District Technology Guidelines & Procedures

1. Acceptable Use Procedures - refer to District Acceptable Use Procedures for Details
2. Chromebook Use Contract -
   a. Refer to Chromebook Use Contract PK-7 and Chromebook Use Contract 8-12
   b. There are two versions of this document. One for grades Pre-K through 6th who do not take their devices home, and another for 7th through 12th who will be taking devices home.
3. Inventory -
   a. Asset Tags on Devices
      i. USD 417 technology staff take inventory of all technology equipment. The purpose of this is to know what physical devices we have in the district for auditing purposes, be able to attach service tickets to specific asset tags to build a "history" on a particular piece of equipment, and to find a lost or missing item should it ever happen as well as the end user of that device.
      ii. The end goal of this system is to have an asset tag and bar code assigned to every device and be able to pull up the information and history of that device with a simple scan.
   b. Gift/Grant Acceptance Guidelines
      i. USD 417 is always willing to accept technology software or hardware as a gift as long as it is compatible with our systems and needed for infrastructure upgrades. Please contact the District Office if you wish to give anything.
      ii. All gifts and grants become property of USD 417 and can be used per district needs.
   c. Hardware/software disposal process - In today's fast changing technological world, technology equipment and software can become obsolete and unusable for the districts needs. When that happens USD 417 has the following steps to dispose of these items.
      i. District Technology personnel will determine what products are no longer needed and consolidate a list of products.
      ii. Due to End User License Agreements (EULA's) we sign all software will be disposed of when the district no longer has a need. Software will not be transferred to a 3rd party.
      iii. Useable hardware will be cleaned and a list will be provided to parties in this order at fair market value for the product;
         1. Sold to district employees
         2. Sold to community members
         3. Sold to a 3rd party vendor

      iv.   Non useable equipment will be picked up by an electronics recycling company to be destroyed and disposed of properly.

4. Filtering systems -
   a. USD 417 makes every effort to ensure that our network and Internet connection is filtered through several means. This could change from year to year as agreements expire and are renewed.
   b. Any effort by a user to circumvent this filtering may be means for punitive action depending on the status of the user, e.g. student or employee.

5. Technology Committee -
   a. Each attendance center has at least one representative who understands that particular building's technology needs. This person is called the technology leader.
   b. Each school year the technology committee meets to evaluate current needs and assess upcoming needs.
   c. Technology committee duties include but are not limited to;
      i.   Keep up with the needs of the buildings
      ii.   Investigate equipment and software needs with respect to the buildings
      iii.   Develop a multi-year plan for equipment replacement
      iv.   Evaluate building equipment and software to keep the building's technology as up-to-date as possible.
      v.   Keep the district Technology Coordinator update with needs and concerns

6. Procedure for upgrading equipment -
   a. The Technology Coordinator will research and find the appropriate replacement for current equipment.
   b. Vendors will be contacted to find prices and bids will be taken if needed by board policy. Best effort will always be taken to get the best deal possible for the district.
   c. Students will get new devices every 4 years. 1-4, 5-8, 9-12. Pre-K and K would keep the same computers in their rooms for the 4-year duration. During those 4 years the best effort by the district technology staff will be made for the student to keep the same device. Exceptions will be made for transient students. At the end of the 4 years the device would be offered to the family of the student free of charge if they have paid all of their technology fees and owe no other balances in the district.
   d. Staff devices, projectors, document cameras, and servers will be replaced every 5 years.
   e. Network infrastructure will be upgraded every 5 years. Wireless access points, switches, routers, as needed.

7. Staff Development -
       The technology committee in conjunction with the professional development committee is responsible for providing professional development activities for both certified and classified staff in the school district. This training is available on

an as needed basis determined by building or district need. It is open to all district employees based on need.

8. Technology Fee -

    At enrollment all students will be charged a technology fee of $20. This fee goes towards many things in the district including new computers, infrastructure upgrades, internet access fees, and repair costs. A max of $60 per family per year will be charged for multi-student families.

9. Damage to District Equipment -
    a. Intentional damage to district equipment will be 100% the responsibility of the user for repair.
    b. In most cases a student will be using a Chromebook as their daily use computer. They will also have access to labs with different types of computers. Damage to these devices will be handled using the same scale. This scale assumes the fees have been paid.
        i. First occurrence of damage will be covered by the district. A detailed invoice of parts and hours to repair will be provided on request.
        ii. Second occurrence will be a 50/50 split, 50% of the repair being the responsibility of the family. A detailed invoice of parts and hours to repair will be provided on request.
        iii. Third and any subsequent occurrences the repair will be 100% the responsibility of the family. A detailed invoice of parts and hours to repair will be provided on request.
    c. Depending on what caused the damage the student may have other disciplinary actions taken against them. Those are handled by local building administration and not part of a technology plan.
    d. Every effort will be made to provide a loaner to the student, if one is available. If damage occurs to the loaner Chromebook the same rules will apply, e.g. Users Chromebook is in for first occurrence repair. User gets a loaner and breaks the screen. User would be responsible for 50/50 repair on loaner Chromebook. Next repair would be 3rd and full cost would apply.
10. Lost or Suspected Theft -
    a. Devices supplied by USD 417 are property of USD 417 and on loan to the person it is given to whether it is Staff or Students. Take care of the device and keep an eye on it.
    b. Devices that are lost or suspected stolen can be remotely disabled. A message will appear on the screen with contact information for USD 417.
    c. After a period of time, depending on the situation this time will vary, we will report the device stolen and contact the local authorities.
    d. Replacing any device for staff or student will be a 50/50 split. 50% covered by the staff or student's family. Repeated offences can raise this percentage at the

behest of the Superintendent. A detailed invoice for the replacement price can be provided on request.
11. Bring your own Device (BYOD) -
    a. At this time USD 417 does not allow BYOD for student use.
    b. Staff members who can show a need for use of a personal device should seek approval through district administration.
12. Internet of Things (IOT) Devices
    a. These are devices that connect directly to the internet and perform a function such as play music or answer questions. Examples would be, but not limited to, Google Home or Amazon Alexa.
    b. Due to their "always on" recording we cannot have them in the district as it could put us in violation of privacy laws.
13. Intellectual Property (IP)
    a. IP is a category of property that includes intangible creations of the human intellect, and primarily encompasses copyrights, patents, and trademarks.[1] It also includes other types of rights, such as trade secrets, publicity rights, moral rights, and rights against unfair competition. Artistic works like music and literature, as well as some discoveries, inventions, words, phrases, symbols, and designs, can all be protected as intellectual property.
    b. All IP created or housed on USD 417 equipment is the express property of USD 417. As such, USD 417 retains the ownership of this property when a staff member leaves the district or a student graduates.
14. District G-Suite (Google) Account
    a. Students- Accounts are deactivated July 1st following their graduation or immediately after unenrolling from the district.
    b. Staff- Accounts are deactivated immediately upon departure from the district.

Board Approved 12/10/18
Subject to change