with any other accessories, including the cover, at the time they leave.

Parent's Guide

Common Sense Media Agreement for Parents and Teens in High School

The Common Sense Family Media Agreement is a checklist that parents can use to guide conversations with their kids about media use. It's designed to help parents establish guidelines and expectations around media use and behavior that are right for their family. Some families are comfortable using it as a signed agreement. Others prefer to use it simply as a checklist to guide conversations. Either way, it's a great way to help parents and students to get on the same page about media and technology use.

Find information here: <http://bit.ly/1xNqDYj>

Cyber Safety – Children's Internet Protection Act

Cyber safety is an important parent-child discussion to revisit frequently, from elementary school through high school. Experts warn that children are most vulnerable to online dangers while in their own home. The following suggestions are drawn from a wide variety of professional sources that may aid you in effectively guiding your child's use of the device and other technology devices.

In accordance with the District's Electronic Technologies Acceptable Use Policy (#6163.4), outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media. Parents are responsible for monitoring their student's use of the District's educational technologies, including school-issued email accounts and the Internet if the student is accessing the District's electronic technologies from home or through other remote location(s).

Put the device to bed, but not in the bedroom

Parenting experts suggest parking all technology devices, from cell phones to devices, in a common family room overnight to discourage late night, unmonitored use and sleep disruption. Don't allow your teen to sleep with the device or cell phone. Remember to model appropriate use and balance of technology in your own life, too!

Filter Access

While many potential dangers are filtered and blocked on the school's wireless network so students can't access them, children often have complete, unrestricted access to inappropriate sites at home. Experts strongly suggest installing software to filter and block inappropriate content on your wireless home network. Some possible filters to consider include OpenDNS (free version available), SafeEyes, and NetNanny. Some of these products offer additional protection features such as cell phone filtering, text message and photo screening tools, and digital footprint/ reputation monitoring. Read more about filter options here: <http://goo.gl/r8uOjM>

Set Expectations

Regularly share your expectations with your child about accessing only appropriate sites and content, as well as being a good person when online (even when parents aren't watching). Outside of school, it is likely that your child has already been confronted with multiple opportunities to access content that parents wouldn't approve, such as pornography, hate sites, celebrity gossip and more, all of which may influence your teen's beliefs, values and behavior. Understand that your teen's use of many technologies (such as iPods, video game systems, and cell phones) likely gives your teen the ability to connect to unfiltered public wireless networks (such as in a library or coffee shop, by picking up a neighbor's wireless signal, or connecting to the Internet through a cell service). Therefore, it is important to maintain regular, open dialogue about Internet use and access. Discuss your expectation for appropriate use and behavior.

Monitor & Limit Screen Time

Experts suggest having teens surf the Internet in a central place at home, such as the kitchen or family room, rather than away from adult supervision or behind a closed door. Know what your child is doing with technology and how his or her time is being spent. Technology can be a great tool and resource, but also has the potential to be a big distractor. Help your child learn to focus on completing tasks or assignments first before spending time on games, shopping and social networking. Teaching today's children how to manage multiple sources of information and potential distractions is a critical life skill, one best learned before heading off to college or the workplace.

More helpful websites with Internet safety tips:

Common Sense Media:

www.CommonSenseMedia.org

Net Cetera: Chatting with Kids About Being Online (FTC) guide

www.onguardonline.gov/pdf/tec04.pdf

Questions and Answers

What is the cost to families for the device program?

Just as there is no cost to students for textbooks unless lost or damaged, there is no cost to students for the device unless lost or damaged. The devices will have some digital textbooks and programs for some classes.

May I bring my own device to school?

If you are in the device program group, you will be asked to use a school-issued device due to program and software licensing and the instructional materials that will be loaded on the devices for classroom learning. The school-owned device provides a consistent learning platform for all students and teachers in each class.

Does the District offer a device insurance program?

Yes. The District offers families the option of paying a **per incident fee of \$50**, which will cover the deduction cost for a repair or replacement. The fee may be paid to the Student Center Office at the time the incident. ***All fees for stolen devices must be accompanied by a police report.***

Does the District filter content on student devices?

Yes. When students connect to the school district's wireless network, the internet content will be filtered. Students will not be able to log onto restricted, social media, and other inappropriate sites while logged onto the school network. **However**, when students log on with another wireless network off campus, that network may or may not be filtered, depending on the network.

May I use my device in all my classes?

Sanger teachers have the discretion of allowing or not allowing the use of electronic devices during instructional time. Please respect and follow each of your teachers' instructions. If teachers permit use of electronic devices, users must adhere to District technology policies, be for educational purposes only, and not be a distraction or disruption to learning.

In some instances, non-device classes may ask students to partner with students who do not have a device for collaborative learning. Students with school-issued devices should do so willingly so the devices can benefit more students.

Will the wireless network handle all of the devices?

Yes. The wireless network has been upgraded to increase speed and capacity. All students can access the District's wireless network to use portable computing devices. The wireless network has the same filters the student computer network has and all District Acceptable Use policies apply to use of the wireless network.

Can apps be downloaded on the iPad?

Yes. Students have the ability to download any apps they would like on their iPads. Each iPad has a set of apps preinstalled. Teachers will have the ability to push out apps onto student devices that will be utilized in the classroom. Students will be able to download apps from the school network, or any other wireless network.

Here are some additional things to review:

- Anything you do or post online creates a digital record, often called a "Digital Footprint." Nothing online is totally private, even if it is intended to be. Once digitized, it can be saved, sent and reposted.
- A good rule of thumb: If you don't want a parent, teacher, principal, future employer or college admissions office to know something, don't post it online. Ask yourself "Would Grandma approve?"
- "Friends" aren't always who they say they are; undercover police and pedophiles pretend to be kids online. Encourage your teen to only be friends online with friends they know in person.
- Never post or share personally identifiable information online or with people met online. This includes: full name, address, phone number, email, where you are meeting friends or where you hang out. Discuss with your teen how easy it is for someone to find you based on what you post online.
- Cyberbullying (threatening or harassing another individual through technology) is a growing concern. It takes many forms, such as forwarding a private email, photo, or text message for others to see, starting a rumor, or sending a threatening or aggressive message, often anonymously. Commit to not partake in this behavior and report incidents of cyberbullying to an adult.