

Wa-Nee Community Schools

# Frequently Asked Questions



*Leading Education And Progress*

**Merging the Past, Present, and Future of Learning**

## Frequently Asked Questions:

### **1. Does the device belong to the student?**

No, the device remains the property of the Wa-Nee Community Schools and is assigned to the student to use while they are a student in the district. The student will most likely use the same computer all four years of high school, but be assigned a different computer each year in the middle school and elementary schools.

### **2. Is the device covered by insurance?**

The district has purchased accidental damage insurance for the devices used in Grades 6-12. The accidental damage covers the following incidents per school year: Liquid spilled in or on device; drops, falls, and other collisions; electrical surge; damaged or broken LCD due to a drop or fall. Parents of students in high school may purchase an optional insurance plan for \$15 annually that will cover incidents not covered by the accidental damage plan listed above.

### **3. How should students take care of their device?**

- High School devices should always be transported in the case that was provided by the Wa-Nee Community Schools.
- The device should be charged at home every night if it is taken home (NWHS only) so that it is ready for the next day.
- Inventory stickers on the devices must not be removed. No markings should be made on the devices, including stickers.
- Device screens can be wiped with a lint free cloth. Do not use abrasive or liquid cleaners. When necessary a slightly damp cloth can be used to gently wipe down the keyboard and screen.
- Devices should be used on secure surfaces at all times.

### **4. How will students keep the devices updated?**

The Technology Department will be responsible for keeping all devices updates.

### **5. What happens when the device needs to be repaired?**

- The Wa-Nee Community Schools Technology Department will perform all repairs on the devices. Do NOT take the devices to a repair shop outside of the district, doing this voids the warranty.
- To get the device repaired the student will take the device to the designated area where they will explain the issue and have it documented by the staff member.
- The student will be provided a loaner device while their device is being repaired if there are sufficient supplies and it is determined that no malicious act was performed on the device. .

- Students who damage a device intentionally or have repeated incidents will not be issued a loaner until damages are paid in full or a payment plan is in place.
- Students who use a loaner device are responsible for any damages that might occur while it is in their possession.

## **6. How long does the battery last on the device? What if a student's battery runs out during the day?**

NWHS students are advised to plug in their device every evening at home to ensure that it is fully charged each day. When students are not using the device during the day, they will power down their device to conserve its battery life. Classrooms are equipped with electrical outlets for recharging as needed throughout the school day

## **7. Does the student need to take the device home if there is already a device at home?**

NWHS students can use their device at school and at home during the week and on weekends. To ensure compatibility, and because many software applications and documents created by students will be saved on their device, the district encourages the primary use of the Dell student device at school and home.

## **8. Does a student need to have a printer at home?**

Printers are not necessary. Assignments will be shared with teachers and among student using Office 365 (O365), e-mail, and our Learning Management System.

## **9. What happens if the device is lost or stolen?**

If a student device comes up missing for any reason, a police report needs to be filed as soon as possible. The school principal must be notified and the student/parent/guardian is responsible for the cost of replacing the device unless the optional insurance plan has been purchased.

Replacement costs for this year (2017-2018) are as follows:

- Kindergarten – Grade 2: \$400
- Grades 3 - 5: \$525
- Grades 6 - 12: \$525

## **10. What happens if a student forgets to bring their device to school or to class?**

- The consequences for not having a device will be determined by classroom teachers.
- Students will not be excused from classroom activities, assignments, or expectations if they forget to bring their device to class.
- The device is a tool to enhance learning and may or may not be used every day in the classroom. It is expected that the device will be available to a student to use every day.

## **11. What things can and can't students do with the devices?**

- The Responsible Use Policy covers what students may and may not do with school devices. If they have questions they should ask an adult.
- Students cannot use the laptop for private or commercial gain or for private or personal advertising.
- They cannot download pirated software, songs, or movies.
- They cannot use it to invade the privacy of others, use it to post materials authored by another without their consent, or use it to post anonymous messages.
- Students cannot use the device to access, submit, post/publish or display defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, radically offensive, harassing or illegal material, or any other material deemed educationally inappropriate.
- Students must be aware of copyright laws regarding media and abide by those laws.
- Students cannot install a different operating system to their device.

## **12. What is network etiquette and how does it apply to students?**

- Network etiquette is how you treat others on the network and how you respectfully use the network resources provided.
- Students are expected to use polite and appropriate language.
- They are not to reveal their or any other students' telephone number, address, or personal information.
- They will not use email to engage in spamming others or posting/forwarding chain letters. They will not use email to threaten or harass others.
- They will not disrupt the network in any way and they understand that all information and data housed in their computer is property of the Wa-Nee Community Schools and is not private. They understand that their device can be accessed by any administrator or staff member. They understand that a teacher can make a request to see the contents of a student's computer at any time.

## **13. How do students keep themselves safe on the internet?**

- Students can ensure their safety on the internet by not posting personal information about themselves or other people. This includes addresses, phone numbers, work addresses, names of cities where they live, the name of schools they attend, etc.
- Students should never agree to meet with someone they have met online.
- Students should talk to a trusted adult about anything they encounter that is inappropriate or makes them feel uncomfortable.

#### **14. Can a student use his/her own personal computer?**

No. Students must use a Wa-Nee Community Schools' device on the school network.

#### **15. What if families do not have internet access or have slow internet service?**

The staff at Wa-Nee Community Schools is aware that not all families have access or fast access to the internet. Teachers will keep this in mind as they design assignments and will work with students to provide alternate ways of accessing the information, such as how to download videos while they are at school so they can access them at home without the Internet and ensuring OneDrive is up to date. Places in the community with free Wi-Fi access will be shared by the teacher making the assignment.

#### **16. What happens if a student withdraws from the district before the end of the school year?**

- Students will return their assigned device, adapter/cords, battery and the case (NWHS only) to the school office on their last day of attendance.
- A thorough examination of the device will be conducted. Student and family could be assessed fees for cosmetic or other damages.
- Students withdrawing cannot purchase the device.
- If the device is not returned to the school district upon withdrawal or the end of school, failure to return the device will be considered conversion/theft and will be reported to the proper authorities.

#### **17. How will the device be used in the classroom?**

Teachers will challenge students with rigorous, personalized academic learning experiences that foster innovation and creativity. Students will engage in a cohesively integrated curriculum, access information, and apply it to solve authentic problems in a collaborative manner. Use of the devices will enable students to be better prepared for their future.

#### **18. How will students accessing inappropriate sites during school be handled?**

The content filter will block inappropriate sites both at school and at home (when possible). If students come across a site they believe is inappropriate, they should notify a staff member. Students will be held accountable to school and district policies and procedures when using their Wa-Nee device.

### **19. Will the students have an email address through the school?**

Yes, all students in the Wa-Nee Community Schools will have an email account through the district. This will serve as their login and password. Students in Grades K-5 will only have access to the email as a login and username. In Grades 6-8 students will be able to email and contact others inside the district. In Grades 9-12 students will be able to email and contact others inside and outside the district.

### **20. How do you minimize student distraction during instructional time?**

This is an important conversation that we have had and will continue to have within and across grade levels and departments. The more we discuss this, the clearer it becomes that the best way for teachers to monitor student activities in their classrooms has not changed due to the arrival of more devices in the hands of students. The key is for staff to be actively moving around the classroom. Students and teachers have always encountered distractions. Instructional best practices can help us minimize these distractions while maximizing student achievement, productivity, and collaboration.

### **21. Does the student keep the device over the summer months (high school only)?**

The student will turn the device in at the end of the school year to allow the Technology Department to make any necessary repairs or updates.