



Student/Parent Handbook

Vision:

To expand learning beyond physical boundaries for all District 118 students. We strive to create a collaborative learning environment that will combine traditional and digital resources so that all students and teachers have the ability to participate in real-time learning experiences while accessing information around the globe. Students will transition from consumers of information to producers and owners of knowledge. By increasing the frequency in which students access information, evaluate, create and communicate using digital tools, we will foster high levels of engagement, promote self-directed learning, and instill confidence as they enter secondary learning.

District 118 feels obligated to prepare students for the ever-changing world that awaits them, and we are committed to providing the essential tools to accomplish this task.

1. RECEIVING/RETURNING YOUR TABLET

a. Tablets Are Owned and Issued by the Palos School District 118

Tablets are a necessary requirement for access and completion of many learning activities. Their function as a digital textbook and information access tool is necessary for student success. Tablets will be distributed at the beginning of the school year. Students will be provided Tablet Orientation. All students, along with their parents, will be required to read and sign the [Palos School District 118 Student Tablet Handbook Acknowledgement](#).

b. The following items and accessories will be distributed and recorded in the district inventory system:

- ASUS T100 Tablet, managed by a Palos School District 118.
- Tablet Keyboard
- Charger (USB Wall Charger and Cord)
- Tablet shell with student name and ID label

c. Returning your tablet

Tablets and accessories will be turned in during the last two weeks of the school year. If a tablet and/or accessory is lost, stolen, or not returned, the student/guardian will be charged the full replacement cost. **Law enforcement agencies may be notified if necessary.**

d. Withdrawn students

Students leaving the district must return district owned tablets and accessories prior to withdrawal from Palos School District 118 to the school office.

2. TAKING CARE OF YOUR TABLET

Students are responsible for the general care of the tablet that has been issued by Palos School District 118. Tablets that are broken, or fail to work properly, must be taken to the Technology Department as soon as possible so that the issue can be properly resolved. ***Do not take district-owned tablets to an outside computer service for any type of repairs or maintenance.***

a. General Care

- Tablets are expected to remain in their protective shell at all times, even during use. Although the shell will help protect the tablet, they are not guaranteed to prevent damage. It remains the students' responsibility to care for and protect the device.
- Students are responsible for bringing a fully charged tablet to school each day.
- All district labels and barcodes must remain on the equipment and not be modified or tampered with in any way.
- Tablets must remain free of any personalization, such as: writing, drawing, stickers, etc.
- Be mindful of food, drink, etc. that may come in contact with the tablet when it is stored or in use.
- Tablets should not be left unsupervised; they are in danger of being stolen.
 - If an unsupervised tablet is found, students should notify a staff member immediately.

- Upon discovery that a tablet has been stolen, report the information to Building Administration.
- Tablets should not be stored in a vehicle for security and temperature control reasons.

b. Carrying Tablets

- Transport tablets with care.
- Tablets should be carried in a backpack or other carrying case.
- No accessories should be plugged in (power cord, USB drives, etc) when in a carrying case.
- Tablet lids should always be closed when moving.

c. Screen Care

- The tablet screens can easily be damaged. The screens are particularly sensitive to damage from excessive pressure. Do not lean or put pressure on the top of the tablet when it is closed.
- Do not place anything in the backpack/carrying case that will apply additional pressure against the cover.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (pens, pencils, papers, etc).
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth.
 - Do not use window cleaner, household cleaners, or other sprays, as they contain abrasive chemicals and may damage the tablet. If needed, a cloth lightly dampened with water can remove smudges.

d. Technical Support

Palos South Middle School will have a Help Desk that will provide multiple services to support tablet usage and repair. Services that will be provided at the Help Desk include:

- Troubleshooting/repairs
- Loaning devices to students who have forgotten, lost, or sent devices for repair
- Charging of tablets.
- Assisting students with questions about devices or online tools
- Submitting of warranty claims

Warranty and Insurance

The district will repair or replace damaged equipment resulting from normal use. All other breakages will be the responsibility of the student to pay for. The district will make its best attempt to purchase replacement parts at the best possible price. Loss or theft of the device is also the student's responsibility and will result in the student being charged the full replacement cost to purchase a new tablet.

The vendor does **NOT** warrant against damage caused by misuse, abuse or accidents. All repair work must be completed by the Palos South Tech Department.

Estimated costs (Subject to change)

The following are estimated costs of tablet parts and replacements:

- Device Replacement -\$300

- Screen - \$100
- Keyboard/Touchpad - \$50
- Charger (USB Wall Charger and Cord) - \$20
- Shell - \$15

3. USING YOUR TABLET

a. Tablets Left at Home

Students are expected to have their tablet present on a daily basis. There will be a limited number of tablets available for checkout through the Help Desk. Repeat violations may result in disciplinary action.

b. Tablets Under Repair

Loaner tablets may be issued to students when they leave their tablet for repair at the Help Desk. Students using loaner tablets will be responsible for any damages incurred to the loaner while in possession of the student.

c. Charging Your Tablet

Tablets must be brought to school each day fully charged. Repeatedly bringing your tablet to school uncharged will result in disciplinary actions. The USB Wall charger and cord should be kept in student's book bag or at home. You may not have the opportunity to charge your tablet in the classroom. Charging stations will be available in the Media Center and in the Commons.

d. Account Security

Students are required to use their own Palos School District 118 issued username and password, and keep this password confidential. If you suspect your password is being used by others, contact the Technology Department immediately.

e. Backgrounds

Desktop wallpaper and screensavers are set by the school district. They are locked and cannot be changed.

f. Sound

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Headphones may be used at the discretion of the teacher. Students using headphones or sound without permission may result in disciplinary action.

g. Email

Students are provided an email account by the district. Email correspondence will be used for educational purposes only. Digital communication etiquette is expected by all students using all school provided accounts, sites, or applications including but not limited to wikis, blogs, forums, video conferencing, podcasts, and online collaboration sites.

h. Printing

Permission by the teacher is required for printing in school. Students are encouraged to use digital files as much as possible. Printing should be only out of necessity. Students should print in black/white whenever possible. All print jobs are tracked and logged. Excessive or inappropriate printing may result in disciplinary action.

Palos School District 118 has setup a Print Management System to control and track print jobs. Students can print to the "PaperCut" printer which will be installed and configured on their tablet. Students will then go to a Print Release Station, enter their username on the touchscreen, and release their jobs to print. The jobs will print out on the printers located next to the Print Release Stations. Print Release Stations are located in the Media Center, and the hallway near Room 120 (Art Room).

i. Managing and Saving Your Digital Work with a Tablet.

- **Microsoft OneDrive**

Students will be issued a Microsoft Office 365 account. These accounts come with an Internet/Cloud based storage (OneDrive) that students will use to store digital work. Files saved to your OneDrive can be accessed from any device, anywhere, and at any time with an Internet connection. Prior to leaving the district, or graduating, students are encouraged to transfer any documents to a personal account. Per Microsoft Licensing Agreement, if you are no longer a student in our district, your Microsoft 365 Account is disabled and removed.

- **Saving to Removable Storage Devices**

Tablets are equipped with a USB port so portable hard drives and USB drives can be used to transfer and/or save files.

4. OPERATING SYSTEM ON YOUR TABLET

Microsoft Windows 10 Enterprise is installed on every tablet. Attempts to remove and/or install another operating system is against board policy and may result in discipline action. Updates to the Windows 10 will be installed automatically. Students are encouraged to power down and restart their tablet weekly for the updates to take effect.

Anti-virus software is installed on each tablet. Attempts to remove or bypass anti-virus software is against district board policy and will result in disciplinary action.

5. CONTENT FILTER

The District uses an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). Internet access is filtered inside the district. Filtering restricts access to inappropriate content, but Palos School District 118 cannot guarantee that all inappropriate content will be blocked. No filter is as reliable as adult supervision. It is the responsibility of parents or guardians to monitor a student's technology usage at home.

6. SOFTWARE

The tablets have multiple internet browsers so students will be able to access the Internet and complete work. Tablets also have additional software installed to enhance the education experience. Microsoft Office 2016 (includes Word, Excel and PowerPoint) is also installed. Students will not be able to install programs on their tablets. This will help ensure that viruses and spyware do not get accidentally installed. If a class requires a specific program to be installed, the teacher will work with the Technology Department in advance.

The Microsoft Store provides apps for download. Students can install apps as long as they comply with Palos School District 118 Acceptable Use Policy. Apps are available both for free and for purchase (with a personal form of payment). After a student graduates or leaves the district, their Palos account is deleted and the student will lose access to all free/purchased apps.

7. NO EXPECTATION OF PRIVACY

Students have no expectation of confidentiality or privacy with respect to any usage of a tablet, regardless of whether that use is district-related or personal purpose, other than as specifically provided by law. The District may, without prior notice or consent, log, supervise, access, view, monitor and record the use of student tablets (including reviewing files, Internet logs/histories and other materials) at any time for any reason related to the operation of the District and/or for any purpose that furthers the interests of the District. By using the tablet, students agree to such access, monitoring and/or recording of their use.

8. TABLET IDENTIFICATION

The District will maintain a log of all tablets that includes the tablet serial number, asset tag, and name and ID number of the student assigned to the device.

Students will be assigned the same tablet for the duration of their time at Palos South Middle School.

9. COPYRIGHT AND FILE SHARING

Students are required to follow all copyright laws around all media including text, images, programs, music, and video. Downloading, sharing, and posting online illegally obtained media is against the District Acceptable Use Policy.

10. APPROPRIATE USES AND DIGITAL CITIZENSHIP

In general, the school issued tablet device should be used for educational purposes and students are to adhere to the Acceptable Use Policy (6:235) and all of its corresponding administrative procedures at all times.

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. **Respect Yourself:** I will show respect for myself through my actions. I will select online names that are appropriate. I will consider the information, images, and other media that I post online. I will consider what personal information about my life, experiences, experimentations, or relationships I post. I will not be obscene.
2. **Protect Yourself:** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
3. **Respect Others:** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk other people. I will show respect for other people in my choices of websites. I will not abuse my rights of access and I will not enter other people's private spaces or areas.
4. **Protect Others:** I will protect others by reporting abuse, not forwarding inappropriate materials or communications; I will moderate unacceptable materials and conversations, and not visit sites that are degrading, pornographic, racist, or inappropriate.
5. **Respect Intellectual Property:** I will request permission to use resources. I will suitably cite any and all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use policy.
6. **Protect Intellectual Property:** I will request to use the software and media others produce. I will use free and open source alternatives rather than pirating software. I will act with integrity.