

Quileute Tribal School



Student and Parent/Guardian Handbook for QTS Devices

District-Owned Devices at School and at Home for Student Learning

The goal of the 1:1 Device Initiative in QTS secondary school is to foster a 21st century learning environment. Technology enhances student learning and engagement in the classroom. In order to create equity and access for all learners, QT School is providing secondary students with a district-owned device that can be used at school and home.

Quileute Tribal School District provided secondary students with a district-owned device in the winter of 2019. The district provides online educational resources and materials needed for students to be Future Ready learners. Each student has a G Suite for Education account, online resources (textbooks, videos, etc.), and educational web-based tools which can be accessed anywhere internet is available.

Summary of Guidelines and Rules for Use of District Owned Electronic Resources

Digital Citizenship and Internet Safety

The expectations for positive student behavior online are the same as for face-to-face interactions.

- Use computers and other devices for educational purposes.
- Use electronic resources safely and responsibly.

- Ask a trusted adult if you are unsure about something related to the use of your device or electronic resources.
- Information posted electronically is permanent and can have a lifelong impact. Keep personal information private (account numbers, passwords, addresses, etc.).
- Only share and/or post pictures of yourself or others with permission from an adult at school.
- Tell a trusted adult if you come across something that is dangerous or disturbing.
- If you accidentally access inappropriate material, let your teacher or other school district staff know immediately.
- Respect intellectual property rights and copyright laws. Give full credit to original authors and developers by citing sources appropriately.
- The district reserves the right to review system use and file content for security and administrative purposes. No user should have any expectation of privacy when using the district's network or electronic resources.

Security, Filtering, and Monitoring

By law, the school district is required to provide certain levels of filtering and monitoring of use of all district owned technology and electronic resources. All students are expected to support these efforts to provide a safe and legal electronic learning environment. It is expected that parents/guardians will monitor the student's use of the Internet at home so that the district-owned device is not used to access illegal or inappropriate websites or download any material from those sites.

- District equipment and resources may not be used for:
 - commercial or personal gain
 - political purposes
 - anything illegal or indecent such as bullying, posting inappropriate images or text, or passing along information that is harmful or inappropriate.
- For your safety and the safety of others:
 - Do not participate in any activity to alter, bypass or attempt to bypass QT Schools network configurations.
 - Do not install or download personal software or applications (apps), games, or operating systems.

Device Use and Care

Students are responsible for the general care of their device issued by QT Schools.

- Bring a fully charged device to school each day.
 - Always charge your device on a flat surface.
- Screens can be easily damaged!
 - Clean the screen with a soft, dry microfiber cloth or anti-static cloth. Please do not use anything damp or wet.
 - Always close your device when storing it.
 - Pressure on the screen, even when closed, can damage the device.

- Keep the keyboard clear - especially when closing the device.
- Magnets, as well as high electric currents, can damage the device . Keep the device away from them.
- If you use a sleeve or cover, store the plug/cord separately.
- While you need food and drink to survive, devices do not. 😊 Please keep food and drink away from your device.
- Cords and cables must be inserted carefully into the device. Plug-in connectors are fragile and must be handled with care.
- Transport devices with care.
 - Lids should always be closed and tightly secured when moving.
 - Remember to zip your case closed.
 - Always support the device from its base with the lid closed and open or close it using two hands.
 - Always transport the device with the power cord removed.
- Never leave a device unattended, such as in a vehicle or any unsupervised area. It will get lonely and may go home with someone else.
- Your device will have district tags/stickers on it for identification purposes. Please leave them alone. Notify your teacher if they appear to be loose.
- If your device is not working properly or is lost, damaged or stolen, please tell your teacher immediately.

Equipment Loss or Damage

If the device is damaged, broken or fails to work properly, report the situation to your teacher immediately.

- Do not take QT Schools-owned devices to an outside computer service for any type of repairs or maintenance.
- Do not attempt to repair the device yourself.

If it is stolen, notify local law enforcement and submit a copy of the report to the school office.

Repair or Replacement

If equipment is damaged, a reasonable effort will be made by the District Tech Department to repair the equipment. In some cases, the parent/guardian may be responsible for the full replacement cost.

Equipment Fines

- Damage: \$25 per incident
- Lost device: \$200