

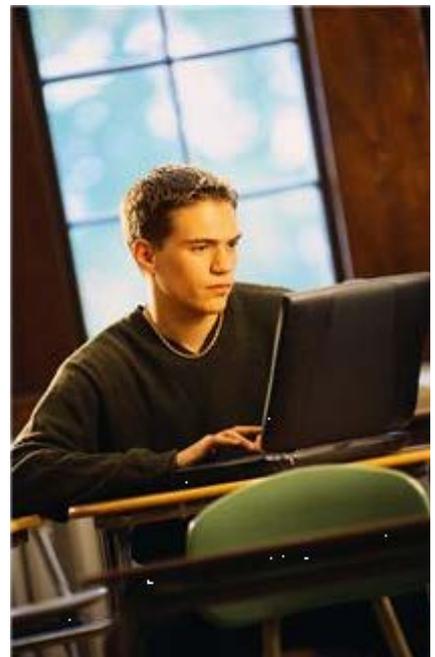
04/12/2013| San Marcos Academy | 512-753-8040

# The 1:1 “BYO” Device Program

*Creating a 24-7-365 learning environment  
that transcends time and space.*

Research Compilation & Update

Where We Go From Here



## **1:1 PROGRESS SUMMARY**

Over the past two years, the SMA 1:1 laptop program has become one of the leading initiatives to assist the Academy in becoming a twenty-first century campus. The e-campus initiative is now in full swing; starting in the fall of 2013, the entire high school will be utilizing e-books and online resources during class periods. Our teachers and Academy leadership have actively embraced this change, to evolve and augment existing curriculum, to fully incorporate technology in the classroom.

During the 2012-2013 school year, SMA opened a dedicated Technology Resource Center for questions or repairs, to ensure that students are not inhibited by any problem with technology. The Technology Resource Center is open every school day, services all makes and models of laptop computers, and has performed nearly one hundred repairs for SMA issued laptops- with an average turnaround of one day.

In this handbook, you will find all the things you need to know for your student to start successfully navigating this high tech environment. SMA also provides technology training for students to assist them in taking full advantage of the technology investment. As the future unfolds for our students, they will need fewer hard back books, and will come to rely on their laptop devices as the main tool for text books, performing research, turning in homework, and organizing their activities- just as they will in higher education environments.

## **HANDBOOK OVERVIEW**

This handbook is intended to provide essential information about the use of student technology at SMA. The Bring-Your-Own-Device (BYOD) program provides exciting learning opportunities that incorporate the use of technology in the classroom and at home.

Please read the following important guidelines in this handbook. It is important that parents/guardians and students understand and abide by the policies and procedures in this handbook.

The following conditions are a summary of some of the most important concepts outlined in this handbook.

- 1:1 is a standard term for 1 computer for 1 student. This term refers to desktops, laptops, netbooks, and tablets. SMA uses the term to describe only those items that are authorized for use in the classroom.
- When a student loses or ruins a 1:1 device, it is tantamount to losing many of his/her textbooks at one time. Just as we would require parents to replace a textbook, so their child can learn, if the device is lost or stolen, we will require the parent to replace it.
- All conditions and terms of previously purchased devices remain in effect. Students are required to renew their subscriptions to classroom monitoring and loss prevention software.
- Although SMA has strict filters for Internet content on campus, there are no such filters when accessing the Internet elsewhere. Upon discovering that a student has used the 1:1 device inappropriately as detailed in the student handbook and/or Acceptable Use Policy (AUP), students are subject to possible disciplinary actions.
- All 1:1 devices authorized for the classroom must meet or exceed the required SMA specifications.
- There are extra charges for services rendered by the SMA technology department for repair or replacement of SMA sourced laptops, beyond those items covered by the warranty and provided by Dell (see Cost and Charges).

- SMA technology department will provide limited software support for any brand which meets the SMA requirement. No service will be provided which may render the warranty void. San Marcos Academy and authorized personnel will be indemnified of liability for loss resulting from damage to a 1:1 device while in the process of providing these services. See Waiver of Responsibility.

## SMA 1:1 GUIDELINES

- Failure to comply with 1:1 guidelines and responsibilities may result in disciplinary action.
- All SMA Acceptable Use Policies apply to the BYOD laptops.
- Only SMA authorized 1:1 devices will be permitted for use in designated classrooms. All such devices MUST be connected to teacher control software (i.e., Dyknow or LanSchool).
- Students may have no expectation of privacy on any information stored on, accessed from, or used with their 1:1 device. Although the device belongs to the parents, guardians or students, there are fiduciary responsibilities associated with ensuring a safe and productive learning environment for all students. This necessitates that school officials be allowed to monitor a computer or access its contents at any time while on campus.
- If technical issues arise, students must notify a teacher immediately. The student may then be required to use hard copy textbooks, paper, and pen during the class period. At the teacher's discretion, a student may visit the TRC during a class period . All students must possess a signed pass from their teacher to access the TRC services.
- Each 1:1 device must be approved for use in the classroom. Unauthorized machines will be prohibited for use in classroom and a student may face disciplinary action if he/she does not abide by this rule. Your student's 1:1 device will be identified by a specific number and assigned to a student. No student is to use, switch, or borrow another student's device.
- Under no circumstances may 1:1 devices be left in unsupervised areas. Unsupervised areas include every area on the school grounds and campus, other than the student's assigned locker. Any place outside of school that is not the student's home is also considered an unsupervised area.
- Unsupervised 1:1 devices will be picked up by staff and taken to the TRC.
- If a student fails to bring 1:1 device to class, the student may be required to complete a hand-written assignment.
- If a student habitually does not bring his 1:1 device to school fully charged, he or she may be subject to disciplinary actions. The parent, guardian, or student's account will be charged for battery replacement and/or charging (See Costs and Charges).
- Sound will be muted at all times unless permission is obtained from the instructor and is for instructional purposes only.
- Files/documents exclusive to SMA, installed by SMA tech support, may not be deleted by anyone other than the original creator/owner. Deletion of certain files can affect the performance of the 1:1 device, and interfere with the student's ability to complete class work, which may affect the student's grades.
- Downloading music, games, or other unauthorized software is strongly discouraged. Any item installed onto the 1:1 device that hampers optimum performance for learning will be erased by the TRC upon requests for services. SMA will not compensate, refund, or reinstall any item that in the tech department's opinion diminishes the performance of the device for classroom learning.

## STUDENT AND PARENT RESPONSIBILITIES

### STUDENT RESPONSIBILITIES

- Students are responsible at all times for their device, whether at home or school. 1:1 devices must be stored securely when not in use. Student lockers are located in a highly visible area where they can be supervised when students are not in the immediate vicinity.
- Students are responsible for bringing their 1:1 device to school every day.
- Students are responsible for logging in under their assigned username. Students may not share their password with other individuals.
- Students should not loan their device or any component to another student for any reason.
- Students may not play games, load or download any software, music, pictures, etc. that will negatively affect the performance level needed for academics. SMA reserves the right to reimage your computer.
- Students are responsible for charging and maintaining the battery in their device daily.
- 1:1 devices come with standardized software already loaded. This standardized software may not be changed in any way.
- All students have access to store their data online. It is the responsibility of the student to ensure that critical files are backed up regularly on the network or cloud-based drive. Failure to turn in assigned work on time because files were lost, missing, corrupted, etc. may be unexcused.
- All use of the Internet must comply with school guidelines. Log files are maintained on each 1:1 device with a detailed history of all Internet sites accessed. All student files are subject to review.
- All students must not open the protective case as to expose the internal components, thus making the warranty null and void.

### PARENTAL RESPONSIBILITIES

- Help the student to make sure the 1:1 device is in workable condition.
- Monitor the student's use of the 1:1 device while at home and away from campus at all times.
- Make sure that the student does not disassemble the product, as to void the warranty.
- Hardware, software, and accidental coverage warranties should be maintained.

## CARE OF THE 1:1 DEVICE

Students are responsible for the general care of the 1:1 device. It is in the student's best interest to take great care of the 1:1 device since they will likely be using the same one for several years. 1:1 devices that are broken or fail to work properly must be taken to the Tech Resource Center (TRC). Please follow these precautions:

- Students should use a damp, soft, lint-free cloth or cleaning kit sold at the Sabre or office supply stores to clean the outside of their laptops. Do not spray liquid directly on laptop or allow moisture to get into openings.
- Never leave the 1:1 device unattended.
- Do not place food and/or liquids near the 1:1 device.
- Do not stack heavy objects on top of the 1:1 device.
- Never attempt to repair or reconfigure the 1:1 device or any of the peripherals.
- Keep the 1:1 device and other electronic storage media away from electromagnetic fields, which can erase or corrupt your data.
- Do not expose the 1:1 device to direct sunlight, extreme temperatures, or ultraviolet light for extended periods of time.
- Do not leave the 1:1 device in any vehicle!
- Do not obstruct the 1:1 device's vents, and do not place the 1:1 device on surfaces such as paper or carpet while it is turned on.
- Do not carry the 1:1 device while the screen is open.
- Students should only download programs appropriate for educational uses and approved by SMA faculty and staff.
- Though it is not recommended, students taking their 1:1 devices onto SMA buses do so at their own risk. SMA bears no responsibility if a 1:1 device is stolen or broken while on an SMA bus.
- When walking from class to class, the device must be properly closed and stored in the backpack.

### SCREEN CARE

The 1:1 device screen is particularly sensitive to excessive pressure. Extreme care must be taken to protect the screen from accidental damage.

- To clean the screen, students should use a soft, lint-free cloth damp with water or computer cleanser and gently wipe screen. Never spray screen with anything, as it may drip down into openings and cause damage .
- Do not place anything on top of the 1:1 device or lean on it when it is closed.
- Do not place anything in the backpack that may press against the cover of the 1:1 device.
- Do not poke the screen with anything.
- Do not place anything on the keyboard before closing the lid (e.g., pens, pencils, etc.)

## A DAY IN THE LIFE OF AN SMA 1:1 DEVICE STUDENT

Night Before	Student ensures that the 1:1 device battery is recharged, placed in its protective case and ready to go.
7:30am	The student goes to breakfast. On his way, the student goes into the high school building to lock up the 1:1 device in the lockers across from the school office.
7:50am	On Monday and Wednesday, students go straight to the RCC for chapel. On advisory days, they go to their locker and get their 1:1 device and take it with them to advisory.
8:00am	Chapel on M/W. On T/Th/F, the student ensures that the 1:1 device is working and informs the advisor of any issues. If there are issues, get a pass to the TRC and have the tech on duty make a quick assessment and/or problem solution. Those who have band class should lock the device in their locker prior to going to class.
1st Pd	Carry your device in sleep mode, in your backpack to 1st period. During 1st period, you use your 1:1 device as well as other materials for your class. Don't loan the device out, or let others tamper with it. If you have band, lock the laptop in your locker prior to going to class.
2 <sup>nd</sup> -4 <sup>th</sup> Pds	Keep the 1:1 device in your backpack, in sleep mode between classes. If you need to go to the restroom, check with your teacher first, get a pass, and make sure it is safely in your backpack under your seat. Use your device as well as other materials for your class. Don't loan it out, or let others tamper with it.
Lunch	After 4th period, lock your backpack and 1:1 device in your locker.
5 <sup>th</sup> -6 <sup>th</sup> Pds	Same procedures for passing between classes, restroom breaks, and use during classes.
7 <sup>th</sup> Pd	Same procedures for passing between classes, restroom breaks, and use during classes. If you have an elective that does not require the 1:1 device and are going to athletics thereafter, lock the device in your high school locker.
8 <sup>th</sup> Pd	Same procedures for passing between classes, restroom breaks, and use during classes. If you have an elective or athletics that does not require the 1:1 device, <b>lock it up in your high school locker. The lockers in the dressing rooms in the gym are not secure!</b>
After School	Keep the 1:1 device with you in your backpack at all times not in use. If you cannot do so, keep it locked in your school locker. The school building is open until 4:30pm. After 4:30pm, you must access the building through the library. The SSH Coordinator will sign you in, and you can go to your locker to retrieve your backpack from until 6:30pm
At Home	Don't leave the device in a hot car, lying around, or at a friend's house. Keep it away from liquids or situations that may cause it to be abused. Make sure you recharge the battery for the next day.

## INTERNET ACCESS FROM HOME

In order to access the Internet from home:

1. You must have an Internet Service Provider (e.g., Verizon, Time-Warner, AT&T).
2. Your house must be hardwired for the internet, or have a wireless access point (i.e., wireless router).
3. If a student does not have Internet at home, he or she can come to the library after school to finish homework, up to 6:30pm. There are also many public access wireless connections that are available in your area (e.g., the Public Library, Starbucks, McDonalds).

## REPAIRS

### REPAIR DOWN-TIME

SMA is committed to student use of technology to aid academic success. When a student's 1:1 device is being repaired, there are several options available for continued use of technology:

- Network Student Folders - All students have a network folder in which to store digital files. Students can save important work in this folder, and access their work from any computer with Internet access.
- Cloud-based File Access- Students will be trained to use cloud-based internet storage areas in order to back-up their critical data and access their work from any computer with internet access. (e.g. Google Drive, SkyDrive, DropBox)
- Academy Computers – The tech lab and a number of classes have desktop computers that are available for student use at designated times, with proper supervision.
- Loaner 1:1 Devices - If a student's 1:1 device is damaged, it will be repaired as quickly as possible. If available, a loaner 1:1 device may be issued. The policies outlined in this handbook also apply to loaner 1:1 devices. Otherwise, the student will be assigned hardback copies in the classroom, and be required to use the tech lab or other devices for homework.

### REPAIR COST INFORMATION

In the event a Dell laptop or Dell purchased through SMA malfunctions, a certified technician is available throughout the school day to ensure faster turnaround. All 1:1 devices issued carry a 2 year factory warranty that covers all manufacturers' defects as well as 2 years of Accidental Damage Protection. All other non-Dell 1:1 devices will be eligible for software support, hardware support through the manufacturer, and out of warranty repair. Students are expected to keep the 1:1 device in good condition. Failure to do so could result in out-of-pocket costs summarized in the table on the following page. Report card and transcript holds will apply to all 1:1 device and repair monies owed. Refer to Fee Schedule for specific information on support and fees.

### ACCIDENTAL DAMAGE AND PROTECTION COVERAGE (ADP):

With the initial purchase any unit procured through SMA, the unit is covered with Dell's ADP coverage. This coverage remains in effect for 2 years. This ADP coverage is solely the responsibility of Dell Corporation. SMA does not assume liability as to the implementation of the ADP, or provide any additional guarantees.

If the student uses the same product after 2 years, it will be up to the parents' discretion as to whether they want to purchase other coverage for a different carrier or use their homeowner's coverage.

## 1:1 DEVICE SPECIFICATIONS

All high school students are expected to either purchase a Dell laptop from the SMA bookstore during enrollment or bring their own device. Any brand meeting these specifications will suffice; however, **no tablets or Chromebooks are allowed at this time** for the student's classroom device. All 1:1 devices used on SMA campus during the school day must adhere to the following specifications. Authorized specifications for BYOD devices at SMA are as follows:

**REQUIRED** – These are the minimum requirements for 1:1 devices. Each device must meet or exceed the specifications listed below. Students may not use any non-approved 1:1 device in the classroom. If the student does not bring the proper equipment, additional charges and/or behavior consequences may be assigned to rectify the situation.

### BYO DEVICE MINIMUM REQUIREMENTS

6-Hour Battery Life	Protective Case
Hardware-based Keyboard	Insurance Coverage/Software for Loss or theft
64 GB Gig Hard Drive	Office Productivity Suite (e.g. MS or Open Office)
Windows 7 or Mac OS 10.x	Anti-Virus Software installed
4 GigaBytes of RAM	Hardware and Software Warranty Coverage
Integrated sound and video with headphone jack	Classroom monitor software (purchased at SMA)
WI-FI capability 802.11 b/g/n	World-wide warranty coverage if purchased outside US
Screen Resolution – 1024 x 768	Ability to place computer in English only mode
Two USB Ports	<b>No Chromebooks or Tablets/iPads</b>

### BYO DEVICE RECOMMENDED

> 7 Hour Battery Life	Protective Case- backpack style
Hardware-based Keyboard	Computrace (purchased at SMA)
250 Gig Hard Drive	Open Office latest version or MS Office 2013
Windows 7 or 8 Professional or latest Mac OS	Pay versions of AVG, Norton, Kapersky, etc
6-12 GigaBytes of RAM	1-3 Years of Next-Business-Day Warrantny
Core I3, I5, or I7 CPU	Classroom monitor software (purchased at SMA)
Integrated sound and video with headphone jack	Accidental Damage Protection
Wifi- 802.11 N compatible	More than 3 USB Ports
Screen Resolution 1366x768, 1400x900, etc	Back-up Software from Manufacturer
Webcam > 2 Megapixels	US Purchased Machine

### What type of computer system does San Marcos Academy recommend?

The primary recommendation is to purchase the Dell offering from the SMA bookstore. This way you ensure that it meets all of the specifications. In addition, we currently have a certified Dell technician on staff which dramatically reduces the turnaround time, should a repair be warranted. Other than this, SMA recommends that parents hand these specifications to the appropriate vendor representative and make sure that all of the required specifications are met.

### Can I use a Macintosh computer?

San Marcos Academy computer labs and most academic departments are Windows-based; however, Mac computers are supported by the SMA technology department.

### Which warranty/support plan should I purchase?

For hardware, it is recommended that a three-year, on-site warranty be purchased with your new

computer as well as Accidental Protection. For both hardware and software, it is recommended that you purchase from a vendor that offers 24/ 7 telephone support, and also has web-based support.

### **Anti-Virus Software**

Computers can slow down over time and be attacked by malicious software such as a virus and malware. San Marcos Academy recommends software be installed to help keep your computer running safely and smoothly, using an Anti-Virus security suite such as only one of the following: AVG, TrendMicro, Microsoft Security Essentials, or Norton.

## COSTS AND CHARGES

ADP goes beyond the coverage provided by your student's new 1:1 device. By bulk purchasing, we have been able to provide you with an extended 2-Year Dell ADP coverage.

The ADP (Accidental Damage Protection) plan covers the following items beyond the coverage in your warranty. The following charges will be passed on to the parent for services rendered by the SMA technology department.

**THIS TABLE IS A REPRESENTATION OF CHARGES THAT CAN OCCUR. IT IS NOT INCLUSIVE. PRICES ARE SUBJECT TO CHANGE.**

Service	BYOD (best effort on all)	SMA Dell Latitude 2120
Classroom Monitoring Software Installation *	Included in license fee	Included in license fee
Text Book Installation *	Included in E-Book Charges	Included in E-Book Charges
How-To Questions (Operating Systems/Open Office)	Free of charge	Free of charge
Computrace Installation*	Included in Computrace Fee	Included in Computrace Fee
Hardware or Software Evaluation	Free of charge	Free of charge
Virus and Malware Removal	Utilize 3rd party Software Warranty	Included in system purchase
Corrupt Operating System	Utilize 3rd party Software Warranty	Included in system purchase
Hardware Failure **	Utilize 3rd party Software Warranty	Utilize Dell Warranty
Damage **	Utilize 3rd party Hardware Warranty	Utilize Dell AD Warranty
Stolen	Computrace or Insurance	Computrace
Lost	Computrace or Insurance	Computrace
Cosmetic Damage	Typically not covered	Typically not covered
Battery Rental	N/A	\$8.00 per day
Battery Replacement	Market Price	\$80.00
Intentional Damage	Not Covered	Not Covered

Must coordinate through Sabre bookstore

\*\* BYOD computers are subject to a \$30/hour labor charge, plus parts and tax for any out of warranty repair

- In-warranty repairs require a \$15.00 troubleshooting fee plus postage.
- We are currently connected with the Dell ProSupport Service. This means, in order to service your Devices, the SMA Tech Department has:
  - Direct access to Dell Expert Centers
  - Fast-track dispatch for Dell-certified technician
  - Escalation management through the Dell Global Command Centers

## SECURITY

Various security measures are used on SMA 1:1 devices. Security measures are not only used to protect SMA assets, but measures are also taken to protect SMA students. Two primary forms of security exist:

1. Computer Security - Security is in place on each system to prevent certain activities. These include, but are not limited to, downloading, installing certain software, removing software, and changing system settings.
2. Filtering Software - Internet filtering software automatically filters all access to the Internet. This filter does not extend to home Internet access. However, the same rules will be enforced for use of the devices so long as the student is enrolled as an SMA student.
3. Student Identification – Each student is assigned a 1:1 device specifically designed for him or her. Record is kept by the school of not only the specific serial number assigned to the student, but also the MAC address assigned to the network card.
4. Student Lockers – The combinations on these lockers are changed every year. They are visible from several directions of security cameras, as well as being in close proximity to school office personnel. Enough time is provided between classes to allow the student to secure the 1:1 devices in these lockers.

## **SAN MARCOS ACADEMY 2013-2014 ACCEPTABLE USE OF INFORMATION SYSTEMS AND COMMUNICATION RESOURCES**

The following policy shall apply to all students, faculty, and staff of San Marcos Academy unless otherwise specified.

The communication system and associated resources which include local area networks, wired and wireless, as well as phone systems, and any other interactive Electronic Communication Devices (ECD) connecting all campus buildings and grounds will be referred to as SMANet.

Communication is critical to any learning environment. Electronic communication is a vital component to the learning environment at San Marcos Academy (SMA). This document covers the appropriate use of all electronic communication devices for employees or students at SMA or any other person utilizing SMANet resources.

SMANet is primarily for the purpose of facilitating the exchange of information to further communication, education, and research consistent with classroom instruction and the school's curriculum in accordance with the policies of San Marcos Academy as stated in this document. SMANet is not for private, commercial business, or political uses. The data transmitted, and files stored on SMANet, are the property of San Marcos Academy.

San Marcos Academy hereby exercises and reserves the right to monitor, supervise, and limit the use of ECDs. The administration shall ensure that each person utilizing the resources of SMANet receives a copy of the AUP and signs the Access Agreement before he/she is issued a network account and allowed to use SMANet resources.

The Committee for Information Technology shall be responsible for maintaining and updating administrative regulations, procedures, and policies pertaining to the use of SMANet.

## **SAN MARCOS ACADEMY ACCEPTABLE USE POLICY**

### **1.0 OVERVIEW**

San Marcos Academy is committed to protecting its students, employees, partners and the school from illegal or damaging actions by individuals, either knowingly or unknowingly. SMANet resources are the property of San Marcos Academy. These resources are to be used for educational purposes serving the interests of the school and of our faculty and students in the course of teaching and learning in accordance with the policies of San Marcos Academy.

Effective security is a team effort involving the participation and support of all San Marcos Academy stakeholders: administrators, teachers, support staff, parents, and of course, students, who deal with information and/or information systems. It is the responsibility of every user to know these guidelines and policies, and to conduct his/her activities accordingly.

San Marcos Academy makes no guarantee that the functions or the services provided by or through SMANet will be error free or without defect. San Marcos Academy will not be responsible for any damage users may suffer including, but not limited to, loss of data or interruptions of service. SMA is not responsible for the accuracy or quality of the information obtained through or stored on SMANet. SMA will not be responsible for financial obligations arising from unauthorized use of SMANet.

Users understand and acknowledge that their use of SMANet resources can be visually and electronically monitored and/or logged at any given time. Such evidence could be used to detect violations of the Acceptable Use Policy.

### **2.0 PURPOSE**

The purpose of this policy is to outline the acceptable use of the SMANet resources at San Marcos Academy. These rules are in place to protect the SMA community and San Marcos Academy. Inappropriate use exposes San Marcos Academy to risks including virus attacks, compromise of network systems and services, and legal issues.

### **3.0 SCOPE**

As defined in the introduction the scope of this document covers the communication system and associated resources that include local area networks, wired and wireless, as well as phone systems, and any other interactive Electronic Communication Devices (ECD) connecting all campus buildings and grounds. These resources will be referred to as SMANet.

This policy applies to all students, employees, contractors, consultants, temporaries, and other individuals who utilize SMANet resources.

### **4.0 GUIDELINES**

#### **4.1 GENERAL USE AND OWNERSHIP**

1. While San Marcos Academy's network administration desires to provide a reasonable level of privacy, users should be aware that the data they create or receive on SMANet remains the property of San Marcos Academy. To protect SMANet, the administration cannot guarantee the

confidentiality of information stored on any network device belonging to San Marcos Academy so that the user should have no expectation of personal privacy.

2. SMANet users are responsible for exercising good judgment regarding the reasonableness of personal use. Users must not engage in activities that will interfere with services provided to all SMANet users. This includes but is not limited to “resource hogging,” misuse of email, propagating virus hoaxes, “spamming,” or illegal download activity. Due to bandwidth limitations, use of streaming media such as internet radio is forbidden except for specific classroom usage in limited quantities.
3. For security and network maintenance purposes, individuals authorized by San Marcos Academy may monitor equipment, systems, and network traffic at any time.
4. San Marcos Academy reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

#### **4.2 SECURITY AND PROPRIETARY INFORMATION**

1. Users must take reasonable steps to prevent unauthorized access to information stored on SMANet.
2. Users should keep passwords secure and not share accounts. Authorized users are responsible for the security of their passwords and accounts. It is unacceptable to allow one’s password to be used by another user either intentionally or inadvertently, or to use another user’s password. If you suspect your password has been compromised, you must immediately request a password change.

#### **4.3 UNACCEPTABLE USE**

1. Under no circumstances is any individual using SMANet resources authorized to engage in any activity that is illegal under local, state, federal, or international law.
2. Additionally the items listed in sections 4.4 and 4.5 are prohibited. Administrative and other authorized users may be exempt from these restrictions during the course of their legitimate job responsibilities. The restrictions listed below are by no means an exhaustive list.
3. Some of these rules may be suspended on a case-by-case basis via proper administrative authorization.

#### **4.4 SYSTEM AND NETWORK ACTIVITIES**

The following activities are prohibited:

1. Violations of the rights of any person or company protected by copyright, trade secret, patent, or other intellectual property laws or regulations, or similar laws or regulations regarding intellectual

property rights, including, but not limited to, the installation or distribution of “pirated” or other software products that are not appropriately licensed for use by San Marcos Academy.

2. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books, or other copyrighted sources, unauthorized downloading or use of copyrighted music, or movies for which San Marcos Academy or the end user does not have an active license.
3. Introduction of malicious programs via SMANet (e.g., viruses, worms, Trojan horses, etc.).
4. Revealing your account password to others or allowing use of your account by others, including any family and other household members.
5. Using SMANet to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.
6. Users will not use the school network to access, review, upload, download, store, print, post or distribute pornographic, obscene or sexually explicit material.
7. Causing security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the user is not an intended recipient or logging into a server or account that the user is not expressly authorized to access.
8. Executing or attempting to execute any form of network monitoring which will intercept data not intended for the user's computer.
9. Users may not attempt to impersonate or represent another individual by sending forged information such as email.
10. Users may not re-configure computer systems to impair or otherwise compromise their intended function or to make them partially or totally unusable by others.
11. Users may not modify any school owned ECD settings or wiring. This includes changing or installing any software.
12. Users will not review or access any materials related to obtaining or using any controlled substance or products such as alcohol which may not lawfully be used or consumed by minors.
13. Circumventing or attempting to circumvent user authentication or security of any SMANet resource or account.
14. Interfering with or denying service to any user.
15. Utilizing any proxy avoidance system.
16. Attaching any type of file server to SMANet. This includes but is not limited to FTP, IRC, WWW, NOVELL, WINDOWS, DHCP or any gaming server. Any unauthorized device found on SMANet will be promptly disconnected and confiscated.
17. Utilizing any peer-to-peer network services. This includes but is not limited to Kazaa, BearShare, Limewire, BitTorrent, gnutella and other similar services.
18. Users are not allowed to set up or configure their own Wireless Access Point or router.
19. Users are not allowed to assign their own IP address.
20. Students may not use a SMA owned computer designated for faculty or staff at any time.

#### **4.5 E-MAIL AND COMMUNICATIONS ACTIVITIES**

The following activities are prohibited:

1. Sending unauthorized, unsolicited email messages, including the sending of “junk mail” or other advertising material to individuals who did not specifically request such material (email spam, mass email).
2. Any form of harassment via ECD or posting of inappropriate information to the Internet.
3. Students accessing social networking sites or chat rooms during school hours.
4. Posting to the web or through email inappropriate information (personal contact information, or school name or address)
5. Derogatory comments about other people or about the school.
6. Inappropriate artwork, photographs, or unauthorized video of the school, school personnel or other students.

## 5.0 PROPERTY RIGHTS

San Marcos Academy has and hereby reserves the right to specify who uses its equipment and the information contained therein, under what circumstances, and to what purpose. SMA reserves the right to move or reassign equipment as needed. The use of school equipment and software for private or personal business is prohibited.

## 6.0 ENFORCEMENT

Any user found to have violated these guidelines, applicable state or federal laws and regulations, or posted classroom rules is subject to disciplinary action up to and including loss of SMANet privileges, Disciplinary Review Board (students), termination (employee), and civil or criminal prosecution.

## 7.0 DEFINITIONS

Computer Virus - in computers, a virus is a program or programming code that replicates by being copied or initiating its copying to another program, computer boot sector or document. Viruses can be transmitted as attachments to an e-mail note or in a downloaded file, or be present on a diskette or CD.

**Cyberbullying:** The use of e-mail, instant messaging, chat rooms, pagers, cell phones, or other forms of information technology to deliberately harass, threaten, or intimidate someone. Cyberbullying can include such acts as making threats, sending provocative insults or racial or ethnic slurs, gay bashing, attempting to infect the victim's computer with a virus, and flooding an e-mail inbox with nonsense messages.

**Electronic communications device:** Electronic communication device means (i) any type of instrument, device, machine, equipment or software that is capable of transmitting, acquiring, encrypting, decrypting or receiving any signs, signals, writings, images and sounds or intelligence of any nature by wire, radio, optical or other electromagnetic systems or (ii) any part, accessory or component of such an instrument, device, machine, equipment or software, including, but not limited to, any computer circuit, computer chip, security module, smart card, electronic mechanism, or other component, accessory or part, that is capable of facilitating the transmission, acquisition, encryption, decryption or reception of signs, signals, writings, images, and sounds or intelligence of any nature by wire, radio, optical or other electromagnetic systems.

**FTP:** File transfer protocol, a standard Internet protocol, is the simplest way to exchange files between computers on the Internet.

**Gaming:** Gaming is the running of specialized applications known as electronic games, especially on machines designed for such programs and, in a more recent trend, using personal computers on the Internet in which case the activity is known as online gaming.

**IP Address:** the most widely used level of the Internet Protocol (IP) today, an IP address is a 32-bit number that identifies each sender or receiver of information that is sent in packets across the Internet.

**Local Area Network:** A local area network (LAN) is a group of computers and associated devices that share a common communications line or wireless link.

**Peer to Peer:** On the Internet, peer-to-peer (referred to as P2P) is a type of transient Internet network that allows a group of computer users with the same networking program to connect with each other and directly access files from one another's hard drives. Napster and Gnutella are examples of this kind of peer-to-peer software. Major producers of content, including record companies, have shown their concern about what they consider illegal sharing of copyrighted content by suing some P2P users.

**Pirated Software:** Software piracy is the illegal copying, distribution, or use of software.

**Router:** a router is a device or, in some cases, software in a computer, that determines the next network point to which a packet should be forwarded toward its destination. A router is often included as part of a network switch.

**Social Networking:** social networking is the practice of expanding one's business and/or social contacts by making connections through individuals. While social networking has gone on almost as long as societies themselves have existed, the unparalleled potential of the Internet to promote such connections is only now being fully recognized and exploited through Web-based groups established for that purpose.

**Spam:** Unauthorized and/or unsolicited electronic mass mailings.

**Wireless Access Point:** a station that transmits and receives data (sometimes referred to as a transceiver). An access point connects users to other users within the network and also can serve as the point of interconnection between the WLAN and a fixed wire network. The number of access points a WLAN needs is determined by the number of users and the size of the network.

## 8.0 RESNET

ResNet is the wired and wireless network at San Marcos Academy that supports user access not connected to the business office or academic resources.

The residential network does not require the same level of structure that the learning environment has. Therefore users of the residential network are allowed more latitude in Internet access than users connected to the school network.

Users connecting to ResNet may access Social Networking Sites at designated times (see 4.5)

Internet filters on ResNet are not as restrictive (for example, some gaming sites are allowed).

## 9.0 REVISION HISTORY

Revised 07/28/09 by Executive Council for approval of Board of Trustees

Revised 08/13/09 to add definitions

Revised 08/18/09 to modify 4.4 System and Network Activities

Revised 08/26/10 to modify 4.4 System and Network Activities and for paragraph formatting

Revised 06/27/12 to modify business name and designate fewer restrictions on ResNet

## DEVICE PROGRAM FAQ'S

### *Do I need to bring my device to school every day?*

Yes, students need to have their 1:1 devices at school each day for use in the classroom and for homework during study hall. Teachers are required to post homework assignments online and students will need to check this and their email during the day.

### *Can I download games, music, or movies on the device?*

Downloads of these type are often memory intensive. The 1:1 device has limited memory space, and the more consumed with non-academic items, the less it is able to perform well in the classroom. Any SMA faculty or staff can request that a device be reimaged whenever he thinks the performance is inadequate for the classroom. This results in erasing all of the downloaded items, files, software, etc. and reinstalling the original configuration when you first received it. SMA will not replace, reload, or refund any money for third party items that were removed while reimaging. It's best, if you can afford it, to get a separate laptop to use media, gaming, etc.

### *What happens if my device breaks?*

If you bought it through our program, bring it to the Tech Resource Center at the Upper School and we will facilitate the repair as covered by the warranty or Accidental Protection. A typical hardware repair takes 2-3 days and has no additional costs. For non-Dell 1:1 devices, take to the tech center where they can help facilitate repairs. Note, ultimately you are responsible for the costs of your own repairs.

### *What about summer support?*

There is only minimal summer support, primarily to facilitate services from Dell and Computrace. There may be an additional fee for SMA summer support.

### *Do I have theft insurance?*

Dell does not insure the devices against theft. However, we will installed Computrace, which will enable the device to be located by its internet address wherever it may be, once it is turned on. There are third party sources that provide theft insurance, like Safeware. In these cases it is solely up to the parent to secure theft insurance.

### *How many words per minute should I be able to type when I come to the Upper School?*

At least 40 words per minute. This will aid in taking notes efficiently in class and finishing papers in a timely manner. If you need to purchase keyboarding software, *Mavis Beacon Teaches Typing* by Mindscape/The Learning Company is inexpensive. You may purchase any keyboarding software from any vendor.

### *What happens if a student persistently or egregiously misuses the 1:1 device?*

Students who persistently or egregiously misuse their 1:1 device or that of another student are subject to serious disciplinary actions. The student may be dismissed from 1:1 device use, and required to purchase hard copy textbooks and workbooks at the parents' expense.

### *How do I print documents from my 1:1 device? Is there a printing charge?*

SMA is making great effort to become as paperless as possible. Eventually, the library will have one printer to which students can print materials from 1:1 devices. Until that time, you upload and save your document in your Moodle class, GoogleDocs, or SMA Webmail. Log in to one of the computers in the library tech lab, access the document from one of these online storage software programs, and print from

the tech lab. The Academy may charge per sheet upon using SMA printers and/or paper.

### ***What happens if I forget to charge my battery for class?***

It is the responsibility of the student to charge his/her 1:1 device after school hours in preparation for the next school day. Students who fail to have their 1:1 devices functional during school hours will be considered unprepared for class and are subject to demerits or other disciplinary action.

### ***Should the 1:1 device have outside ISP as a fallback to the Internet going down?***

No. These circumvent the filtering system and make inappropriate sites readily available. Each teacher will have a contingency plan, should the electricity or Internet go down, for that day's lesson.

### ***If I lose, damage, or have my 1:1 device stolen, what recourse do I have? How will I get access to my textbooks? Turn in my assignments?***

Report the lost or stolen 1:1 device to the Tech Resource Center (TRC) as soon as possible, and they will assist in the recovery. If it is damaged, take it to the TRC, who will facilitate the repair under the ADP and Dell warranty coverage. A limited number of loaners for BYOD are available for a fee. Several student editions of hardcopy books are in each classroom. Most of the books are Internet based, so assignments can be accessed on other computers. A few classrooms have other computers in the classroom that can be used. The library is open until 6:30pm on Monday through Thursday, and students may use it while supervision is available. This can be done for a few days, until the 1:1 device is repaired or recovered.

### ***Can we use our own laptops, devices, iPads, other tablets?***

No, not in the 1:1 device classes; only SMA authorized 1:1 devices can be utilized. The reason for standardizing the computers is to eliminate much of the distractions and complications that will slow down learning. Students may use these 1:1 devices in courses that are not computer-based solely at the teacher's discretion. However, use must be used exclusively for academic purposes. Any student using his or her device for gaming or music will have it confiscated and turned in to the school office. Failure to give the 1:1 device up to a teacher upon request will be subject to a Disciplinary Review Board.

### ***How can I get my device repaired and how long does it take?***

For operating system corruption issues, tech support can reformat a machine quickly (less than an hour). For hardware issues, we have Dell Professional Support arrangement that requires 2 to 3 days of turn around to get fixed

### ***How can we replace the device, if it is lost or stolen?***

Report it to the TRC as soon as possible.

### ***Where do I secure my device when I am at band, athletics, field trips, etc.?***

The only secure location is locked in the student lockers in the high school building.

### ***Who can I contact if I have additional questions?***

Don Rollins, Device Program Coordinator, rollinsd@smba.org

Bob Bryant, Principal, bryantb@smba.org

Matt McNeil, Tech Support Specialist, mcneilm@smba.org

## San Marcos Academy Parent/Student Agreement Form

I have received a copy of the 1:1 Device Handbook (available from the School Office and at the point of sale in the bookstore). I understand and will comply with all of the conditions outlined within.

Please put the date, print your name and the name of your child, then sign in the appropriate blanks, to acknowledge you received the 1:1 Device Handbook:

_____	Boarding Day (Circle One)	_____
Date		#1 Student Name (Printed)
	Boarding Day (Circle One)	_____
		#2 Student Name (Printed)
	Boarding Day (Circle One)	_____
		#3 Student Name (Printed)
_____		_____
Parent or Guardian (Printed)		Parent or Guardian (Signature)