



Student Tablet Procedures for Use

Donelson Christian Academy is committed to the integration of technology into the academic programs of the school. We believe that digital tools in the form of Tablet computers are an excellent way to develop and enhance the lifelong learning process. We also believe that the use of Tablets in the classroom can promote educational and organizational excellence. We resolve to prepare our students for a future where 21st Century skills are required.

All middle school students will be issued a Tablet computer before the start of the 2008-09 school year. Wireless internet access will be available on campus for all students to use along with this privilege there are responsibilities; the following guidelines are intended to help individual student users understand the appropriate use of their tablet:

Student Responsibilities

1. I realize that this tool is expensive, and I will take good care of it and be a responsible user.
2. I will never leave my Tablet unattended; my Tablet will be secure at all times. Under no circumstances should Tablets be left in unsupervised areas. Unsupervised areas include the school grounds, cafeteria, lobbies, unlocked locker rooms, unlocked classrooms, hallways, bathrooms. Secure lockers are provided for all students and are the best place to store the Tablet when it is not with you. Unsupervised Tablets will be taken to the Principal's office. Disciplinary action may be taken should you leave your Tablet in an unsupervised area.
3. I will never loan my tablet to another individual.
4. I will charge my Tablet's batteries nightly.
5. I will keep food and beverages away from my Tablet since they may cause damage to the computer.
6. I will not disassemble any part of my computer or attempt any repairs.
7. I will not carry my Tablet by the screen.
8. I will protect my Tablet by only carrying it while in the bag provided.
9. I will use my Tablet computer in ways that are appropriate and educational.
10. I understand that my Tablet is subject to inspection at any time without notice and remains the property of Donelson Christian Academy.
11. I will follow the criteria described in the Authorized User Policy.(AUP)
12. I will provide an insurance report as requested in case of loss or theft.
13. I agree to pay for the replacement of my pen, power cord, battery, or backpack in the event any of these are lost or stolen.
14. I agree to return the Tablet, external DVD/CD drive, backpack, extra battery, power brick and cord in good working condition, to DCA upon my withdrawal or expulsion from DCA.
15. I will not allow my Tablet to be exposed to extreme heat or cold.
16. I will keep my Tablet free of any stickers, labels, or any writing or drawing on the Tablet casing.
17. I will keep my sound muted unless the teacher gives permission otherwise.
18. I will close my Tablet when moving between classes.
19. I will use the school's network and the internet in a legal, ethical, moral, and responsible manner in accordance with the school's stated mission.
20. Broadband wireless cards are not allowed on campus for student use.

Responsible Use: A student's use must at all times be supportive and respectful of educational goals and standards of conduct for DCA students both on and off campus. Students must keep the Tablet in a proper case or backpack when traveling. Students must treat the Tablets gently and never leave them unattended or in an unsecured location. Students must be sure the stylus is docked, the computer is off or in the standby mode, and the screen is closed with the writing surface facing in before moving between classes.

Screen Care

1. Do not lean on the top of the Tablet when it is closed. You may damage the screen.
2. Do not put anything in the Tablet section of your backpack that could put undue pressure on the screen.
3. Clean the screen with a soft, non-abrasive, or anti-static cloth. Never spray anything directly on the screen.
4. Do not put anything on the keyboard before closing the lid(e.g., pen, pencil, or USB drive)

Tablets Left at Home

If a student leaves their Tablet at home, they must immediately phone their parents to bring it to school. A loaner Tablet will not be issued in this case and repeat violations of this policy will result in disciplinary action. The student is responsible for having the Tablet at school, fully charged, in good working order, every school day.

Power Issues-Batteries

Tablets must be brought to school each day with both batteries fully charged. Repeat violations of this policy will result in disciplinary action. In cases where use of the Tablet has caused batteries to become discharged, students may connect to available power outlets in the classroom. We encourage students to plug the Tablet in during lunch.

Printing

Students must use the printer in the Help Center or the Media Center. The Help Center printer is set up on every Tablet as the default printer. Students may load drivers for home printer use. Our goal at DCA is to move towards a paperless system. Print only when absolutely necessary.

Loaner Tablets

We have a few loaner Tablets that will be issued to students when they leave their Tablets for repair at the Help desk. It is the student's responsibility to ensure that work is backed up and not lost due to mechanical failure or accidental deletion. Computer malfunctions are not an acceptable reason for not submitting work. Students should backup all their school work using your network folder, USB key or other external storage. Important files should be stored in at least two places (such as on the Tablet and on a USB Flash drive). Your Tablet is equipped with an SD slot should you choose to use an SD memory card. PLEASE remember that if we must re-image your Tablet you stand to lose your personal data. We will work with students to prevent this from being a common occurrence.

Virus Protection & Content Filter

The Tablet has anti-virus and anti-spyware protection software. The virus definitions will be updated from the network. The school's storage servers are also installed with virus protection software. All content that is accessed on our network is filtered to prevent students from accessing sites that are not appropriate. Parents will be responsible for the content security of the Tablet outside of the DCA campus. Contact the technology office with any questions about how to secure the Tablet outside of DCA.

Allowable Customizations

The student is permitted to alter or add files to customize his/her Tablet to his/her own working style (e.g., background screens in good taste, default fonts, and other system enhancements) as long as they are appropriate. The student is permitted to install software on his/her tablet so long as it is legally owned and installed as per a license agreement. Software known to cause system problems will be removed by DCA's tech staff. DCA reserves the right to prevent/remove any peer-to-peer software and proxy websites (e.g., Lime wire, Kazaa, Bonzai Buddy, Gator, Bearshare, Grokster, WebShots, Swapper, Warez P2P Client, Bit Torrent & similar software). If you are unsure whether it is safe to install a program not listed here, please check the following web site for more information: www.spywareguide.com. We strongly suggest that students minimize external installations since, if they cause system errors will necessitate that the Tablet be re-imaged. Also, DCA will annually, or as needed, conduct a re-imaging process that will erase all data and return the Tablet to a pristine operating state. Non-DCA installed software and data will not be re-installed as part of this process. This process will be discussed with the student before completed. All software installed by DCA must remain on the Tablet at all times, and attempts to disable installed software or settings are a violation and could result in disciplinary action.

Procedures

Students that experience problems with their Tablet should follow these steps:

1. Restart the computer-this corrects many problems
2. Bring it to the Help Center between classes
3. Send an email to IThelp@dcanet.org describing the problem, depending on the severity of the problem.
4. Ask a tech-savvy friend for help – every class has one
5. Call the Help Center at 577-1225

Help Center

The Help Center is located in the Brown Gym lobby between the gymnasium and the upper elementary school. The Center will be open daily from 7:30 A.M. - 3:30 P.M. Students may bring his/her Tablet by for help any time during the day. We will help you with software issues and any needed repairs. In the case of a severe problem, we may need to send it to Dell for repair and a loaner will be supplied until it returns. *A student must not delete any folders or files that he/she did not create or that he does not recognize. Deletion of certain files may result in a computer failure and will interfere with your ability to complete class work and may affect your grade. There is a \$15 re-imaging fee to correct the operating system or other DCA installed software.

Help Center Repairs

1. Do not ask to leave to come to the help center without teacher permission. Students should take care of tablet PC problems between classes, at lunch time or before or after school.
2. Technology Center Process to Handle Repairs:
 1. Student fills out form with: their name, today's date, and a description of the problem on the Help Center Repair Sheet.
 2. Some general questions are listed below.
 - Did you receive an error message?
 - Have you tried restarting the computer?
 - Have you loaded any new programs?
 - Have you made any changes to the system settings?
 - Does the error occur when you are using a specific program or is it random?
 3. If it is a software issue, and it can be fixed in 5 minutes, the repair will be performed immediately.
 4. If it is a software issue and cannot be fixed within 10 minutes, you will be asked go back to class and return later.
 5. If there is another user waiting, the machine will be put on the repair shelf.
 6. If the problem is a hardware issue: The tablet PC will then be scheduled for repair.

Warranty

The technology fee includes a full warranty, not including loss or theft. However, the parent/student is responsible for replacing all attachments such as battery, pen, backpack, and power cord adapter.

1. If a problem is caused by a manufacturer defect or normal wear-and-tear, then most items will be covered under the warranty during the four years at DCA.
2. If the Tablet PC is damaged or abused or not taken care of in the proper fashion, (due to negligence of the student) the manufacturer will not give warranty coverage. At that point, any expenses will be incurred by the student.
3. Examples:
Non-Warranty:
 - **Batteries and Power supplies are NOT covered under the accidental and extended warranty.**
 - Any damage to the AC adapter and power cord.
 - Drinks spilled on tablet PC.
 - Intentional Damage or Neglect that results in damage
 - Carrying Tablet PC in rain, or leaving in trunk of car in extreme temperatures.
4. Any repair covered by warranty will be handled through the Technology Center. A loaner may be provided. Other repairs may be made in the Help Center or sent to the manufacturer.

Lost or Stolen Items

If a pen is lost or a battery or power brick is needed, they may be purchased from the Help Center.

Pens	\$30	Power Brick	\$75
Battery	\$50	External DVD/CD Drive	\$65

Tablets that are lost or stolen – students/parents must provide us with documentation from the insurance company that a claim has been filed or a check made out to DCA for the amount of the Tablet before a loaner will be provided. We would request that the claim with the insurance company list Donelson Christian Academy as the recipient of the check. We will order all replacements once the necessary documentation has been provided.

Tablet replacement	\$1950
Backpack	\$50

Contract Terms

All parents whose students receive a tablet computer will abide by the following:

Term: In consideration for paying a technology fee of \$525 for the 2008-09 school year, Donelson Christian Academy (DCA) will provide a tablet computer to a student. The parent and student will comply at all times with DCA's *Parent/Student Tablet Policy & Procedures* and *Acceptable Use Policy*. Any failure to comply may terminate the student's rights of possession effective immediately and Donelson Christian Academy may repossess the computer.

Title: Legal title to the tablet computer is in DCA and shall at all times remain with DCA. The student's right of possession and use is limited to and conditioned upon the parent and student's full and complete compliance with the *Parent/Student Tablet Use Agreement* and the *Parent/Student Tablet Policy & Procedures*.

Loss or Damage: If the tablet computer is lost or stolen the parent is responsible for the replacement value on the date of loss. It is the parent's responsibility to decide whether additional insurance is necessary to cover this responsibility. Loss or theft of the property must be reported to a person in DCA's technology department by the next school day after the occurrence.

In case of theft, vandalism, and other criminal acts, a police report MUST be filed by the student or parent within 48 hours of the occurrence. Incidents happening off campus must be reported to the police by the parent and a copy of the report be brought to the school.

If the tablet is lost, stolen, or damaged in any way not covered by the warranty, the parent will be billed for the replacement value of the tablet. It will be the parent's responsibility to pay the invoice and file for insurance reimbursement with their insurance carrier.

Possession: Students may keep the tablet full-time in their personal possession while enrolled at DCA but must turn in the property immediately upon withdrawal, dismissal or graduation. The student may keep the tablet during the summer vacation only if all tuition and fees have been paid to DCA for the previous school and the student is enrolled for the next school year. If tuition is not paid in full or the student is not re-enrolled, the tablet must be returned to the school the last day of the school year.

The student is never permitted to loan or borrow tablets from other students. Students are not allowed to share passwords or user names with anyone other than parents.

Repossession: If the parent or student does not timely and fully comply with all terms of the Student/Parent Tablet Agreement, including the timely return of the property, DCA shall be entitled to declare you in default and come to your place of residence, or other location of the property, to take possession of the property.

Appropriation: Failure to timely return the property and the continued use of it for non-school purposes without DCA's consent may be considered unlawful appropriation of DCA's property.