



School Technology Procedures and Information

Board Policies

Umatilla School Board policies will be referenced throughout this document. To locate policies, please visit: <http://policy.osba.org/umatilla/> Policies of note are: IIBGA and IIBGA-AR: Electronic Communication Systems, and EDC- Authorized Use of District Equipment and Materials. For assistance in accessing policies or questions regarding policies, please contact Superintendent Sipe at sipeh@umatillasd.org

Receiving Technology and Account

- Technology is available for use in the classroom. Class sets of various devices (Chromebooks, tablets, e-readers).
- Technology is available for check-out from school libraries.
- Email addresses and user accounts are issued by the school district to students.
- Email accounts, technology and student accounts are the property of the school district and are subject to inspection at any time. The student should have no expectation of privacy for materials found on any school supported device, login or account.

Caring for Technology

Students are responsible for the general care of the technology provided. Technology that is broken or fails to work properly must be given to the building office staff for an evaluation of the equipment. Care must be taken to protect the screen. Students are responsible for damage on a device while under their care in classroom, school or off-site. Devices are the property of the district and all users will follow these acceptable use procedures identified by Board policy (located in IIGBA-AR).

General Precautions

- Do not use any sharp object(s) on devices. Devices will scratch, leading to the potential for needed repairs.
- Keep devices from liquids. Devices may be cleaned with a soft, lint-free cloth. Avoid getting moisture in the openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean devices.
- Do not attempt to gain access to the internal electronics of a device. If a device fails to work or is damaged, report the problem to library media staff or classroom teacher for assistance.
- Treat devices carefully. Keep devices in their protective covers when provided, carry devices with caution, and place items on tables gently. Never slide a device across a table, throw a device or place it in an unsafe resting space.
- Open Chromebooks from the center of the screen and not from the corners. Opening the device from the corners creates additional stress on the screen and may lead to the

screen cracking. Carefully closing the device is very important; slamming the lid may break the screen.

- Insert cords and cables carefully into devices to prevent damage.
- Devices must remain free of any writing, drawing, stickers, or labels that are not the property Umatilla School District.
- Devices have a unique identification number and at no time should the numbers or labels be modified or removed.
- Devices must be secured. Refrain from leaving devices in an unlocked car, or in any unsupervised area.
- Chromebooks should be placed vertically like a book in the top locker compartment or in a backpack/book bag to avoid putting any pressure on the screen.
- Devices must not be left in a vehicle or a location that is not temperature controlled.
- Charge devices prior to returning to the school. In class devices have carts and chargers, please follow the teacher's instructions for how to re-charge devices in the classroom.
- When a device is checked out, the student becomes liable for damage. Do not loan the device to another person as the person to whom the device is checked out will be responsible for repair or replacement fees.
- Keep devices in their protective cases (when provided) at all times.
- Do not put any materials inside the case with the device including pens, pencils, papers, ear buds, or anything that could damage the device when the case is closed.

Customization

Personal screensavers and/or backgrounds and images are permitted; however, they must be school appropriate. Provocative or pornographic images are strictly prohibited. Images showing weapons, inappropriate language, drugs, alcohol, criminal activities or gang related activities are not allowed. Staff members have the authority to request that an image be deleted or changed if they believe the image is not within policy. Images deemed to be offensive, dangerous or sexually explicit may result in disciplinary action.

Sounds, Music, Games and Apps

- Sound must be muted unless permission has been given by the teacher for in-class use.
- Students need to provide their own headphones/earbuds for use with devices.
- All software/apps/games must be district provided. Data storage is provided through the school's Google license.

Copyright and Legal Propriety

Policy EGAAA and EGAAA-AR must be followed at all times. Students must comply with trademark and copyright laws and license agreements. Ignorance of the law does not provide immunity from the law. Plagiarism is a violation of Umatilla School District rules. Be sure to cite all sources, whether quoted or summarized, including media from the internet, graphics, movies and text. Use of possession of hacking software or devices is strictly prohibited and will result in discipline. Violation of applicable state or federal law may result in criminal prosecution.

Home Internet Access and Privacy

Umatilla School District provides internet filtering on school grounds. **Devices at home are the monitoring responsibility of the parents.** It is the family's responsibility to monitor student use of the internet outside of the school setting. Students should recognize and guard their private information. While on the internet, students shall not reveal personal information, including home address or phone numbers, or the address or phone number of other students. All activity on a District owned device and on district-issued email, whether conducted at school or off site, is subject to search as District property.

Network Connectivity and Data

The District shall not be held responsible for data lost due to network connectivity or device failures.

Repairing and Replacing Devices

Umatilla School District assumes responsibility for normal and typical daily use wear. Fees shall be assessed for damage or breakage due to misuse or carelessness on the part of students and/or staff. The District will seek the least expensive option to repair or replace the device. **The parent(s) of the student causing the damage will be responsible for the repair or replacement cost of the device.**

