

## LearnPad Policy and Procedures

Board Approved: 10.16.14

Board Amended:

Policy Number: 551

### **POLICY PURPOSE:**

The purpose of this policy is to prepare students for their future, a world of digital technology and information. Excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and the learning tool of these twenty-first century students is the LearnPad device. The individual use of LearnPads is a way to empower students to learn at their full potential and to prepare them for the real world of college and the workplace. LearnPads encourage students to solve problems and think critically by stimulating analytical thinking. Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of a quality standards-based curriculum and highly effective instruction, but instead enhances the presentation of both and transforms the teacher from a director of learning to a facilitator of learning.

In addition to the above, the purpose of this policy is to instruct all students, parents, and staff on the expectations and responsibilities of care and use associated with the LearnPad in the educational setting at Spectrum High School. The use of LearnPads at Spectrum High School is a privilege, not a right. If a student violates any of the procedures associated with the use and care of the LearnPad Policy and Procedures, their usage privileges may be terminated at any time, at the discretion of administration, with or without cause.

### **POLICY PROCEDURES:**

LearnPads will be available for student use but only after all required documentation has been signed and returned to the school.

#### **I. Taking Care of the LearnPad**

- Students will receive instruction from school staff on the proper use of the LearnPad.
- Students are expected to treat the LearnPad as a valuable piece of equipment that it is and adhere to the following:
  - Students must use care when handling the LearnPad to prevent damage. No food or drink is allowed next to the LearnPad.
  - Students should never carry their LearnPads by the screen, and must always keep it in the provided protective case.
  - LearnPads must remain free of any writing, drawing, stickers, or labels.
  - Students are responsible for keeping their LearnPad battery charged by making sure that the LearnPad is properly stowed in the cart following use.

- Students are to use the LearnPad to access only socially and educationally appropriate materials and websites.
- LearnPads are the property of Spectrum High School and are never allowed to leave the premises of the school.
- Students should not apply any pressure to the LearnPad screen at any time.
- Students should not bump the LearnPad against walls, lockers, floors, or any other hard surface as it may break the screen.
- Do not lean on the top of the LearnPad or place any objects on top of the LearnPad.
- The screen should be cleaned regularly with a soft, dry, anti-static cloth.
- NO CLEANERS or LIQUIDS of any type should be used on the LearnPads.

## II. Saving Documents on the LearnPad

- Students should save their work to a flash drive, Dropbox or Google Drive from their LearnPad. Students should also email documents to themselves for storage.

## III. Network Connectivity

- Spectrum High School makes no guarantee that its network will be up and running 100% of the time. In the instance that the network is down, Spectrum High School is not responsible for lost or missing data.

## IV. Student Responsibilities

- Read, understand and follow the Spectrum High School Internet Safety and Acceptable Use policy. This policy is available on the school's website at [www.spectrumhighschool.org](http://www.spectrumhighschool.org)
- Use the LearnPad in a responsible and ethical manner.
- Obey all school rules concerning behavior and communication that apply to LearnPad use. • Use all technology resources in an appropriate manner so as to not damage school equipment. "Damage" includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis deliveries or service interruptions caused by the student's own negligence, errors or omissions. Use of any information obtained via Spectrum High School's designated Internet System is at your own risk. Spectrum High School specifically denies any responsibility for the accuracy or quality of information obtained through its services. To assist Spectrum High School in protecting its system, students are advised to contact an administrator about any security problems they may encounter.
- Physical damage to devices should be reported immediately to school staff.
- Monitor all activity on their account(s)
- Students will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were their own. ALWAYS CITE YOUR SOURCE! • Students will respect the rights of copyright owners.

## V. Strictly Prohibited Student Activity

- Any action that violates the district Acceptable Use Policy or any other existing Board policy or public law.

- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene or sexually explicit materials.
- Use of sites selling term papers, book reports and other forms of student work
- Swapping or sharing LearnPads
- Inappropriate messaging, chatting using social media's tools and apps
- Changing of LearnPad settings (exceptions include personal settings such as font size, brightness, etc.)
- Spamming – sending mass or inappropriate email
- Gaining access to other student's accounts, files, and/or data
- Password sharing
- Use of the school's internet/email accounts for financial or commercial gain, or for any illegal activity
- Use of anonymous and/or false communications
- Giving out personal information except in an instructional context or in the performance of Spectrum High School's business and with permission of the school.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior • Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients. Please see Spectrum High School's approved Bullying Policy, which is available for viewing in the Student Handbook or the school's website at [www.spectrumhighschool.org](http://www.spectrumhighschool.org). Bullying will not be tolerated!

## **VI. Legal Property**

All students will 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 school 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.

## **VII. Warranty**

LearnPads are owned by Spectrum High School and are warranted against defects in materials and workmanship. This limited warranty covers normal use, mechanical breakdown or faulty construction, and will provide replacement parts necessary to repair the LearnPad. The warranty does not cover damage caused by misuse, abuse, or negligence. Please report all LearnPad issues immediately to administration and/or their designee. Damage due to student misuse or negligence may result in charges to the student for repair or replacement costs up to the \$360.

In the event that policies adopted by the School are in conflict with then applicable Minnesota law, the provision of the law will apply.

## **Spectrum High School**

### **LearnPad Policy and Procedures Agreement Form**

(Must be signed by both parent/legal guardian and student)

Access to technology at Spectrum High School has been established for educational purposes and opportunities. All use of Spectrum High School electronic technology must be used in support of educational programming. Students must comply with all guidelines, policies, and agreements. The LearnPad is the property of Spectrum High School and can be reviewed or seized at any time. Students are to have NO expectation of privacy of materials or activity on the LearnPad.

Failure to comply with the LearnPad and Procedures as stated in this policy, along with all policies, including the Internet Safety and Usage Policy and Bullying Policy may result in the loss of privilege to use the LearnPad or other disciplinary actions as appropriate.

I have read all of the policies and guidelines provided by Spectrum High School, and I understand my responsibilities as a student utilizing a LearnPad.

Student Name: \_\_\_\_\_  
Student Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

I/We have read all the policies and guidelines of Spectrum High School, and I understand my responsibilities as a parent and/or guardian in guiding my student in the expectations and usage of LearnPads.

Parent/Guardian Name: \_\_\_\_\_  
Parent/Guardian Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

## Spectrum High School Digital Learner Pledge Form

1. I will take good care of the LearnPad
2. I will never leave the LearnPad unattended
3. I will never loan out the LearnPad to other individuals
4. I will know where the LearnPad is at all times
5. I will properly stow and charge the LearnPad's battery daily
6. I will keep food and beverages away from the LearnPad
7. I will not disassemble any part of the LearnPad or attempt any repairs
8. I will protect the LearnPad by leaving it in its case at all times
9. I will use the LearnPad in ways that are appropriate, meet Spectrum High School's expectations and are educational
10. I will not place any decorations on the LearnPad cover
11. I will not deface the serial number or any other part of the LearnPad – ever
12. I understand that the LearnPad is subject to inspection at any time without notice and remains the property of Spectrum High School.
13. I will follow all the policies and procedures, including the Internet Safety and Acceptable Use and Bullying policies
14. I will file a report immediately with administration and/or their designee in case of theft, vandalism and other inappropriate circumstance.
15. I will be responsible for all damage or loss caused by intentional, neglect or abuse
16. I agree to return the LearnPad in the condition in which it was received

I agree to the stipulations set forth in the above documents, including the Student Handbook, the Internet Safety and Acceptable Use and Bullying Policies; and the Student Pledge for LearnPad Use.

Student Name (Please Print) \_\_\_\_\_

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

Parent/Guardian Name (Please Print) \_\_\_\_\_

Parent /Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_