

# Franklin Road Christian School

Office of Information Technology

Matt Haese

IT Director

[matt.haese@franklinroad.org](mailto:matt.haese@franklinroad.org)

## ***Franklin Road Christian School*** **Electronic Device (Lenova 300e Notebook) Policy, Procedures, and Information** **2018-2019**

The focus of the electronic device program at Franklin Road Christian School is to provide tools and resources to the 21<sup>st</sup> Century learner. Excellence in education requires that technology be seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future. The individual use of an electronic device is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with electronic devices integrates technology into the curriculum anytime, anywhere.

Franklin Road Christian School Office of Information Technology (FR-OIT) reserves the right to monitor the use of any electronic device used in the classroom. The policies, procedures and information within this document apply to all electronic devices used at Franklin Road Christian School, including any other device considered by the Administration to come under this policy. Teachers reserve the right to set additional requirements for use in their classroom. The parent/student contract is located on the last page of this policy.

### **1. RECEIVING AND RETURNING YOUR DEVICE**

#### **1.1 Receiving your Franklin Road Christian School Device**

Franklin Road Christian School Office of Information Technology (FR-OIT) devices will be distributed during the Parent/Student Orientation on the Friday before school starts. Devices are purchased for a one-time payment of \$350. The device is guaranteed to work for 3 years after which a new device may need to be purchased. The devices are owned and may be kept by the student and parents but will be closely monitored by the FR-OIT. **Parents and Students must sign all lease agreements, responsible use policy and other documents needed to process the assignment of the device. A device will not be distributed unless all needed forms are complete. No exceptions.**

## 1.2 Electronic Device Return

Devices will not be returned to the school since the parent/student has purchased the device and now owns it. Furthermore, the student – and/or parents – will be responsible for any damage to the device issued to them. The student will be charged a fee for any needed repairs during the 3 year agreement not to exceed the replacement cost of the device. After 3 years, the student is solely responsible for covering any fees regarding repair or replacement of the device.

## 2. TAKING CARE OF YOUR DEVICE

Students are responsible for the general care of the electronic device they have been issued by the school. Electronic devices that are broken or fail to work properly must be taken to the FR-OIT office for an evaluation of the equipment.

### 2.1 General Precautions

- Although purchased by the student, **the Lenovo 300e Notebook is controlled by the school** and all users will follow this policy and any additional instructions or documentation concerning the acceptable use policy for technology;
- Only use a clean, soft cloth to clean the screen – no cleaners of any type shall be used;
- Cords and cables must be inserted carefully into the device to prevent damage;
- Devices must remain free of any writing, drawing, stickers, or labels that are not property of FR-OIT;
- Devices must never be left in a locker, unlocked vehicle or any other unsupervised area;
- Students are responsible for keeping their electronic device battery charged for each school day;
- Each electronic device comes in a protective case, which must remain on the device at all times to minimize the risk of breakage. Failure to keep device in protective case will result in demerits.

### 2.2 Carrying Electronic Devices

The protective cases provided with devices have sufficient padding to protect the device from normal treatment and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

- Notebook devices should always be within the protective case when carried;
- Some carrying cases can hold other objects – these shall not be used to avoid placing too much pressure and weight on the iPad and Surface screen;
- Surface cases will remain on the device at all times – failure to comply will result in disciplinary action.

### 2.3 Screen Care

Notebook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on top of the device when it is closed;
- Do not place anything near the device that could put pressure on the screen;
- Do not place anything on the carrying case that will press against the cover;
- Clean the screen with a soft, dry cloth, or anti-static cloth;
- Do not bump the device against lockers, walls, vehicle doors, floors, etc. as it could easily break the screen.

### 3. USING THE ELECTRONIC DEVICE AT SCHOOL

iPads and Notebooks are intended for use at school each day. In addition to teacher expectations for electronic device use, school messages, announcements, calendars, and schedules may be accessed using the school issued electronic device. Students will be responsible for bringing their device to all classes, unless specifically instructed not to do so by their teacher.

#### 3.1 Devices Left at Home

If students leave their device at home, they remain responsible for completing course work, as if they had their device present. If a student repeatedly (three or more times as determined by any staff member) leaves their device at home, demerits will be issued.

#### 3.2 Devices Undergoing Repair

A loaner electronic device **may** be issued to students when they turn-in their device for repair at FR-OIT office. FRCS is not responsible for any work lost due to the replacement of a Notebook. The replacement of a Notebook is not an acceptable reason for missing or late work. There may be a delay in getting a replacement Notebook, should the school not have enough to loan at the time. There is no guarantee of an immediate replacement. **Students who show a pattern of misuse will not be issued a replacement device.**

#### 3.3 Charging Device Battery

Devices must be brought to school each day in a fully charged condition. Students need to charge their device each evening. Repeat violations (minimum of three days – not consecutively) may result in demerits. In cases where use of the electronic device during the school day has caused batteries to become discharged, students may connect their device to a power outlet in class or other common area.

#### 3.4 Screensavers / Background Photos

Inappropriate media may not be used as a screensaver or background photo. Presence of guns, weapons, pornographic material, inappropriate language, alcohol, drugs, gang-related symbols and pictures will result in disciplinary action.

#### 3.5 Sound, Music, Games, or Programs

Sound must be muted at all times unless permitted by a teacher for educational and/or instructional purposes. All software and/or apps must be FR-OIT approved. Devices that are FR-OIT owned will be periodically checked for compliance, remotely. If software and/or apps are found to be on *school*

*owned* devices that are not approved, they will be removed from the device. FR-OIT has created policies within the Notebook computers to not allow the installation of software without the credentials of an Administrator. Attempts to bypass this policy are logged and disciplinary action will be taken for attempts.

### 3.6 Printing

Students that need to print documents for educational purposes only may do so at home, or in the high school office. All print jobs are logged under the user submitting the specific job at a charge of \$0.10/page.

### 3.7 Home Internet Access

Students are allowed to connect to and/or establish new connections to wireless access points at their home or other areas where wireless internet access is available, for technology use. Policies are in place on FR-OIT systems to not allow the modifications of network connections.

## 4. MANAGING YOUR FILES AND SAVING YOUR WORK

### 4.1 Saving to the Device

Students may not save work to the documents folder on the device. Notebook devices are programmed so that nothing can be saved to the machine hard-drive. Cloud-based storage is available to students via OneDrive – accessible through their email – and via Microsoft Office 365. This service is available to students at no additional cost for use. Students have unlimited storage capacity on OneDrive. Files saved to this platform can be accessed from any device with an internet connection. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Device malfunction is not an acceptable excuse for not submitting work.. Documents that are saved to the device itself **cannot** be recovered in the event of device failure or damage.

### 4.2 Network Connectivity

FR-OIT and Franklin Road Christian School administration, faculty and other staff make no guarantee that their network will remain up and running 100% of the time. However, in the rare case that the network is down, FR-OIT will not be responsible for lost or missing data. FR-OIT cannot and will not be responsible for issues arising from students losing work because of issues with a home network.

## 5. SOFTWARE ON DEVICE

### 5.1 Originally Installed Software

The software/apps originally installed by FR-OIT must remain on the device in usable condition and be easily accessible at all times. From time to time, the school may add software applications for use on a particular course. The licenses for software require that the software be deleted from the device at the completion of the course. Periodic checks will be made to ensure students have not removed required software/apps.

## 5.2 Additional Software

Students are not allowed to load extra software/apps on school owned devices. FR-OIT will synchronize the device with our servers to ensure they contain the necessary applications for schoolwork. Students will not synchronize a school device or add apps, to include home syncing accounts.

## 5.3 Inspection

Students may be selected at random to provide their school-owned device for inspection. Applications and software added to devices will be immediately removed. Students and parents should be aware that devices are subject to search by school administrators if the device is suspected of a violation of the student code of conduct. If the device is locked or password protected the students will be required to unlock the device at the request of the school administrator.

## 5.4 Procedure for re-loading software

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

## 5.5 Software Upgrades

Upgrade versions of licensed software/apps are available from time to time. Students may be required to report to FR-OIT office for necessary upgrades that are not able to be pushed out to devices from DA servers. Additionally, FR-OIT at times will ask that all users power on their devices for update. It is your responsibility to ensure this procedure is done, if asked by a member of the OIT staff.

## 6. ACCEPTABLE USE POLICY

The use of FR-OIT technology resources is a privilege, not a right. The privilege of using technology resources provided by FR-OIT is not transferable or extendible by students to people or groups outside the school and terminated when a student is no longer enrolled in Franklin Road Christian School. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, Christ-like, and lawful use of technology resources. If a person violates any of the User Terms and Conditions outlined herein, privileges may be terminated, access to the FR-OIT network may be denied and the appropriate disciplinary action shall be applied. The Franklin Road Christian School Student Code of Conduct shall be applied to student infractions.

**For extreme cases, violations may result in severe disciplinary action up to and including suspension/expulsion for students. When needed, law enforcement agencies may become involved.**

## **6.1 Parent/Guardian Responsibilities**

Talk to your children about values and the standards that your child(ren) should follow on the use of the internet just as you do on the use of all media information sources such as television, telephones, movies and radio. Remind children that the electronic device is school property and must be treated as such.

## **6.2 School Responsibilities**

The FR-OIT will ensure within our control, all internet and internal network connections are available for use. If an outage is expected, students, parents and faculty will be notified via email of such planned or unexpected outage. FR-OIT will provide strict internet filtering in an attempt to block inappropriate material on and off school grounds. FR-OIT, through its partnership with Microsoft, will provide cloud-based storage for students and faculty. These will be treated similar to school lockers and FR-OIT reserves the right to review, monitor, and restrict information stored or transmitted via FR-OIT equipment and networks to investigate inappropriate use of resources. FR-OIT and other personnel will provide guidance to aid students in doing research and help during research to assure student compliance of the acceptable use policy.

## **6.3 Student Responsibilities**

Students at Franklin Road Christian School are responsible for using computers/devices in a responsible and ethical manner. General school rules shall be obeyed concerning behavior and communication that apply to computer use. Using all technology resources in an appropriate manner so as to not damage school equipment. This “damage” includes, but not limited to, the loss of data resulting in delays, no-deliveries, service interruptions caused by the student’s own negligence, errors or omissions. Use of any information obtained via FR-OIT’s network is at your own risk. FR-OIT specifically denies any responsibility for the accuracy or quality of information obtained through its services. Students shall help FR-OIT protect our network infrastructure by contacting Matt Haese, the schools Network Administrator about any security problems they may encounter. Students should always turn off and secure their device after they are done working to protect not only the device but their work and information. If a student should receive an email containing inappropriate or abusive language or if the subject matter is questionable, he/she is asked to notify FR-OIT.

## **6.4 Student Activities Strictly Prohibited**

- Illegal installation or transmission of copyrighted materials;
- Any action that violates existing Franklin Road Christian School Student Code of Conduct or public law;
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials;
- Use of chat rooms, sites selling term papers, book reports, and other forms of student work;
- Messaging services such as, but not limited to, MSN Messenger, Google Hangouts, AOL Chat, Yahoo Chat, Facebook Messenger;
- Changing of Lenova Notebook settings (exceptions include personal setting such as font size, brightness, etc.);

- Spamming – sending mass or inappropriate emails;
- Gaining access to other students’ accounts, files, and/or data; processing or accessing information on school property related to “hacking”;
- Use of the school’s internet/email accounts for financial or commercial gain or for any illegal activity;
- Students are not allowed to give out personal information, for any reason, over the internet. This includes, but not limited to, setting up internet accounts including those necessary for chat rooms, eBay, alternate email accounts, etc;
- Participation in credit card fraud, electronic forgery, or other forms of illegal behavior;
- Vandalism (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 will not be allowed;
- *Bypassing the FR-OIT web filters through a web proxy.*

### 6.5 Device Care

Students at Franklin Road Christian School will be held responsible for maintaining their individual device and keeping them in good working order.

- Device batteries must be charged and ready for school each day;
- Devices that malfunction or are damaged must be reported to the Help Desk. FR-OIT will be responsible for repairing devices that malfunction. Devices that have been damaged from a student’s misuse, neglect, or are accidentally damaged will be repaired with cost being charged to the student’s account. Students will be responsible for the entire cost of repairs to devices that are damaged intentionally;
- ***Lenova 300e Notebook fee chart is attached to this document;***
- Devices that are stolen must immediately be reported to the FR-OIT. Parents of the student responsible for the device must, in coordination with FR-OIT, file an incident report with the law enforcement responsible for the jurisdiction of where the device was stolen.

### 6.6 Student Discipline

If a student violated any part of the above policy, he/she will be put on the following disciplinary steps:

Violation	Penalty
Opening/ utilizing an unauthorized application	5-15 demerits
Browsing the Internet without approval	15-25 demerits; tablet privileges revoked
Viewing or engaging in objectionably content/media	25-50 demerits; table privileges revoked
Using a tablet not owned by the student	5-15 demerits

## 6.7 Cost of Repair / Replacement Parts / Replacement Accessories

Students will be held responsible for all damage to their electronic device, including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value. Lost items such as pens, cables, chargers will be charged the actual replacement cost and applied to the student's account

### Lenova 300e Notebook (7<sup>th</sup> – 12<sup>th</sup> Grade)

- Broken / Cracked Screen – \$99.99
  - Second offense, same student – full replacement cost - \$350.00
- Replacement pen - \$40.00
- Replacement charger - \$31.00
- Replacement Survivor Case - \$24.00

### School Tablet Options

	Student-Owned Ipad	School-Owned Tablet
Acceptable Models	Apple*: iPad Pro, iPad 5th Gen, iPad Mini 4	Lenova 300e Notebook
Estimated Duration	3-4 years**	Updated Yearly
Price	\$329-\$799	\$350/3yr agreement
Tech Support	-	x
Warranty	-	x
Case	-	-
Pen	-	\$40
Keyboard	-	x
Est. Total 6-year cost	\$658-\$1598	\$700

\*all iPads must be Wifi version only. All cellular enabled tablets will be disqualified for class use.



# Franklin Road Christian School Office of Information Technology Electronic Device Student / Parent Contract

As Parent / Guardian of \_\_\_\_\_  
(Student name)

we understand and accept the responsibility of use policy at Franklin Road Christian School and the school's Office of Information Technology. If the device is damaged, stolen, or lost while issued to my child/student, I/We understand that I/We could be responsible for any and all costs associated with bringing the device, device accessories and/or other components to original condition. I/We further have read and understand the Acceptable Use Policy set forth by FR-OIT, and declare to abide by all rules and regulations set forth herein. I/We agree to abide by the above policies. I/We understand that failing to submit to these policies will result in receiving demerits and a potential forfeiting of the students enrollment in school. By signing below, I/We agree to abide by all terms and conditions as outlined in the FRCS Network Integration Policy.

X

\_\_\_\_\_  
Student Signature

X

\_\_\_\_\_  
Parent Signature