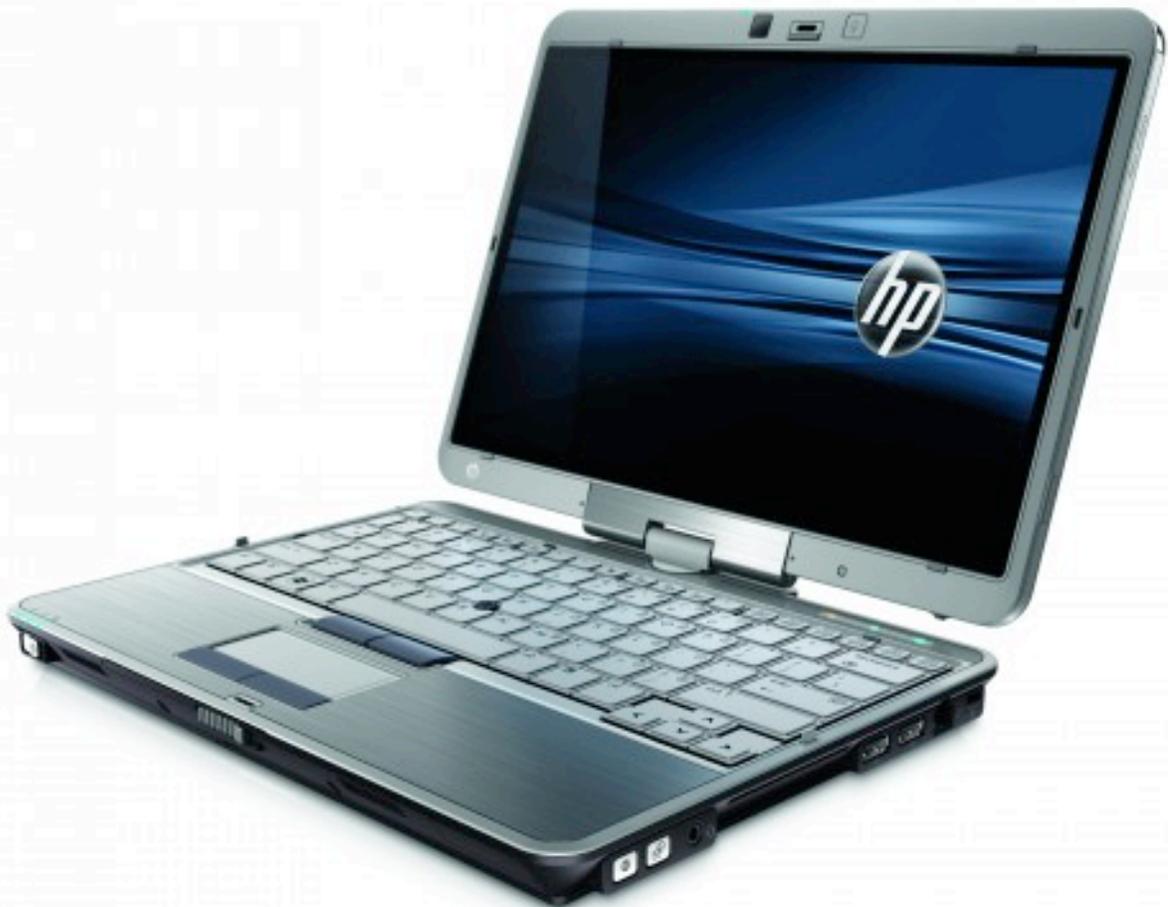# Burke School District
HP Elite Book
Tablet Policy Handbook

✓ **The policies, procedures, and information within this document apply to all Tablets used at the Burke High School by students, staff, or guests including any other device considered by the Principal to come under this policy.**

✓ **Teachers may set additional requirements for computer use in their classroom.**

1. TABLET SPECIFICATIONS

Processor: 2.40GHz Intel Core i5-520M
Memory: 2GB RAM
Storage: 250GB hard drive
Optical Drive: None
Screen: 12.1 inches (1,280x800 native resolution)
Graphics: Integrated Intel GMA 4500MHD
Weight: 3.8 pounds
Dimensions (HWD): 1.25x11.4x8.4 inches
Operating System: Windows 7 Professional (32-bit)

2. RECEIVING YOUR Tablet PC

Tablet PC's will be distributed each fall during "Student Registration & Tablet Orientation." **Parents & Students must sign and return the <u>Tablet Policy Sign-off and Student Pledge</u> document before the laptop can be issued to their child.**

Student Tablet PC's will be colleted at the end of each school year for maintenance, cleaning, and software installations. Staff Tablets will be collected for scheduled summer maintenance and re-issued. Students will retain their original Tablet each year while enrolled at BFHS. The Tablets may also be recalled periodically throughout the school year for updates and maintenance.

3. TAKING CARE OF YOUR TABLET PC

Students are responsible for the general care of the Tablet which they have been issued by the school. Tablets that are broken or fail to work properly must be taken to the technology Help Desk located in the Technology Lab

3.1 General Precautions
- ✓ No food or drink is allowed next to your Tablet while it is in use.
- ✓ Cords, cables, and removable storage devices must be inserted carefully into the Tablet.
- ✓ Students should never carry their Tablet while the screen is open unless directed to do so by a teacher.
- ✓ Tablets should be shut down before moving them to conserver battery life.
- ✓ Students should not cancel file synchronization at log-on or log-off. This will result in their files not being backed up properly.
- ✓ Tablets must remain free of any writing, drawing, stickers, or labels that are not property of the Burke School District.
- ✓ Tablets must never be left in a car or unsupervised area not only to protect against theft, but damage from freezing or extreme heat.
- ✓ Students are responsible for keeping their laptop's battery charged for the school day.

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

- ✓ Tablets should always be within the protective case when carried.
- ✓ Some carrying cases can hold other objects (such as folders and workbooks), but these must be kept to a minimum to avoid placing too much pressure and weight on the Tablet screen.
- ✓ The Tablet must be turned off before placing it in the carrying case.

3.3 Screen Care
The Tablet 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 the top of the Tablet when it is closed
- ✓ Do not place anything near the Tablet that could put pressure on the screen.
- ✓ Do not place anything in the carrying case that will press against the cover.
- ✓ Do not poke the screen.
- ✓ Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- ✓ Clean the screen with a soft, dry cloth or anti-static cloth.
- ✓ Do not use pen-devices other than the digitizer pen provided with the Tablet PC. This could cause damage to the screen and other devices will not work anyway.

4. USING YOUR TABLET PC AT SCHOOL

The Tablets are intended for use at school each and every day. In addition to teacher expectations for Tablet use, school messages, announcements, calendars, and schedules will be accessed using the Tablet computers. Students must be responsible for bringing their Tablet to all classes, unless specifically advised not to do so by their teacher.

4.1 Tablets Left at Home
If students leave their laptop at home, they must immediately phone parents to bring them to school. Repeat violations of this policy will result in disciplinary action.

4.2 Tablet Undergoing Repair
Loaner Tablets may be issued to students when they leave their Tablet for repair at the Help Desk.

4.3 Charging Your Tablet's Battery
Tablets must be brought to school each day in a fully charged condition. Students need to charge their Tablets each evening. Repeat violations of this policy will result in disciplinary action.

4.5 Sound
Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

4.6 Printing
Printing may only be done on the school's network printers. Personal printers at home will not be able to be added to the tablet. Printing should be kept to a minimum as teaching strategies will facilitate digital copies of homework.

5. MANAGING YOUR FILES & SAVING YOUR WORK

5.1 Saving Work
Students and staff should save to the "My Documents" folder on their Tablet PC. When the student logs on and off the network all files in "My Documents" will automatically synchronize with the file server. This will insure that work is backed up properly. This will also allow students and staff to use their files when they are off site. When they log back into the school network, any files that were changed will also be synchronized with the school file server.

5.2 Saving Appropriate Content
The content saved in the "My Documents" folder should be specific to education. The space provided by the Burke File Server is limited and there will be a quota of appropriate space allowed for each user. Material deemed "unnecessary for education" that is saved to this location will deteriorate school resources, complicate backups, and could slow down the school's network performance. Files not saved in the "My Documents" folder on the Tablets will not be backed up by the school and will be lost in the event that the computer has to be re-imaged.

5.3 Saving Other Content
Content unnecessary for education includes, but is not limited to media files not used for education such as .mp3, .wav, .wmf. Files saved to the "My Documents" folder which are deemed unnecessary for education by Network Administration will be deleted and could result in disciplinary action for the student. These files should be stored on removable media or on a location other than "My Documents" which will not be backed up by the file server. Students are responsible for backing up their own data of this type. Again, in the event of the Tablet being re-imaged, students are responsible for their own data. It is recommended that students save any "Other Content" or files that they will not save to the "My Documents" folder to removable media such as jump drives, CD-R, or CD-RW media. This will prevent the loss of data in the event of their Tablet being re-imaged.

5.4 Saving Inappropriate Content
Students will be disciplined for saving or viewing any content deemed "inappropriate content" by network and school administration via the schools Acceptable Use Policy. Inappropriate Content includes but is not limited to pornography, offensive content, and other inappropriate material so determined by school administration. Network and school administration will be responsible for determining what is considered to be inappropriate.

6. SOFTWARE ON TABLETS

6.1 Originally Installed Software
The software originally installed on the Tablets must remain on them in usable condition and be easily accessible at all times.

All Tablets are supplied with Microsoft Windows XP Professional Tablet PC edition, Microsoft Office 2003 including OneNote, and many other applications useful in an educational environment.

From time to time the school may add software applications for use in a particular course. The licenses for this software require that the software be deleted from laptops at the completion of the course. Periodic checks of laptops will be made to ensure that software is in fact deleted once it is no longer required in the course. This is done to ensure that the school does not exceed license limitations for specific software.

6.2 Virus Protection
The Tablets have Symantec Norton Anti-Virus protection software installed on them. This software will scan the hard drive for known viruses on boot up. The virus software will be upgraded from the network. In addition to the anti-virus software, the Tablets are locked down in a state where installation of new applications is limited for the end user. This prevents viruses that may be downloaded from running on the Tablet PC's and infecting the network. This may limit the end-user from installing applications on the Tablets, but is crucial to maintaining a virus-free network.

6.3 Additional Software
Students are not allowed to install additional software on their Tablet PC's other than what is installed by Burke High School. This includes but is not limited to applications such as music downloading utilities, other media downloading utilities, and games. Students can submit an official request for installation of a specific type of software that is productive for an educational environment to the Help Desk. All requests will be considered, but will only be rolled out to computers on a periodic basis when the Tablets are re-imaged. Rollout will not be done on an individual basis, but as a scheduled event for a specific group of computers. Rollouts will usually take place during typical school downtime (i.e. Christmas vacation, Summer vacation).

6.4 Inspection
Students may be selected at random to provide their Tablet for inspection. Students may also be selected for inspection of their Tablet if a staff member suspects that inappropriate material resides on the device or the student has violated the Burke Acceptable Use Policy.

6.5 Procedure for Re-loading Software
If technical difficulties occur it is the policy of the Help Desk support staff to use the "5-minute" rule. If the problem cannot be fixed in 5 minutes, the Tablet will be re-imaged. In a One-to-One environment it is impossible for support staff to maintain a working environment for all if too much time is spent on fixing all glitches that may arise. Re-imaging will restore the device to the state in which the user originally received it. All files stored in "My Documents" will be in tact after the new image is deployed, however all other data on the machine will not be. This is why it is important be sure to save all appropriate files for education to the "My Documents" directory and to be sure that you never cancel "File Synchronization" at logon or logoff.

7. ACCEPTABLE USE

7.1 General Guidelines
- ✓ Students will have access to forms of media and communication which is in support of education and research and in support of educational goals and objectives of the Burke School District. Access to media and communication beyond these specific uses will not be supported or allowed.
- ✓ Students are responsible for their ethical and educational use of the technology resources of the Burke School District
- ✓ Access to the Burke School District technology resources is a privilege and not a right. Each employee, student, and/or parent will be required to follow the rules of the District's Acceptable Use Policy. Violations of these rules will result in the loss of privileges as well as other disciplinary action as defined by the district's Acceptable Use Policy, Plan of Discipline, or other policies.
- ✓ Recognizing that it is impossible to define every instance of acceptable and unacceptable use, it will be at the discretion of the network administrator and/or school administration to use judgment as to what is acceptable in any undefined instances that may arise.
- ✓ 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 computer viruses.
- ✓ Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, school administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with school discipline policy.
- ✓ All users of the district's technology resources and/or school network must sign the district Acceptable Use Policy and abide by the rules defined in the district's Acceptable Use Policy. This is in addition to the rules and policies that this document (Burke Tablet Policies) contains.

7.2 Privacy and Safety
- ✓ Do not go into any chat rooms other than those set up in WebCT by your instructors or those that are mandated in other distance education courses.
- ✓ Do not open, use, or change computer files that do not belong to you.
- ✓ Do not reveal your full name, phone number, home address, social security number, credit card numbers, passwords, or passwords of other people.
- ✓ Remember that network storage is not guaranteed to be private or confidential. District Administration reserves the right to inspect your files at any time and will take the necessary steps if files are in violation of the district's Acceptable Use Policy.
- ✓ If you inadvertently access a web site that contains obscene, pornographic, or otherwise offensive material, notify a teacher or the principal immediately so that such sites can be blocked from further access. This is not merely a request. It is a responsibility.

7.3 Legal Propriety
- ✓ All student and staff must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask the network administrator if you are in compliance with the law.
- ✓ Plagiarism is a violation of the Burke discipline code. 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.

<u>7.4 E-mail (Do we want to grant access)</u>
- ✓ Students in need of email for academic reasons will only be allowed email access through an address assigned by the district. This email access will be through the State K-12 email interface. This interface is heavily monitored by state officials and district officials and is subject to filtering of inappropriate content
- ✓ Always use appropriate language.
- ✓ Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- ✓ Do not send mass e-mails, chain letters, or spam.
- ✓ No private chatting during class without permission is allowed.
- ✓ Email is subject to inspection at any time by school administration.

<u>7.5 Consequences</u>
- ✓ The student or staff member whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of the Tablet Policy Handbook or the District's Acceptable Use Policy will result in disciplinary action as outlined by the discipline code and/or other school policies for the user unless there is proof that another is responsible.
- ✓ Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by the network administrator or other school administrators 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. Content of e-mail and network communications are governed by the South Dakota Open Records Act; proper authorities will be given access to their content.

8. PROTECTING & STORING YOUR TABLET COMPUTER

<u>8.1 Laptop Identification</u>
Tablet PCs will be labeled in the manner specified by the school. Tablets can be identified in the following ways:
- ✓ Record of serial number and senior high asset tag
- ✓ Individual User account name and password

<u>8.2 Storing Your Tablet</u>
When students are not monitoring their laptops, they should be stored in their lockers <u>with the lock securely fastened</u>. Nothing should be placed on top of the tablet, when stored in the locker. Students need to take their Tablet home with them every night. The Tablets are not to be stored in their lockers or anywhere else at school. In the event that a Tablet needs to stay at school, it must be checked in properly at the Help Desk. This is the only time the Tablet should stay at school. It should be charged fully each night at the student's home. Tablets should never be stored in a vehicle.

8.4 Storing Tablets at Extra-Curriculars

Students are responsible for the care of their own tablet on extra-curricular trips. It is the responsibility of the student to either designate another to care for their tablet while they cannot at an event or to lock it securely in a locker in a locker room. Tablets should not be left on the activities bus at any time.

Students are not permitted to bring their tablets along with them to the following events. Students will be let into the school to retrieve their tablets from their lockers after such events.

- ✓ Any Extra-curricular event which takes place on a <u>Friday or Saturday</u>.
- ✓ Track Meets
- ✓ Golf Meets
- ✓ Cross Country Meets
- ✓ Any other events designated by the Principal.

It is recognized that students will have homework to do on some extra-curricular trips. However, the care of the tablets on these trips is solely that of the individual student. If the student cannot give proper care on these trips then they should leave the tablet locked in their school locker.

8.5 Laptops Left in Unsupervised Areas

Under no circumstances should Tablets be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, bathrooms, extra-curricular bus, in a car, or any other entity that is not securely locked or in which there is not supervision.

Unsupervised Tablets will be confiscated by staff and taken to the Principal's office. Disciplinary action will be taken for leaving a Tablet in an unsupervised location.

9. REPAIRING OR REPLACING YOUR TABLET COMPUTER

9.1 HP Warranty
This coverage is purchased by the Burke School District as part of the purchase price of the equipment. HP warrants the Tablets from defects in materials and workmanship. This limited warranty covers normal use, mechanical breakdown, or faulty constructions and will provide replacement parts necessary to repair the Tablet or Tablet replacement. The HP Warranty DOES NOT warrant against damage caused by misuse, abuse, accidents, or computer viruses. Please report all Tablet problems to the Help Desk located in the Technology Lab.

9.2 Accidental Damage Protection
The Burke School District in conjunction with the State of South Dakota has purchased through HP coverage to protect the Tablets against accidental damage such as: liquid spills, accidental drops, power surges, and natural disasters. This coverage DOES NOT provide for damage caused by fire, theft, loss, misuse, intentional or frequent damage, or cosmetic damage. HP will assess the Tablet damage and repair or replace the machine at no cost if the damage is determined to be accidental, infrequent, and within the protection guidelines. The Tablet is covered with a three-year HP Warranty and Accidental Protection Plan. Please report all Tablet problems to the Help Desk located in the Technology Lab.

9.3 Lost or stolen Accessories
Students will be required to replace Tablet accessories such as AC adapter & power cord, battery, and Tablet Sleeve. The replacement costs of these accessories are as follows:

- ✓ Replacement of the entire device and accessories ($1336)
- ✓ AC Adapter & power cord ($35)
- ✓ Battery ($129)
- ✓ Digitizer Pen ($50)
- ✓ Tablet Sleeve ($10)

9.4 Lost, Stolen, or Lost in Fire
All tablets which are lost, stolen, or damaged or lost in a fire are not covered by the accidental damage policy and are the responsibility of the member, student, or student's parents involved in the loss of property. A police or fire report must be filed by the staff member, student, or student's parents involved in the loss of property. A copy of the report must be brought to the Principal. The user will not be given another tablet to use off site until the replacement cost of the device is paid to the school district.

Fraudulent reporting of theft, loss, or accidental damage by fire will be turned over to the police and the insurance company for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the school discipline code.

10. TABLET TECHNICAL SUPPORT

The Technology Help Desk is located in the High School Technology Lab and will be the point of contact for repair on the Tablets. If the lab is closed, contact the Network Administrator to coordinate repair to the machines. Services provided include the following:

- ✓ Hardware maintenance and repairs
- ✓ Password Identification
- ✓ User account support
- ✓ Operating System or software configuration support
- ✓ Application information
- ✓ Re-imaging of hard drives
- ✓ Updates and software installations
- ✓ Requests for future updates and installations
- ✓ Coordination of warranty repairs.
- ✓ Distribution of loaner Tablets, batteries, and power accessories.

Burke School District
Tablet Policy Handbook
Sign-Off and Student Pledge

- ✓ I will take good care of my Tablet and know that I will be issued the same Tablet each year.
- ✓ I will never leave my Tablet unattended in an unsecured or unsupervised location.
- ✓ I will never loan out my Tablet to other individuals.
- ✓ I will know where my Tablet is at all times.
- ✓ I will charge my Tablets battery to full capacity each night.
- ✓ I will keep food and beverages away from my laptop since they may cause damage to the computer.
- ✓ I will not disassemble any part of my Tablet or attempt any repairs.
- ✓ I will protect my Tablet computer by only carrying it in the sleeve provided or another approved case.
- ✓ I will protect my Tablet by always carrying it in the sleeve or other approved case while moving from class to class or anywhere outside of the classroom.
- ✓ I will use my Tablet in ways that are appropriate for education.
- ✓ I will not place decorations (stickers, markers, writing, carving, etc.) on the District's Tablet.
- ✓ I understand that the Tablet I am issued is subject to inspection at any time without notice and remains the property of the Burke School District.
- ✓ I will follow the policies outlined in the Tablet Policy Handbook and the District Acceptable Use Policy while at school as well as outside the school day.
- ✓ I will file a police report in case of theft, vandalism, and other acts covered by insurance.
- ✓ I will be responsible for all damage or loss caused by neglect or abuse.
- ✓ I agree to pay for replacement of my power cord, battery, Tablet Sleeve, or digitizer pen in the event that any of these items are lost or stolen.
- ✓ I agree to return the District Tablet, power cords, battery, sleeve, and digitizer pen in good working condition.

Student Name:_____(Please Print)

Student Signature:_____

Parent Signature:_____

Date:_____