



North Mahaska Jr/Sr High School



Mission and Rationale

The mission of 1 to 1 Technology in the North Mahaska School District is to prepare students to be college and/or career ready. This pursuit supports the overall mission of North Mahaska Community Schools to prepare students to be positive, productive citizens, with the passion and skills for lifelong learning. As we have entered the 21st century, excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future. The individual use of mobile devices is a way to empower students to learn at their full potential.

The North Mahaska School District purchases and owns all Macbooks and will distribute them to students to use for educational purposes during the academic year. As long as students follow the expectations set forth in this handbook, follow the District's Technology Usage Policies and Procedures, and sign and submit necessary fees and forms, students in grades 7-12 will be allowed to take their assigned Macbook home. At the end of the school year, or if students leave our school district, their Macbook will be collected, inspected, updated, and maintained by the North Mahaska School District technology staff with the support of Infrastructure Technology Solutions. Students are responsible for ensuring the care of the equipment entrusted to them. Students will receive a Macbook, charger, and protective case. Proper care and expectations for all items are covered in this handbook.

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1. RECEIVING YOUR MACBOOK

Issuing Macbooks

- All students in grades 7-12, with proper paperwork on file, will be issued a Macbook at the start of each school year for educational use in school and at home. Parents/Guardians and students need to sign the North Mahaska Macbook Use and Liability Agreement located at the end of this handbook. The Macbooks will be handed out within the first week of school. Macbooks will be handed out starting with seniors, juniors, and so on.
- ***Note:** NMHS administrative staff and faculty retain the right to collect and/or inspect Macbooks at any time, including via electronic remote access and to alter, add or delete installed software or hardware. Macbooks will be collected at the end of the school year and then re-distributed at the beginning of the next school year.

2. TAKING CARE OF YOUR MACBOOK

Students are responsible for the general care of the Macbook they have been issued by the school. Macbooks that are broken, or fail to work properly, need to be taken to the Jr/Sr Office as soon as possible so that they can be evaluated by the technology department personnel. Do not take district owned Macbooks to an outside computer service for any type of repairs or maintenance.

General Precautions

- Students are responsible for completely charging his/her Macbook at home for use each school day. **If students/parents would rather have the Macbook stay at school, students should bring the Macbook to the Jr/Sr High Office to charge on the cart provided.*
- Students are to use the Macbook's protective case. Avoid setting the Macbook on the edges of desks or tables where they can easily be knocked off and damaged.
- Do not place on the floor or in aisles where they can be stepped on and broken.
- No food or drink should be next to your Macbook while it is in use.
- Cords and cables must be inserted carefully into the Macbook.
- Macbooks must remain free of writing, drawing, stickers, tape, labels or covers of any kind.
- Macbooks and chargers must have a North Mahaska Asset Tag on them at all times and this tag must not be removed or altered in any way. If the tag comes off accidentally, please bring the Macbook/Charger to the Jr/Sr High.
- Macbooks should never be left in an unlocked car or any unsupervised area.
- Do not leave the Macbook in extreme temperatures, for instance in direct sunlight or in a car during winter or summer.
- Macbooks should never be used in restrooms or locker rooms.

Carrying Macbooks

- Transport Macbooks inside the Macbook case with care.
- Macbook lids should always be closed and tightly secured when moving.

- Never move a Macbook by lifting from the screen.
- Always support a Macbook from its bottom with the lid closed.

Screen Care

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

- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, earbuds, or cords). This is the #1 way to crack the screen.
- Do not lean or put pressure on the top of the Macbook when it is closed.
- Do not place anything in the carrying case.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth.
- If you feel that you need to use a liquid to clean the screen, please see the office for cleaning wipes which are designed for technology screens.

3. USING YOUR MACBOOK AT SCHOOL

Charging your Macbook

Macbooks are intended for use during each school day. The expectation is that you will bring your Macbook to school daily, and it will be fully charged at the beginning of each school day. ***Chargers should not be brought to school. They can easily be mixed up with other students' chargers.*** They are not needed at school as all Macbooks are to be brought to school fully charged. A fully charged Macbook should have enough battery life to easily last the entire day. Charging your Macbook is to be done at home! Students with uncharged Macbooks might be without technology for that day.

Macbooks in the Classroom

Students are expected to bring their Macbooks to all classes, unless specifically advised not to do so by their teacher.

Storing Your Macbook

When students are not taking their Macbooks to a class, they should be stored in a safe, secure location. Students are highly encouraged to purchase a padlock P.E. lockers if they choose to store their macbook in that location.

Backgrounds and Passwords

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 is not permitted and will result in disciplinary action. Take care to protect your passwords. Do not share your passwords.

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.

Printing

If printing is necessary, students may use network printers (with teacher's permission) during class or breaks. It is highly encouraged that students and staff use digital sharing options whenever possible to reduce printing expenses.

Account Access

Students should safeguard their usernames and passwords for their computer, email, and PowerSchool logins. If a student loses or forgets his/her password for any of these accounts, they should notify the Jr/Sr office.

4. USING YOUR MACBOOK AT HOME

Trying to Bypass Macbook Security

Security, web filtering and classroom monitoring software has been installed to monitor and protect the students. Any evidence of attempting to circumvent the firewall or bypass these security systems, in or out of school, will result in disciplinary action.

Leaving Macbook at Home

If students leave their Macbook at home, they will be allowed to contact their parent/guardian to bring it to school as long as this is done before school or during their lunch time. Students will not be allowed to miss class to call home and have their Macbook brought to school. The expectation is that all students will bring their Macbook to school every day.

Charger/Power Cord

The power cord/charger should remain at home. Charge the device fully each night.

Adult Monitoring

Use the device in a common room of the home where adults can monitor use.

Storage

Store the Macbook on a desk or table, never on the floor where it can be stepped on! Also avoid countertops or any spaces where liquid could spill on or around the device.

Protecting the Macbook

Protect the Macbook from: extreme heat or cold, food and drinks, small children, and pets.

Stolen Macbook

Do not leave the device in an unattended vehicle or unsupervised area for any reason. In case of theft, an official police report will be required.

5. PARENT/GUARDIAN RESPONSIBILITIES

Content Filtering at Home

The North Mahaska Community School District utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Macbooks, regardless of physical location (in or out of school), will have all Internet activity protected, logged and monitored by the district. This filtering is very good, however, it is not perfect. We ask that parents and guardians monitor their child's Internet activity as an additional precaution. It is advisable that parents establish some ground rules on the use of the Macbook at home, ie. when and where to use the Macbook, acceptable vs. unacceptable activities on the Macbook, etc. If an educationally valuable site is blocked, students should contact their teachers to request the site to be unblocked. Any evidence of attempting to circumvent the firewall, in or out of school, will result in disciplinary action.

North Mahaska Macbook Use and Liability Agreement

All Parents/Guardians and students are required to sign the North Mahaska Macbook Use and Liability Agreement. (Located at the end of this handbook.)

End of Year

Macbooks will be collected and inventoried at the end of each school year. Students will not have use of the Macbook over the summer. Exceptions permitting computer use over the summer will be subject to administrative approval.

6. MACBOOKS UNDER REPAIR

Students will bring their Macbook that is in need of repair to the high school office. If available, the student will receive a loaner Macbook while theirs is being repaired.

Loaner Macbooks

Loaner Macbooks will be issued to students when it is determined by the technology staff that the device must be sent in for repair.

Damages to Loaner Macbooks

Students using Loaner Macbooks will be responsible for intentional or malicious damage to the device. Students are also responsible for damages due to a lack of common sense care. Examples: leaving the laptop on the floor and it gets stepped on, closing the lid with earbuds on the keyboard, resulting in broken screens.

Contacting the Student

The student will be contacted by the office when their device is repaired and available to be picked up.

Fees and Fines

All fees and fines will be charged to the student account and recorded in PowerSchool. Fees can be paid to the High School secretary.

7. ESTIMATED REPAIR COSTS

Manufacturer Warranty

The manufacturer warrants the Macbook from defects in materials and workmanship for one year. This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide replacement parts necessary to repair the Macbook. The one-year warranty does not warrant against damage caused by misuse, abuse, accidents or computer viruses. Please report all Macbook problems to the high school office.

Estimated Costs for Non-Warranted Repairs

If students intentionally or maliciously damage their Macbook, or their Macbook is damaged as a result of negligence, they may be charged for the following damages:

Broken Screen	\$50 to \$150
Mouse Pad Issues	\$100
Broken or Cracked Casing	\$100
Keyboard Malfunction	\$100
Broken or Lost Charger	\$80
Macbook Replacement	\$800
Brenthaven Trek Sleeve (Computer Bag)	\$20
Brenthaven Pack Shoulder Strap	\$3
Asset Tag Sticker	\$5

Note: These are only estimates. Actual costs will vary based on the amount of damage. All repairs and assessed fees will be handled on a per-case basis after evaluation by the Technology Department.

Insurance

The North Mahaska School District does not offer insurance for Macbook damage or repairs, however students or parents may wish to carry their own personal insurance to protect the Macbook in cases of theft, loss, or accidental damage by fire. Please consult with your insurance agent for details about your personal coverage of the laptop.

8. TECHNOLOGY BEHAVIORS

Most tech-related behavior violations are equivalent to "traditional" classroom violations.

Leaving the Macbook at Home

Leaving your device at home is equivalent to leaving your textbook or school supplies at home.

Plagiarism

Cutting and pasting without citing sources or putting it into your own words is equivalent to plagiarism.

Cyber-bullying

Cyber-bullying is equivalent to bullying or harassment and will not be tolerated.

Damage to the Macbook

Damaging or defacing the Macbook or accessories is equivalent to vandalism or property damage.

9. OPERATING SYSTEM ON YOUR MACBOOK

Updating your Macbook

Students should not attempt to install updates on your device. If your device prompts for an update of the operating system or any software, you should bring your Macbook to the HS office.

Virus Protections & Additional Software

Macbook is built with layers of protection against malware and security attacks. Also, since files are stored in the cloud, there is no need to worry about losing online assignments or documents. Do not attempt to install additional virus protection on your machine.

Procedures for Restoring your Chromebook

If your Macbook needs technical support for the operating system, all support will be handled by the North Mahaska Technology Department and Infrastructure Technology Solutions (ITS).

Software Installation

Students are not to install any apps or extensions without permission from a teacher, administrator, or technology specialist from ITS.

10. ACCEPTABLE USE GUIDELINES

Acceptable Use Policy

Use of school-issued Macbooks is subject to North Mahaska School District's Acceptable Use Policies (AUPs) and their guidelines. Board Policy 605.6R1 in particular applies to student acceptable use. The school's network, domains, and computing devices are to be used solely for educational purposes. School-issued Macbooks are not to be used for things such as social networking, commercial transactions, or malicious intent. Students will have access to electronic media and communication in support of education and research and in support of the educational goals and objectives of North Mahaska Community School District.

Ethical and Educational Use

Students are responsible for their ethical and educational use of the technology resources of the North Mahaska School District.

- Access to North Mahaska School District technology resources is a privilege and not a right. Each student 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 Macbook viruses.
- Any attempt to alter data, the configuration of a Macbook, or the files of another user, without the consent of the individual, building administrator, or technology department, will be considered an act of vandalism and subject to disciplinary action in accordance with this technology handbook and other applicable school policies.

Privacy and Safety

- Do not use chat rooms or send chain letters without permission. If applicable, teachers may create groups for communication among students for educational purposes.
- Do not open, use, or change files that do not belong to you without permission.
- 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 Macbook equipment is the property of the North Mahaska School District.
- If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, exit the site immediately and inform the teacher.

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 policy. 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 will be subject to discipline. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

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 emails, chain letters, or spam.
- Communications sent / received should be related to educational needs.
- Communications are subject to inspection by the school at any time.

Consequences

- The student in whose name a system account and/or Macbook hardware is issued will be responsible at all times for its appropriate use.
- Non-compliance with the policies of this document or North Mahaska's Acceptable Use Policies (AUP), will result in disciplinary action.
- The district cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.

11. RETURNING YOUR CHROMEBOOK

Year-End Turn In

All district-owned Macbook and accessories must be returned at the end of the school year. Details and procedures related to the return will be shared with students and parents as the school year draws to an end. The North Mahaska Technology Department and ITS will inventory, evaluate and prepare the Macbooks for the next school year.

Not Returning the Macbook

A student that does not return a district-owned Macbook and accessories will be charged a replacement cost of \$800.

Students Leaving the District Early

Students leaving the district prior to the official end of the school year are expected to return their Macbook and accessories to the HS office. Any Macbook not returned will be considered stolen property and law enforcement agencies will be notified.

12. FREQUENTLY ASKED QUESTIONS

Q: Do I have to use a Macbook for school or can I go without a laptop?

A: We expect these devices to be brought to school each day, as they are fundamental learning tools used for different types of instructional strategies and activities that are being employed within the North Mahaska School District. Students will need to charge their device overnight so that it is fully charged at the beginning of the day.

Q: Can I bring my own computer to school to use?

A: No, we ask that students use the school-issued Macbook while at school.

Q: Can I use the Chromebook during the summer break?

A: No. The Macbooks will be collected at the end of each school year.

Q: Does the school offer insurance against theft or breakage?

A: No. However students or parents may wish to carry their own personal insurance.

Q: What if my Mac doesn't work when I arrive at school?

A: Go to the HS office and they will help you with the process.

Q: What will I do without a computer if my laptop is being repaired?

A: Students will be provided with a computer "loaner" to be used until theirs is repaired.

Q: Does the North Mahaska School District provide maintenance on my Chromebook?

A: Yes, the District will provide "basic" maintenance through ITS.. However things like cracked screens, broken key pads and frames will have to be outsourced for repair. Students may be charged for these damages. (See section 7 in this handbook.)

Q: Can I print at school and/or home from the Chromebook?

A: School - yes with teacher's approval. Home - yes if connected to your printer via USB cable.

Q: How can I connect to the Internet at home? Do I need a modem?

A: You will need a contract with a local ISP (Internet Service Provider). They will supply you with the necessary equipment and configuration.

Q: What if I don't have Internet at home? Can I still use the Macbook?

A: Yes if you are using basic applications. No, if you are trying to access a specific website. Google Docs allows the user to work in offline mode so students can complete classwork at home, even without internet access. Files are saved locally to the Macbook, then automatically updated the next time a wireless connection is detected. So a student can start a project at school and finish it at home, even without an Internet connection. When the student returns to school the next day, anything he or she worked on at home will be automatically updated to their Google Drive as soon as their Macbook joins the school network.

Q: How do I backup files on my computer?

A: There is no need to backup files as everything should be stored in the "Google Drive File Stream". Students will need to login and launch this application.

Q: Are the Macbooks subject to school "snooping"; what if a laptop is in for repairs and "objectionable" information or websites are detected?

A: Remember, all Macbooks and school issued NM email accounts are property of the North Mahaska School District and all inappropriate material on laptops should be reported to the classroom teacher, the principal, or the Technology Department immediately upon identification. Students who have "objectionable data" on their laptop, but have failed or chosen not to report it, will be referred to the Principal's Office and disciplinary action may be taken.

Q: If my case or charger is lost or stolen, do I have to replace them? If so, how much will it cost to replace them?

A: Yes, see section 7 in this handbook.

Q: Do I have to use the school issued case? I have a book bag that has a section for a laptop.

A: Yes. The school district has purchased Macbook cases to protect the laptops and for ease in carrying them from class to class and taking them home.

Q: What has the school done to help prevent students from going to inappropriate sites?

A: The District has purchased software which is designed to help monitor all Internet sites that students attempt to access. This software blocks inappropriate sites and also logs a history of every site that each user opens. It also sends a notification to school officials. Students who attempt to access inappropriate sites will be directed to the Principal's Office for disciplinary action.

Q: Will I be given a new battery if mine goes bad?

A: The battery will be replaced by the manufacturer for defects if it is within the 1-year warranty period. We anticipate battery life to exceed the 6 years that a student will have the Macbook. Responsibilities include charging your battery nightly and proper battery maintenance.

Parent Tips for Student Use of the Macbook at Home

Each student having their own dedicated computer both at school and at home is a change that adults have to help a child manage. Here are some tips and ideas that can help parents with this change to create effective learning time and space at home while online.

The parent is in charge.

- Set rules and expectations for computer use at home.
- Expect that screens will be open where you can see them.
- Designate times and locations in the house for computer use.
- Require work to be done in an area where you can check in on your student's progress.
- Create times when the device can only be used for school work and if or when it can be used for recreational activities.

Talk with your child.

- About what they are doing online and have them show you what they do and where they go online.
- Ask them to show you how they use the computer for school work and for fun.
- Talk about social boundaries and sharing too much information online.
- Set expectations for appropriate use and the types of websites and social networks that are appropriate for use at home.

Communicate with the teacher.

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- If you are concerned that your child is accurately reporting what they are using the computer for, or about anything related to classroom activities.
- Keep a line of communication open for questions or concerns.
- Track your student's Internet activity through the parent portal of Securly. (Separate packet of instructions for Securly Parent Portal login and navigation.)

Consider the “paper equivalent” in difficult computing situations.

- How would you handle the off-task or inappropriate activity if it happened with pencil and paper instead of on a computer?
- What are your expectations concerning technology and computing, and do they mirror those expectations for respect and proper behavior at home?
- Often the solutions for “digital problems” are the same as it was for a similar “analog problem” or “on paper” situations.

Determine consequences for inappropriate behavior.

- Discuss inappropriate behavior.
- Hold your child accountable for poor decisions.
- Limit recreational computer and/or phone time.
- Have them turn over their devices or reset wireless passwords at home until inappropriate behaviors change.

Using Internet filters at home.

- Teaching appropriate use is more important than filtering.
- The most important step you can take is establishing expectations around appropriate use on the web and help your child develop an *internal* filter.

North Mahaska Community School District

North Mahaska Macbook Use and Liability Agreement 2020-2021

Student:

As a user of a North Mahaska Community School District Macbook, I hereby agree to comply with the guidelines and rules of the 1 to 1 Macbook Initiative Technology Handbook. I further understand that should I intentionally or maliciously commit any violation, my access privileges may be revoked and appropriate school disciplinary action will be taken. In consideration for using the District's Macbook, I hereby release North Mahaska Community Schools and its Board members, employees, and agents from any claims and damages arising from my use or inability to use the Macbook.

Grade Level 7 8 9 10 11 12
Please Circle

Student Name

Student Signature

Date

Parent/Guardian:

As the parent/guardian of the above student, I have read the 1 to 1 Macbook Initiative Technology Handbook. I understand that the use of the Macbook is designed for educational purposes and that the North Mahaska Community School District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. I will hold harmless the District, its employees, agents, or Board members, from any harm caused by materials or software obtained via the Macbook. I understand that my child may be held accountable for intentional or malicious violations. I accept responsibility for guidance on using the Macbook - setting and conveying standards for my child to follow when selecting, sharing, or exploring information and media. I have discussed the terms of this Agreement with my child.

I agree to the policy set forth in this document regarding the repair or replacement of the North Mahaska Community School District-provided Macbook for my child. I understand that while some things are covered by warranty for a limited time, there are things outside of the warranty that may make it necessary to repair or replace the device. I understand that I may be charged for repairs to the Macbook if my child damages their Macbook intentionally or maliciously or due to a lack of common sense computer care. (Refer to section 7 in the Macbook Handbook.) If there is theft, vandalism, or other malicious damage caused by another, I agree to file a police report.

Please Sign Below:

I have read the attached Handbook and agree to support my child in following the guidelines for using a North Mahaska Community School District Macbook at home and at school.

Parent Name (Please print)

Date

Parent Signature

Phone

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