

# Taos Municipal School District

## MacBook/iPad Policies and Procedures

SY 2020-2021



The policies, procedures, and information within this document apply to all Student Computing Devices used at Taos Municipal Schools by students, staff, or guests - including any other device considered by the Administration to fall under this policy.

Teachers may set additional requirements for student device use in their classroom.

# MacBook/iPad Program Details

## MacBook/iPad Program Mission:

The Technology Department at Taos Municipal Schools is committed to creating a collaborative, anytime/anywhere learning environment for all students. Allowing students and teachers to implement transformative uses of technology, enhancing student engagement with content and developing self-directed and lifelong learners.

The TMSD Policy and Procedures sets the vision around technology use within our classrooms, and among TMSD staff and students. TMSD focuses on three primary areas:

- Infrastructure (Internet and Wireless Network)
- Technology Equipment
- Support and Professional Development

A primary piece of the equipment upgrade will be a student device program. TMSD has adopted best practices, policies and procedures around our student device program.

## MacBook/iPad Program Overview:

- Students in grades K-12 will have access to a MacBook/iPad to use at school, as well as at home.
- This MacBook/iPad take-home program will be implemented during 2020-2021 SY.
- Students and parent/guardian must read, sign and return all necessary documentation prior to participating in the MacBook/iPad program.

## **Device and Accessory Warranty, Insurance and Replacement**

Taos Municipal Schools intends to protect the investment of take-home student devices. Manufacturer defects will be covered by the device warranty for the first year. TMSD will not cover damage caused through malice and/or abuse, cracked screens, damage due to accidents, damage due to liquid, and theft (student/parent/guardian must file a police report). In addition, TMSD will not cover loss or damage to accessories such as cases, carrying bags or chargers.

Students will remain responsible for the device checked out in their name. Should device damage not be covered by any protection plan, the student will be held responsible for covering costs associated with the replacement value as defined in the Repairing or Replacing your MacBook/iPad section.

### **Care of Devices**

General cleaning and care instructions are discussed later in this document. Damage to, or loss of school equipment wastes taxpayer money and undermines the student device program. While overall device responsibility remains with the student. Should device repair/replacement not be covered by device warranty and/or repair program, the student or his/her parents/guardians will be required to cover costs associated with the replacement or damage. If the damage or loss is deemed to be intentional, the student will also be subject to discipline.

## **Return**

Student devices and accessories (charger, battery, cases, etc.) will be collected at the end of each school year for staff review and maintenance over summer break. To the extent possible, students will retain the same device each year while enrolled within Taos Municipal Schools.

Any student who transfers out of Taos Municipal School will be required to return their MacBook/iPad and accessories. If a student MacBook/iPad and accessories are not returned, the parents/guardian will be held responsible for the cost of replacing the device. If payment is not received in full, the amount due may be turned over to a collection agency and holding of student transcripts.

## **General Precautions**

- Wash hands before using, hands must be dry and clean prior to handling the machines.
- NO FOOD or DRINKS at all, ever, near computers!
- Cords, cables, and removable storage devices must be inserted carefully into the device.
- Students should never carry their device while the screen is open unless directed to do so by a teacher.
- Devices should be shut down when not in use to conserve battery life.
- Devices should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Do not expose your device to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the laptop.
- Always bring your device to room temperature prior to turning it on.

## **Carrying Your MacBook/iPad**

TMSD intends to provide protective or carrying cases for all student devices. Such cases only provide minimal device protection and are not intended to protect devices from drops, falls or abusive handling. Carrying your device in a padded case is highly recommended. It is recommended that student not place MacBook/iPads in their backpacks. The weight of books and other items can potentially damage the device.

## **Screen Care**

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

- Do not apply pressure to your device.
- Do not place anything near the device 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, notebooks).
- 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. You can also purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen. These are very convenient and relatively inexpensive.

## Using Your MacBook/iPad

**At School:** Students at TMSD are expected to be respectful, responsible, and ready to learn. Consequently, students must bring materials and supplies to school and their classrooms on a daily basis. MacBook/iPads, like textbooks, are intended for use at school each and every day. In order to meet learning expectations and access information and materials, students must be responsible for bringing their charged MacBook/iPad to all classes, unless specifically advised not to do so by their teacher.

**At Home:** All students are required to take their student device home each night throughout the school year for charging. MacBook/iPads must be brought to school each day in a fully charged condition. Students need to charge their MacBook/iPads each evening. If students leave their MacBook/iPad or other school materials at home, the teacher will attempt to provide a replacement and assign consequences as appropriate. Failure to be “ready to learn” on a repeated basis will result in referral to administration and possible disciplinary action. Students will not be allowed to call home to ask a parent/guardian to bring in a forgotten MacBook/iPad. Should a student not be able to be responsible for a MacBook/iPad outside of school, he/she should discuss storage options with any teacher.

It is recommended that students carry the AC Adapter power cord (charger) to school. However, if fully charged at home, the battery should last throughout the day.

## Sound

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Students are encouraged to bring earbuds/headphones.

## Printing

**At School:** Printing functionality will be available on a limited basis at school and subject to classroom requirements. Teaching strategies will facilitate digital copies of homework. All printing, if needed, will be done by a teacher through a teacher account. One of the advantages of MacBook/iPads is the ability to share documents, thereby reducing costs associated with printing.

## **Managing Your Files and Saving Your Work**

Students should save documents to their OneDrive account. Students may save to an external memory device such as USB flash drive. However, saving to OneDrive will make the file accessible from any computer with Internet access. Students using OneDrive to work on their documents will not need to save their work, as OneDrive will save automatically as long as student is logged into O365. 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.

## **Personalizing the MacBook/iPad**

MacBook/iPads must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of Taos Municipal Schools. Teachers and/or administrators may complete spot checks of MacBook/iPads at any time. Students may add appropriate music, photos, and videos to their MacBook/iPad. Personalized media are subject to inspection and must follow the Taos Municipal Schools Technology Acceptable Use Policy.

## **Software on MacBook/iPads**

MacBook/iPad software is delivered via Microsoft Office 365. These are web-based applications that do not require installation space on a hard drive. This allows student access to Outlook, OneDrive, Word, Excel, PowerPoint, OneNote, SharePoint, and Teams. The software originally installed on the MacBook/iPad must remain on the MacBook/iPad in usable condition and easily accessible at all times.

From time to time the school may add software applications for use in a particular course. This process will be automatic with virtually no impact on students. The school shall remove applications that are no longer needed.

**Additional Software/Applications:** Students are not allowed to install additional software on their MacBook/iPad.

## **Search and Inspection of MacBook/iPad**

All student issued MacBook/iPads and accessories remain the property of Taos Municipal Public Schools. For this reason, MacBook/iPads may be inspected and searched at any time. A search may also be conducted to protect the safety of others as permitted by law.

It should be clearly understood that school student devices are the property of the school and may be searched and inspected at any time.

Anything that is found in the course of a search that may be evidence of a violation of school rules (or the law) may be taken or recorded, and held or turned over to school administration or the police. Taos Municipal Schools reserves the right not to return items that have been confiscated.

### **Procedure for Restoring the MacBook/iPad:**

In a One-to-One environment it is impossible for support staff to maintain a working environment for all students if too much time is spent fixing every glitch that may arise. Restoring the MacBook/iPad will restore the device to the state in which the user originally received it. All student created files stored on a USB flash drive, or OneDrive will be intact after the operating system is restored. All files saved on the MacBook/iPad that have been synced to OneDrive will be intact. However, all other data (music, photos, documents) stored on internal memory that has NOT been synced will not be restored.

### **Protecting & Storing Your MacBook/iPad**

MacBook/iPad Identification: MacBook/iPads will be labeled in the manner specified by the school. MacBook/iPads can additionally be identified in the following ways:

- Record of serial number and Taos Municipal Schools asset tag
- Student and school name identification sticker
- Individual's 0365 Account username

Under no circumstances are students to modify, remove, or destroy identification labels.

### **MacBook/iPads Left in Unsupervised / Unsecured Areas**

Students are responsible for the care of the MacBook/iPad and all their school issued materials. Under no circumstance should a MacBook/iPad be stored in unsupervised areas. Unsupervised areas include the school grounds, the cafeterias, unlocked classrooms, libraries, locker rooms, hallways, bathrooms, buses, in cars, or any other entity that is not securely locked or in which there is not supervision.

## **Repairing or Replacing Your MacBook/iPad:**

### **MacBook/iPads Undergoing Repair:**

- Loaner MacBook/iPads may be issued to students when needed.
- If repair is needed due to malicious damage, the school may refuse to provide a loaner MacBook/iPad. Students remain responsible for schoolwork.
- Repaired MacBook/iPads will end up with the original factory image as first received. It is important that students keep their school data synced to OneDrive so documents and class projects will not be lost. Personal information that cannot be replaced should be kept at home on an external storage device.
- Students and parents will be charged for MacBook/iPad damage that is a result of misuse or abusive handling. Parents can be billed for parts, labor or full value. Unpaid bills will go on senior bills and may result in the account being sent to collections.

**Manufacturer Warranty:** MacBook/iPads have a limited warranty covering normal use, mechanical breakdown, or faulty construction. This limited warranty will provide replacement parts necessary to repair, or if necessary, replace the MacBook/iPad. The manufacturer warranty DOES NOT warrant against damage caused by misuse, abuse, or accidents. Please report all MacBook/iPad problems to a teacher. If a MacBook/iPad becomes defective (at no fault of the student) after the manufacturer warranty expires, Taos Municipal Schools may replace the MacBook/iPad, at no charge, with a refurbished MacBook/iPad of the same age or newer.

## Chart 1: Device Current Valuation

Device Age	MacBook/iPad
(New) Under 3 months	100%
3 months – 1 year	80%
1 – 2 years	45%
2 – 3 years	25%
Over 3 years	10%

Parents/Students will be charged for the current value of a device that has been damaged due to intentional misuse or abuse.

**Lost or Intentionally Damaged Device and Accessories:** MacBook/iPad or any of its accessories that are lost (whereabouts unknown), intentionally damaged, are the responsibility of the student and parent/guardian. The user will not be given another device or accessory to use until the value of the lost/damaged device or accessory is paid to Taos Municipal Schools (Chart 1 Above).

- **Student Damage Price list:**

- Damaged MacBook beyond repair           \$699
- Damaged iPad beyond repair 32G         \$299
- Damaged iPad beyond repair 128G       \$399
- Missing computer cord                     \$79
- Missing iPad cord                            \$38
- Damaged iPad case                         \$50
- Damaged iPad keyboard                    \$50
- Cracked iPad/computer screen           \$200 starting COST IT will ship device to Apple for repair cost estimate
- Missing keys on computer                 \$200 starting COST IT will ship device to Apple for repair cost estimate

## **Internet Use, Filtering and Monitoring of Your MacBook/iPad**

**Filter:** A Wi-Fi Internet connection will be required for the majority of MacBook/iPad use; however, some applications can be used while not connected to the Internet. MacBook/iPads do not come with Internet filtering software. However, district MacBook/iPads will use the School's Wi-Fi to access the Internet, which is filtered. This filter is in place while on or off district networks. It is important to understand that Internet filter will not stop all inappropriate use. Parents/guardians, please take necessary precautions for Internet safety with your student while using the Internet.

**Monitoring Use:** Taos Municipal Schools District has the ability to monitor student use and device location while on and off campus

**Reminder: the Acceptable Use Policy, Administrative Procedures, and all other guidelines in this document bind Students,** wherever they use their MacBook/iPads.

## **Student Internet Use and Student Accounts**

**Internet Use:** TMSD students will have access to the Internet for educational purposes. Use monitoring and Internet filtering systems are in place, but cannot protect students from all inappropriate content / use. TMSD staff will work to educate students about what it means to be a responsible Internet user.

**Student Accounts:** TMSD students will be assigned student accounts as part of their learning environment. Examples of student accounts are (but not limited to):

- O365 Account
- PowerSchool
- Canvas
- TTO(math)
- Khan Academy
- Istation
- Illuminate

## MacBook/iPad Care and Cleaning

- Do not add any stickers or any other decorative items to your MacBook/iPad.
- Do not tamper with any stickers or forms of identification that come with your MacBook/iPad.
- Your MacBook/iPad has touch functionality. Be careful when using this feature.
- Always close your MacBook/iPad when carrying it.
- Never hold the MacBook by the screen.
- Keep food and drink away from your MacBook/iPad.
- Your MacBook/iPad should not be used while eating/drinking.
- Always maintain possession of your MacBook/iPad. **It is your responsibility.**
- **Never** clean you're MacBook/iPad with chemicals or water.
- **The exterior and keyboard may be wiped with a disinfectant wipe.**
- The screen may be wiped with a microfiber cloth, a soft dry cloth, or a screen wipe.
- Use caution when plugging anything into your MacBook/iPad (power, USB, SD Cards, HDMI and headphones) as these connections are fragile.
- Report any damage, loss, or theft immediately.

In accordance with TMSD, federal, state and local laws, rules, and policies, students will:

- \* Keep computer and Internet passwords, access codes or login information confidential.
- \* Respect the privacy of others.
- \* Practice Digital Citizenship and ethical, courteous and respectful behaviors.
- \* Maintain the integrity of files and data (will not copy or alter data of others without express permission).
- \* Treat information created by others as private property, and will follow copyright and software laws.
- \* Use the network in a way that does not disrupt its use by others. Students will not use the Internet for commercial purposes.
- \* Not destroy, modify or abuse District hardware or software. Users shall report any suspected abuse, damage or tampering to their teacher immediately.
- \* Not 'hack' any District hardware, network, website or software. Hacking is defined as any attempt to gain unauthorized access to District hardware, software, databases or network.
- \* Not develop or pass on any programs intended to harass or infiltrate the District network or users such as viruses, worms, Malware, Spyware, etc.
- \* Not use the Internet to download, access or process pornographic, obscene, indecent, profane or otherwise inappropriate material.
- \* Not access District provided Internet with personal devices.
- \* Not use District technology to access games. Access to games shall be only in instances directed by a teacher and for purposes directly related to the curriculum.
- \* Not reveal personal information of parents, students, school staff or self to anyone on the Internet.

I understand that 21st Century Learning involves Internet and web tools that include, but are not limited to, Social Media, Wiki's, Web 2.0 Tools, Blogs and Podcasts. These tools extend learning and help students build 21st Century Skills such as collaboration, creation and communication. I additionally understand that said technologies involve inherent risk, which I will limit by following TMSD, state, and federal rules, regulations and policies.

**Technology Use Agreement for Students at Taos Municipal Schools**

By signing this agreement, the student and parent agrees with Taos Municipal School District Policies and Procedures for MacBook/iPad Program.

A MacBook/iPad or any of its accessories that are lost (whereabouts unknown), damaged, are the responsibility of the student and parent/guardian. The user will not be given another device or accessory to use until the value of the lost/damaged device or accessory is paid to Taos Municipal Schools. Parents/Students will be charged for the current value of a device.

**School Site:** \_\_\_\_\_

**Grade Level for 2020-2021 SY**\_\_\_\_\_

**Student Print Name:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:**\_\_\_\_\_

**Parent Print Name:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ **Date:**\_\_\_\_\_

**Asset tag number of device**\_\_\_\_\_

\*\*\*\*\*

**TMSD Office Staff:** \_\_\_\_\_

**Device returned:**            **Yes**            **NO**  
**Return date:** \_\_\_\_\_

**Device Damage:**            **Yes**            **NO**

**Device Estimate Repair/Replace cost:** \_\_\_\_\_

**Paid:**                        **Yes**            **NO**            **Amt.**\_\_\_\_\_

**Notes:** \_\_\_\_\_