



Kettle Moraine School District

Technology Partnership Program Handbook

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1. How do I get my device?

Students will be required to attend a device training session being offered either before school starts or during the school day. On this day students will review policies and procedures for the proper use of the device, along with instruction about Google Apps for Education accounts. Parents/Guardians and students **MUST** sign & return the Telecommunications Acceptable Use Policy document and a confirmation that they have read and received the Kettle Moraine Schools Technology Partnership Program Handbook.

This Technology Partnership Program Handbook outlines the procedures and policies for families to protect the device investment for the Kettle Moraine School District. Devices will be distributed within the first two weeks of each school year, upon completion of the student training and the return of the signed documentation by both parent/guardian and students.

1a: Fee & Fee Waiver Information

There will be a device technology supply fee associated with this program, which may change from year to year. The device is District-owned (i.e., District property) until the end of the school year in which final payment is made. At that time, the device becomes owned by the family. For families qualifying for fee waivers, the device fee may be waived; however the family will not own the device upon completion if these fees are not paid. *For fee waivers, the fee amount will be placed on the student account in Infinite Campus and will be removed when the device is returned.*

1b: Probationary Student Privileges

The Kettle Moraine School District has the obligation to protect the assets of the district. Based on the criteria below, some students may be required to leave their device at school at the end of each day for a period of two weeks unless otherwise specified in the Acceptable Use Policy. A secure location in each building and formal check-in and check out process will take place to protect the equipment and document the processes.

Students who will be included as probationary include the following:

- All newly arriving students to the district (Students who were not enrolled in KM at the end of the previous semester.)
 - Students with significant office referrals or behavior-related school suspensions.
 - Students who have violated the Acceptable Use Policy during the current or previous semester.
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2. When do I return my device?

All district owned devices, cases and cords must be returned and logged in at the specific building locations when a student is **no longer enrolled full-time in school**.

- Device(s) not returned will be considered stolen property and law enforcement agencies may be notified.
- Any device or case returned in condition not suitable for redistribution to another student will be subject to a fee for repair or replacement.
- Contact the building principal or Director of Technology if your family is interested in purchase

options for the device if they are leaving the district before the final payment.

3. How do I take care of my device?

Each student is responsible for the care of the school issued device, case and cord. Equipment that is broken, or fails to work properly, must be taken to the identified location in each school building as soon as possible so that it can be evaluated for repairs. **Do not take district owned devices or equipment to an outside computer service for any type of repairs or maintenance.** Devices are the responsibility of the student. This device will be yours at the end of the program, so **take good care of it!**

3a: General Care and Safety

- No food or drink is allowed near device or equipment.
- Always insert cords, cables, headphones and removable storage devices carefully into the device.
- Never transport your device with the power cord, headphones, or removable storage devices plugged in.
- **Do not carry the device while the screen is open.**
- Never move a device by lifting it from the screen. Always support a device from its bottom with the lid closed.
- Devices need to be transported in the district supplied case or a Technology Department approved case.
- Devices must remain free of any writing, drawing, or stickers other than those applied by the District Technology Department.
- Cooling vents on the device **CANNOT** be covered. devices should never be left in a car, an area exposed to excessive heating or cooling or unsupervised.
- Students are responsible for bringing **completely charged** devices for use each school day.

3b: Device Identification

Student devices will be labeled in the manner specified by the school. Devices can be identified in several ways:

- Devices will have a KM barcode on them when assigned to the student and this tag must not be removed or altered in any way. If tag is removed and a student fails to let a staff member know, disciplinary action may result.

3c: Storing Your Device

- When students are not using their device, they should store them in their **locked** locker.
- Nothing should be placed on top of the device when stored in the locker.
- Students are encouraged to take their devices home everyday after school, regardless of whether or not they are needed.
- Devices should not be stored in a student's vehicle at school or at home for security and temperature control measures.

3d: Devices left in Unsupervised Areas

- Under no circumstances should devices be left in an unsupervised area.(School grounds and campus, the cafeteria, computer labs, field house, locker rooms, LMC, unlocked classrooms, dressing rooms, hallways, etc.)
- Any device left in these areas is in danger of being stolen.
- If an unsupervised device is found, notify a staff member immediately.
- **Unsupervised devices may be confiscated by staff. Disciplinary action may be taken for leaving your device in an unsupervised location.**

3e: Screen Care

The device screens can be easily damaged! The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean or put pressure on the top of the device when it is closed. This includes using it as a writing desk on your lap.
 - Do not store the device with the screen in the open position.
 - Do not place anything near the device that could put pressure on the screen.
 - Do not place anything in a carrying case or backpack that will press 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 (e.g. pens, pencils, or papers or post-it notes.).
 - Clean the screen with a soft, dry microfiber cloth or anti-static cloth.
 - Do not clean the screen with any solvent.
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4. What do I need to know about my device?

Devices are intended for use at school **EVERY** day. Students are responsible for bringing their device to all classes, unless specifically advised not to do so by their teacher.

4a: Devices left at home or under repair

- Students may be able to check out a loaner device from building loaners (as available). The device will be checked out, and repeated incidents may result in loss of privileges.
- Loaner devices may be issued to students when they leave their device for repair through the Library Media Center / student help desk.
- Students using loaner devices may be responsible for any damages incurred while in possession of the student. Student may pay full replacement cost if it's lost or stolen.

4b: Charging your device

- Devices must be brought to school each day **fully charged**.
- Repeat violations of this policy may result in disciplinary action.

4c: Backgrounds and Password

- Inappropriate media may not be used as a screensaver or background.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures may result in disciplinary actions.
- Always protect your password. **Do not** share your password.

4d: Sound

- Sound must be muted at all times unless permission is obtained from the teacher.
- Headphones may be used at the discretion of the teacher and are supplied by the student.

4e: Printing

- Students will not have access to print directly from their devices within the school building. Any document that requires printing will need to be printed from a library or computer lab computer.
- Printing at home can be done through Google Cloud Print. More information on printing can be attained here: <http://support.google.com/cloudprint/?hl=en>

4f: Account Access

- Students should login using their KMSD.edu google account in order to ensure access to district provided applications.
 - Students should always use the device with their own account and logout when finished.
 - Never share account information with anyone.
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5. How do I manage and save my work?

- Google Docs is a suite of products (Docs, Presentations, Drawings, Spreadsheets, Forms) that will enable you to create different types of online documents, collaborate in real time with others, and store your documents and your other files online.
 - With a wireless Internet connection, you can access your documents and files from any device or device, anywhere in the world.
 - All items are stored online in Google Cloud environment.
 - Devices can seamlessly access Google Apps for Education's suite of productivity and collaboration tools, as well as apps available in the Chrome Web Store and content across the entire web. (Note: The district reserves the right to block any application or website.)
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6. What are the district rules for using a device?

All district technology devices are to be used subject to the Technology Acceptable Use Policy. An overview of those guidelines, as well as some specific instructions for district devices, are listed below.

6a: General Guidelines

- **Acceptable Use Policy must be followed at all times.**
- Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of KM.
- Students are responsible for their ethical and educational use of the technology resources provided through the district.
- Access to KM technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow the Acceptable Use Policy.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and viruses.
- Any attempt to alter data, the configuration of a device, or the files of another user, without the consent of the individual, building administrator, or technology administrator, may be considered an act of vandalism and subject to disciplinary action in accordance with the student handbook and other applicable school policies.

6b: Privacy and Safety

- Do not go into chat rooms or send chain letters without permission. If applicable, teachers may create discussion groups for communication among students for educational purposes.
- Do not open, edit, or share files without permission from the owner or from an unknown individual.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people.
- Remember that storage is not guaranteed to be private or confidential as all device equipment is the property of KM until the end of the third year of use (assuming all fees have been paid).
- If you inadvertently access a website that contains obscene, pornographic or otherwise offensive material, exit the site immediately and report the event to a staff member.

6c: Legal Property

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the student conduct policy (as contained in building student handbooks). Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators may be subject to discipline. Violation of applicable state or federal law, including the Wisconsin Penal Code, Computer Crimes, may result in criminal prosecution or disciplinary action by the District.

6d: E-mail Electronic Communication

- Always use appropriate and proper language in your communication.
- Do not transmit language / material that may be considered profane, obscene, abusive, or offensive to others.
- Do not send mass e-mails, chain letters or spam.

- E-mail & communications sent / received should be related to educational needs.
- E-mail & communications are subject to inspection by the school at anytime.

6e: Consequences

- The student in whose name is on a system account and/or device hardware as issued will be responsible at all times for its appropriate use.
- Non-compliance with the policies of this document or the KM Acceptable Use Policy may result in disciplinary action.
- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated district staff to ensure appropriate use.
- The district cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws.
- Contents of email and network communications may be governed by the Wisconsin Open Records Act; proper authorities will be given access to their content as needed.

6f: At Home Use

- The use of devices at home is encouraged. However, the district does not provide tech support for home connectivity issues.
- Device care at home is as important as in school, follow the same guidelines as the Care of the device and Equipment section.
- Transport your device in the district-provided case or a case approved by Technology Department Staff .
- School district supplied filtering will not be provided for use with devices outside of school district buildings; the district reserves the right to filter these devices in the future.

7. What do I do if my device is broken?

Devices are intended for use at school **EVERY** day; because of this it is very important that you know what to do to get help when your device is not working properly.

7a: Technical Support at School:

Kettle Moraine School District Technology Department will perform all repairs on the devices. **Do not** take the device to a repair service outside of school, as this voids the warranty. Technical support will be available by asking a staff member to fill out a help desk ticket with the details of the problem. Tech support troubleshooting may include:

- Hardware maintenance and repairs
- Password resets
- User account support
- Coordination and completion of warranty repairs
- Distribution of loaner devices

Students who damage their device intentionally or have repeated incidents may not be issued a loaner until damages are paid in full or a payment plan is in place. Students who use a loaner are responsible for damages that might occur to the loaner while it is in the student's possession.

During the summer, technology support for all students will be available on Wednesdays in the High School Media Center from 9:30am - 1:00pm. During the summer, students can also email tpp-support@kmsd.edu for additional support.

7b: Vendor Warranty:

- The equipment vendor has a one year hardware warranty on the device.
- The vendor warrants the devices from defects in materials and workmanship.
- This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide normal replacement parts necessary to repair the device or device replacement.
- The vendor warranty does not warrant against damage caused by misuse, abuse, accidents..
- Please report all device problems to the Technology Staff.

7c: Repairs outside of warranty:

- Effective with the 2016-2017 school year: While the annual fee pays for accidental damage and repairs of broken parts, **it does not cover the cost for a replacement battery for the device.** The student and family must pay to replace any battery that will no longer hold a charge. The student will be provided a loaner and the family is only responsible for the cost of the battery. The labor charge for replacement will be provided by the district.
- Clarification for 2019-20 school year: Similar to batteries, the annual fee **does not cover** the cost of replacement charger or power cord. The district negotiates discounted pricing for replacements and that cost will be added to Infinite Campus for students who need replacement power chargers.

8: Is there insurance available for my device?

Starting in the 2015-2016 school year, TPP devices are covered by an accidental damage insurance policy. This policy provides additional coverage beyond the manufacturer's warranty and covers accidents, but not misuse. With the touchscreen devices, our insurance program will cover the first damaged/broken screen. Any subsequent screen replacements will require a \$100.00 deductible payment from the family.

9: What if I already have a device and would like to opt out of this program?

Parents can choose to opt out of this program by notifying the building principal of this decision. By opting out, your student will need to bring his/her device to school fully charged each day. Students will have access to the BYOD network for wireless access, and will be required to install any free applications that are needed for instructional use within their classes.