



Ahfachkee School Technology Distribution Policy

Introduction

Due to being in a virtual environment, where all education is delivered through virtual conferencing in a non face-to-face setting, Ahfachkee School has and will distribute Laptops, Chromebooks and iPads (“device”) to students who do not have a device at home. All devices distributed to students will come with a battery and power cord. All students are expected to have a device as part of our one-to-one learning initiative, where each student is provided with a device for the virtual learning environment. Devices will be distributed at the beginning of the school year and collected as necessary to update the devices. Parents/guardians will sign a property pass before the device can be issued to their child. Parents/guardians who currently have issued devices will be required to sign the updated property pass.

Device and Property Pass Expectations

1. The parent/guardian agrees to return the device, battery, power cord and case when requested by the Ahfachkee School or at the end of the school year. The device, battery, power cord and case must be returned in good working condition, which means that there are no mechanical or physical defects and is expected when turned on to boot to the start screen. The battery and power cord should also be working.
2. If the student leaves Ahfachkee School to attend another school, the device, battery, power cord and case must be returned to Ahfachkee School. The parent/guardian acknowledges that failure return the device in good working condition to the Ahfachkee School may result in the Ahfachkee School withholding and not issuing grades or transcripts until the device is returned.
3. The parent/guardian assumes total responsibility (physical and operational condition) as well as financial responsibility for the device, battery, power cord and case from the time it leaves the Ahfachkee School until the device, battery and power cord are returned in good working condition to the Ahfachkee School.
4. The parent/guardian ensures that no software will be loaded on the device and there will be no tampering with the device format.
5. The parent/guardian ensures that if the device is stolen or lost a police report will be made and a copy of the report will be submitted to the Ahfachkee School administration.

6. The parent/guardian agrees to provide parental supervision in the use of the device for educational purposes and ensure its proper care.
7. The parent/guardian will comply with the Children's Internet Protection Act (CIPA); the Neighborhood Children's Internet Protection Act (NCIPA); the Protecting Children in the 21st Century Act, the Public Records Act (Florida Statue Section 119), and all applicable laws.

Student and Parent/Guardian Technology Handbook

The Digital Citizen

Our goal in teaching Digital Citizen to students is for students to recognize the rights, responsibilities and opportunities of living, learning and working in an interconnected digital world, and they act and model in ways that are safe, legal and ethical.

Students in grades K-12 will receive Digital Citizenship Training. Ahfachkee School follows the International Society for Technology in Education (ISTE Standards).

Students will learn about navigating cyberbullying, privacy, safety, and other digital dilemmas, while discovering the incredible opportunities to learn, connect, create, and collaborate.

Login Information

Students using a Laptop, Chromebooks or iPads will use their Google account log in. Students should not log in, or attempt to log in, to any other private or personal Google account of their own on school devices.

General Guidelines

- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters or spam.
- No private chatting during class without permission; the Google Chat app will be turned off for all students, unless a teacher requests the app be turned on for an educational purpose which must be approved. Email is subject to inspection at any time by Ahfachkee School administration.
- Students will only be able to communicate with other Ahfachkee School students and faculty.

Managing Student Files and Saving Work

When using Google Classroom, you will save your work to the Google drive. Saving to Google Drive will make the file accessible from any computer with internet access. Students using Google Drive to work on their documents will not need to save their work, as the Drive will save

each keystroke as the work is being completed. It will be the responsibility of the student to maintain the integrity of their files and keep proper backups. Students will be trained on proper file management procedures.

If you are using a device you will save your work to Google Drive. Make sure you title your document with the title of the assignment.

Email

Students in need of email for academic reasons will only be allowed email access through an address assigned, and subject to monitoring by Ahfachkee School. This email access will be through the Google Apps for Education system and managed by the Seminole Tribe of Florida's Information Technology Department. The interface can be monitored by network administrators and is subject to filtering of inappropriate content. The Google App for Education account will be set up to allow students to email teachers internally in our own domain for safety's sake. Students will not be able to email from external email addresses.

Device Expectations and General Care

The devices issued to students from Ahfachkee School should only be used for learning purposes and is not a toy.

Below please see the expectations that students and parents/guardians will be required to follow while using a device from Ahfachkee School.

- Cords, cables, and removable storage devices must be inserted carefully into the devices.
- Remember to shut down your device when not in use to conserve battery life.
- Never wedge the device into a book bag, as this may break the screen.
- Do not expose your device to extreme temperatures or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the device.
- Never use your device as a folder to store papers.
- When working make sure your device is on a flat, hard and stable surface.
- Never put paper clips, pins, or any other metal or plastic objects into the device.
- No not decorate the device with writing, drawings, stickers, paint, tape, or labels. Remember the devices are the property of Ahfachkee School.
- Under no circumstances are students to modify, remove, or destroy identification labels.
- Do not attempt to remove or change the physical structure of the computer, including the keys, screen cover or plastic casing. Doing so will void the warranty, and families will be responsible for 100 percent of the repair or replacement cost.
- Do not remove or interfere with the serial number or any identification placed on the computer.
- Never eat or drink while using the computer. Make sure to keep all liquids and food away from the device.
- Do not carry your device with the screen open. Completely close the device before carrying

- When storing your device make sure you do not store the cords, drives or any other objects on top of or next to the computer. These extra components need to be stored in a separate compartment as not to damage the device surface.
- Remember to handle the device with care. Do not throw, squeeze, step on, or use any action that may damage the device.

Carrying the Laptop,Chromebook, or iPad

The rubberized shell of the device will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. If the student is taking the device with them to another location, please use the case or sleeve which was provided.. If using a backpack, make sure it is one that has a protective insert or compartment for the device.

Screen Care

As mentioned above the device screen can be easily damaged. The screens are particularly sensitive to excessive pressure on the screen and extreme temperatures.

When necessary clean the screen with a soft, dry, anti-static or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the device. Parents/Guardians can purchase individually packaged pre-moistened electronic/eyeglass lens cleaning tissues to clean the screen. These are very convenient and relatively inexpensive.

Below are additional guidelines which are necessary to follow when caring for the device screen.

- Do not lean on top of the device.
- Do not place anything near the device that could put pressure on the screen.
- Do not poke the screen.
- Do not leave the device in direct sunlight or near a heat source.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Close your Chromebook carefully, from the center of the screen – don't slam it shut!
- Remember the only time the student will need to touch the screen is when they are using an iPad or unless the student received a touch screen device.

Power Cable Rules

- Never force the power cable into the device. The power cable should be lined up straight with the connector when inserting and removing.
- Be careful not to jerk, pull or twist your device around when the cables are attached.
- Make sure to charge the device every evening. It is expected that the device is charged and ready for school each morning.

Wireless Device

The device you received is a wireless device. It requires a wireless network to use when accessing the internet. Remember a wireless device can refer to any kind of communications equipment that does not require a physical wire for relaying information to another device. In most cases, however, when someone refers to a wireless device, they are speaking of a networking device that can pass data to other wireless network gear without being physically connected.

Personalizing the Device

Students may add school-appropriate music, photos, and videos to their device if their teacher is requiring them to do a project. Personalized media is subject to inspection and must follow the Seminole Tribe of Florida acceptable use policy (AUP) and the Children's Internet Protection Act (CIPA).

Personal Health and Safety

Avoid extended use of the computer resting directly on the student's lap. The bottom of the laptop can generate significant heat and therefore cause temporary or permanent injury. Use a barrier –such as a book or devices made specifically for this purpose – when working on the student's lap.

Remember to avoid lap-based computing while connected to the power adapter, as this will significantly increase heat production. If possible, set up a workstation at home with an external keyboard and mouse that allows the student to situate the screen at eye-level and keyboard at lap-level.

Replacing Your Device

If the student's device is not working please contact the front office of the Ahfachkee School. A loaner device may be issued to the student if one is available. If repair is needed due to malicious damage, or damage caused by intentional misuse or deliberate damage, the school may refuse to re-issue the student a device and the parent/guardian may be charged for the repair of the device. If a replacement device is needed due to gross negligence, or deviating from the standard of care or competence of the device, the parent/guardian may be responsible for the device.

Repaired devices will be restored with the original factory image as first received. It is important that students keep their school data synced to cloud drives so documents and class projects will not be lost. Students may not opt to keep a broken computer or to avoid using the computer due to loss or damage. The student or parent/guardian may not purchase replacement parts, cases, or other items issued to the student on their own.

Examples of gross negligence include, but are not limited to:

- Leaving equipment unattended and unlocked. This includes damage or loss resulting from an unattended and unlocked laptop while at school.
- Lending equipment to others or using equipment in an unsafe environment or unsafe manner.

Accidental Damage or Loss Protection

If the device is lost or stolen, please report this to the school immediately. The Seminole Tribe of Florida Information Technology Department is capable of tracking all devices if reported quickly. A police report must be filed and a copy of the report must be submitted to the Ahfachkee School. A student making a false report will be subject to disciplinary action as outlined by the Ahfachkee School Discipline Code.

The Laptops, Chromebooks and iPads are not covered for loss of the device and/or its accessories, cosmetic damage or devices by intentional misuse and abuse. The Seminole Tribe of Florida Information Technology Department will assess the device for damage and repair or replace the device if the damage is determined to be accidental and within the protection guidelines.

Laptop, Chromebook or IPADS Technical Support

If technical assistance is needed the Seminole Tribe of Florida Information Technology Department will assist in trying to solve the problem. They can also provide assistance with the following:

- Password identification
- User account support
- Coordination of warranty repair
- Hardware maintenance and repair
- Operating System or software configuration support
- Restoring Chromebook to factory default
- System software updates

AHFACHKEE SCHOOL DEVICE AND PROPERTY PASS EXPECTATIONS

THE SEMINOLE TRIBE OF FLORIDA

EMPLOYEE/STUDENT NAME *(Circle one)*

DATE

LOCATION NO./NAME

PROPERTY DESCRIPTION

SERIAL NUMBER

By signing below, the borrower agrees to the following stipulations:

1. The parent/guardian agrees to return the device, battery, power cord and case when requested by the Ahfachkee School or at the end of the school year. The device, battery, power cord and case must be returned in good working condition, which means that there are no mechanical or physical defects and is expected when turned on to boot to the start screen. The battery and power cord should also be working.
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STUDENT NAME

PARENT/GUARDIAN SIGNATURE
(Circle one)

SIGNATURE OF AUTHORIZING PRINCIPAL/DESIGNEE

The return of the above-described property in good condition is hereby acknowledged.

DATE PROPERTY RETURNED

SIGNATURE (PRINCIPAL/DESIGNEE)