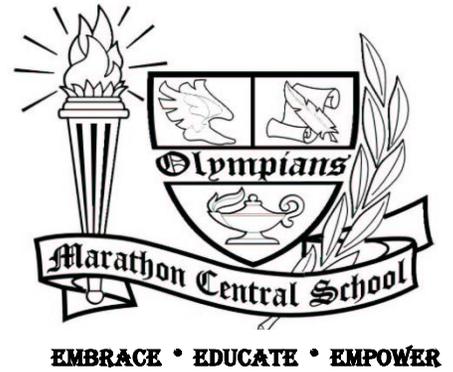


Surface Pro 4 and G-Suite Handbook



Procedures and Information for Students and Parents

Each student in grades 9 - 12 will be given a Surface Pro 4 to use during school hours as well as use at home, creating a 1:1 program at the high school level. Students in grades 7 and 8 will receive a lap top which will be stored in a location determined by the technology department at school. The mission of the 1:1 program in the district is to provide equitable access to digital educational resources for all learners. This transition will allow students and teachers to engage in transformative uses of technology while enhancing student collaboration, communication and creativity. 21st Century learners have transitioned from consumers of information to creative producers and owners of knowledge.

This initiative prepares students for a globally interconnected and evolving world that experiences rapidly changing technological advancements. This will help fulfill the mission and vision of the district to embrace, educate, and empower all learners.

Receiving Your Surface Pro 4 (Grades 9-12)

Parent/Guardian Agreement

Prior to receiving a district computer to use at school and/or take home (grades 9 - 12), parent(s)/guardian(s) are required to sign the district Surface Pro 4 Acceptable Use Agreement form.

Distribution

Our technology team will determine the date, time and rollout plan. This information will be made available to both students and parents prior to distribution.

Returning Your Surface Pro 4 (Grades 9-12)

End of Year

At the district's discretion, students may be asked to return their Surface Pro 4's with their protective cases and power cords. Failure to turn in a computer or issued accessory will result in the student being charged the full replacement cost (see below for estimated costs). The District may also file a report of stolen property with the local law enforcement agency.

Transferring/Withdrawing Students

Students that transfer out of or withdraw from the district must turn in their Surface Pro 4's on or before their last day of attendance. Failure to turn in the computer will result in the student being charged the full replacement cost. Unpaid fines and fees of students leaving district may be turned over to a collection agency. The District may also file a report of stolen property with the local law enforcement agency.

Taking Care of Your Surface Pro 4

Students are responsible for the general care of the Surface Pro 4 they have been issued by the district. In the event of damage, loss, or inoperability, a temporary device will be made available until the primary device is repaired or replaced. The district is not responsible for the maintenance or support of private or off-site networks (WiFi connections). District-owned Surface Pro 4's should never be taken to an outside computer service for any type of repairs or maintenance. Students should never leave their computers unattended except locked in their locker or other building / district designated secured areas.

General Precautions

- No food or drink should be near Surface Pro 4's.
- Cords, cables, and removable storage devices must be inserted and removed carefully.
- Surface Pro 4's and Surface Pro 4 accessories should not be used or stored near pets.
- Surface Pro 4's should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Surface Pro 4's must remain free of any writing, drawing, stickers, labels or permanent personalization.
- Heavy objects should never be placed on Surface Pro 4's.
- Surface Pro 4's should not be stored outdoors (due to extracurricular events or contests) in the event of inclement weather and possible harm to the Surface Pro 4.
- Surface Pro 4's should not be left in a vehicle because extreme temperatures (both hot and cold) can damage the computer.

Cases

- "Protective" cases will be supplied with each Surface Pro 4. These cases provide additional protection, storage, and carrying capabilities.
- Surface Pro 4's must be kept in their protective cases at all times when storing or transporting.

Carrying Surface Pro 4's

- Always transport Surface Pro 4's with care.
- Never lift Surface Pro 4's by the screen or keyboard alone.
- Never carry Surface Pro 4's with the screen open.

Screen Care

- The Surface Pro 4 screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.
- Do not put pressure on the top of a Surface Pro 4 when it is closed.
- Do not store a Surface Pro 4 with the screen open.

- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

Asset Tags

- All Surface Pro 4's will be labeled with an individual student name and number.
- Name and number labels may not be modified or tampered with in any way.

Alterations

- Any alterations to Surface Pro 4's are not allowed.
- Removing or tampering with any of the components of the Surface Pro 4's is not allowed.

Using Your Surface Pro 4 at School

Students are expected to bring a fully charged Surface Pro 4 to school every day and bring their Surface Pro 4's to all classes unless specifically advised not to do so by their teacher.

If a student does not bring his/her Surface Pro 4 to school

- A student may stop in the technology department office (room 201) and check out a loaner for the day. Please note that these are available primarily as a temporary device while your Surface Pro 4 is being repaired. They are not intended as a convenience for consistently forgetting to bring your assigned Surface Pro 4.
- A student borrowing a loaner computer will be responsible for any damage or loss of the temporarily issued device.

Surface Pro 4's being repaired

- A loaner computer (Surface Pro 4, 3 or other laptop) may be issued to students until their Surface Pro 4 is repaired.
- A student borrowing a loner computer must sign it out and will be responsible for any damage or loss of the loaned device.
- Loaner computers given to students may be taken home if parent permission was previously given to take the Surface Pro 4 home.

Charging Surface Pro 4's

- Surface Pro 4's must be brought to school each day fully charged.
- Students should charge their Surface Pro 4's at home every evening.
- There will be a charging stations in the cafeteria available to students.

Backgrounds and Themes

- Inappropriate media may not be used as Surface Pro 4 backgrounds or themes. The presence of such media will result in disciplinary action.

Sound

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones may be used at the discretion of the teachers.

- Students should have their own personal set of headphones for sanitary reasons.

Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Printing is available in the library, cafeteria and certain classrooms.

Logging into a Surface Pro 4

- Students will log into their Surface Pro 4's using their school issued user name and password.
- Only Marathon accounts are able to log in to district-issued Surface Pro 4's.
- Students should never share their account passwords with others.
- Students should not log onto another person's Surface Pro 4 with their username and password. When this occurs, all of the guest's files are automatically downloaded and stored in a remote portion of the computer. You will not have access to these files, but they will use up memory and slow down the computer.

Managing and Saving Your Digital Work with a Surface Pro 4

- Student work may be stored in Internet/cloud based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- Students may store information in their drive at school, however, the drive will need to be synced prior to leaving school to obtain access to material while away from school.
- Students should always remember to save frequently when working on digital media; G Suite applications will auto-save every 4-6 seconds while connected to the internet.
- The district will not be responsible for the loss of any student work.

Using Your Surface Pro 4 Outside of School

Students are encouraged to use their Surface Pro 4's at home and other locations outside of school. A WiFi Internet connection will be required for the majority of Surface Pro 4 use; however, some applications can be used while not connected to the Internet. Students are bound by the district's acceptable use policy and all other guidelines in this document wherever they use their Surface Pro 4's.

Operating System and Security

- Students may not use or install any operating system on their Surface Pro 4 or physically alter the Surface Pro 4 in any way.

Updates

- The Surface Pro 4 operating system updates itself automatically. Students do not need to manually update their Surface Pro 4's.

Student Safety and Content Filtering

The district utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Surface Pro 4's, regardless of physical location (in or out of school), will have all Internet activity protected, managed, and monitored by the district per policy. If a website is blocked in school, then it will be blocked out of school. If an educationally valuable site is blocked, teachers should contact the Technology Department.

Aristotle Keylogging & Lightspeed Filtering

The district uses the Aristotle keylogging application to track and monitor Surface Pro 4 usage. Lightspeed is used to filter all Internet content. This service allows the district to filter content anywhere and anytime on any network. No existing system can provide perfect filtering but it can be very effective when coupled with classroom and parent oversight. Students that attempt and/or succeed in disabling this internet filter or the keylogging software will be referred to the principal for disciplinary action.

Student Safety Responsibilities

- Students are not allowed to post personal contact information about themselves or other people. This includes names, addresses, and phone numbers.
- Students should never meet personally with someone whom they have met online without their parent's approval and participation.
- Students will tell their teacher or another school employee about any message or file they receive that is inappropriate or makes them feel uncomfortable.
- Students are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a student provide his or her password to another person.

Software

G Suite (Formerly Google Apps for Education)

G Suite is available at home, the library or anywhere with Internet access. School staff will monitor student use of G Suite when students are at school. Parents/guardians are responsible for monitoring their child's use of G Suite when accessing programs from home. Students are responsible for their own behavior at all times.

Microsoft Store Apps and Extensions

- Students are allowed to install appropriate Microsoft Store Apps from the Microsoft Store on their own Surface Pro 4.
- Students are responsible for the Microsoft Store apps they install on their Surface Pro 4's. Inappropriate material will be removed and may result in disciplinary action.
- Some Microsoft apps will be available to use when the Surface Pro 4 is not connected to the Internet.
- Students that need a Microsoft App or Extension but are unable to install it should go to

the Technology Department (room 201) to have it installed.

Surface Pro 4 Identification

Records

The district will maintain a log of all Surface Pro 4 hardware that includes the Surface Pro 4 serial number, and student name/ID number of the student assigned to the device.

Users

Each student will be assigned a Surface Pro 4 for the duration of his/her time at school. It is the intent of the District to have each student be assigned a computer that they will use for their entire 9-12 school career. Students will not be assigned a different computer each year.

Lost or Damaged Surface Pro 4's

Consequences for losing or damaging a Surface Pro 4 will be handled on a case-by-case basis by building and/or district administrators.

- Any damaged Surface Pro 4 must be brought to the Principal.
- A damage report must be completed at the time of visit at the Principal's office.
- The district's Technology Department will assess the damage to determine repair requirements.

Estimated Costs (subject to change)

The following are estimated costs of commonly damaged Surface Pro 4 replacement parts:

- Full Replacement - \$375 (keyboard & charger included)
- Just Tablet - \$300
- Screen - \$100
- Keyboard - \$50
- Power charger - \$25

NOTE: Some items may be covered by your homeowner's/renters policy. Please check with your insurance agent.

Payments for damages can be remitted to:

Marathon Central School District
1 Park St.
Marathon, NY 13803

Rules for Using G Suite

Acceptable Use (Privacy and Safety)

G Suite (formerly known as Google Apps for Education) is primarily for educational use. Students may use G Suite for personal use subject to the restrictions below and additional school rules and policies that may apply.

Students may use G Suite tools for personal project but may not use them for:

- Unlawful activities
- Commercial purposes (running a business or trying to make money)
- Personal financial gain (running a website to sell things)
- Inappropriate, sexual, or other offensive content
- Threatening another person
- Harassment or bullying
- Actions which are a violation of the Dignity for All Students Act (DASA)
- Misrepresentation of the District, staff, or students. G Suite sites and groups are not public forums; they are extensions of classroom spaces where student free speech rights may be limited.

Access Restriction - Due Process

Access to G Suite is considered a privilege afforded at the discretion of the District. The District maintains the right to immediately withdraw the access and use of G Suite when there is reason to believe that violations of law or District policies have occurred. In such cases, the alleged violation will be referred to the principal or principal's designee for further investigation and account restoration, suspension, or termination. As a party of the agreement with Google, the school also reserves the right to immediately suspend any user account suspected of inappropriate use. Pending review, a user account may be terminated as part of such action. In addition, further consequences may be applied per the student code of conduct.

Privacy and G Suite

Students have no expectation of confidentiality or privacy with respect to any usage of a district-issued Surface Pro 4, district G Suite accounts or other related district network asset, regardless of whether its use is for district-related or personal purposes other than as specifically provided by law. The district may, without prior notice or consent, log, supervise, access, view, monitor, or record use of student Surface Pro 4 or G Suite account at any time for any reason related to the operation of the district. By using a district-issued Surface Pro 4 or district G Suite account, students agree to such access, monitoring, and recording of their use.

Monitoring Software

School staff may use monitoring software that allows them to view the screens and activity on student Surface Pro 4's.

Student Privacy Pledge Signatory

Google is a Student Privacy Pledge Signatory, which holds school service providers accountable to:

- Not sell student information
- Not behaviorally target advertising
- Use data for authorized education purposes only
- Not change privacy policies without notice and choice
- Enforce strict limits on data retention
- Support parental access to, and correction of errors in, their children's information
- Provide comprehensive security standards

- Be transparent about collection and use of data.

There are NO ADS in G Suite.

G Suite does not collect or use student data for advertising purposes or create advertising profiles.

Student Data Retention and Access

- Upon graduation, students are encouraged to back up their files and data to their own personal accounts. The district will suspend student accounts upon graduation or departure from the district.

Appropriate Uses and Digital Citizenship

School-issued Surface Pro 4's should be used for educational purposes and students are to adhere to the Acceptable Use policy and all of its corresponding administrative procedures at all times.

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will be appropriate and act with integrity.
2. **Protect Yourself.** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
3. **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.
4. **Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
5. **Respect Intellectual property.** I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
6. **Protect Intellectual Property.** I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

Digital Citizenship (Advice for All)

Treat others well. When making a post on a forum or web page, be kind. Everyone will see what you write, so think before you type. Be careful with what you say about others and

yourself.

Respect the rights of copyright owners. Copyright infringement occurs when an individual reproduces a work without permission that is protected by copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether they can use a work, he or she should request permission from the copyright owner.

Students have First Amendment rights to free speech. Your rights can be limited in school. If you post something via a school web page that disrupts the learning environment in your school, your right to free speech may be limited. A school or school district has the right to limit student speech that disrupts the learning process.

Opt Out

- Parents/Guardians can choose to opt out of having their student bring a designated Surface Pro 4 home. Notification of an opt-out must be submitted in writing to a building administrator.
- Students will still use a Surface Pro 4 while at school and are still responsible for completing all assignments whether they accept a Surface Pro 4 or not. Students are responsible for picking up their assigned Surface Pro 4 each morning from the cafeteria and returning it to its designated slot in the cafeteria at the end of each day. Any computer that is not working properly must be turned in to Mr. Hence or Mr. Contri immediately, and not returned to the cart in the cafeteria.

Administrative Audit

Upon request from district administration, the technology department will provide a complete and unedited audit log of all administrative access, changes or monitoring of student accounts on the G Suite administrative console and/or the Aristotle administrative console.

Cyber-Safety and Cyber-Ethics

In an effort to educate faculty, students and parents, the district will offer ongoing cyber-safety and cyber-ethics curriculum. We will be offering parent technology workshops and ongoing support to help facilitate this process.

Child Internet Protection Act (CIPA)

The school is required by CIPA to have technology measures and policies in place that protect students from harmful materials including those that are obscene and pornographic. This means that student email is filtered. Mail containing harmful content from inappropriate sites will be blocked.

-- CIPA - <http://fcc.gov/cgb/consumerfacts/cipa.html>

Children's Online Privacy Protection Act (COPPA)

COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, Google advertising is turned off for G Suite users. No personal student information is collected for commercial purposes. This permission

form allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for educational purposes.

-- COPPA - <http://www.ftc.gov/privacy/coppafaqs.shtm>

Family Educational Rights and Privacy Act (FERPA)

FERPA protects the privacy of student education records and gives parents rights to review student records. Under FERPA, schools may disclose directory information (name, phone, address, grade level, etc...) but parents may request that the school not disclose this information.

- The school will not publish confidential academic records (grades, student ID #, etc...) for public viewing on the Internet.
- The school may publish student work and photos for public viewing but will not publish student last names or other personally identifiable information.
- Parents may request that photos, names and general directory information about their children not be published.
- Parents have the right at any time to investigate the contents of their child's email and G Suite files.

-- FERPA - <http://www2.ed.gov/policy/gen/guid/fpco/ferpa>

Dignity for All Students Act (DASA)

New York State's Dignity for All Students Act seeks to provide a safe and supportive environment free from discrimination, intimidation, taunting, harassment, and bullying on school property, on school buses, and/or at school functions.

-- DASA - <http://www.p12.nysed.gov/dignityact/>