



The Westfield School  
2021-2022 Device Handbook  
6<sup>th</sup> thru 12<sup>th</sup> Grade Program



# The Westfield School 2020-2021 device Handbook

## Overview

The Westfield School has implemented a 1:1 device program for 6th thru 12th grade students. A technology-rich environment is key to supporting students in their learning process and gives opportunities for students to collaborate, communicate, and critically think in ways that are not possible using traditional methods. Teachers have access to a greater variety of tools to enhance their teaching by developing innovative, engaging, and authentic opportunities.

These devices will be loaded with special software and will be managed by The Westfield School, so the use of personal devices as a substitute will not be allowed. The students will use these devices through their senior year.

Use of these technologies is a privilege that carries responsibility and behavioral expectations consistent with all school rules and policies, including but not limited to those stated in the *Parent-Student School Handbook* and *Technology Acceptable Use Agreement*. It is understood that The Westfield School students will use the devices and the school's network as educational tools in a responsible, ethical, and legal manner at all times.

For students and parents/guardians, the following information is provided to help everyone understand the expectations and the responsibility of care and use related to receiving a device.

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**In addition to the following guidelines, all rules outlined in the *Computer-Internet Acceptable Conduct & Use Agreement* must be followed.**

## Device Basics

We hope The Westfield School 6th thru 12th grade students are as excited as we are about using devices in school this year. This technology is useful and sturdy - when cared for properly. Please read carefully about how to use and take care of your device.

### DEVICE

#### Upper School

Juniors & Seniors - Lenovo Thinkpad Yoga 11e

Sophomores - Apple iPad Air 3rd Generation with Keyboard

Freshmen – Apple iPad 8th Generation with Keyboard

#### Middle School

8<sup>th</sup> Grade – Apple iPad 8th Generation with Keyboard

6<sup>th</sup> and 7<sup>th</sup> Grade – Apple iPad 6<sup>th</sup> Generation

### ACCESSORIES

#### Charging Accessories

- Power adapter
- Power cable

### CARE OF YOUR device

Be gentle with your device, and especially with the screen. Avoid the following behaviors:

- leaning on the screen
- stacking heavy books or objects on top of the device
- banging the device against walls, doors, or people
- placing liquids in a backpack containing the device
- using pens, pencils, or sharp objects on the screen, case, or keyboard
- leaving it in the rain, a hot vehicle, in public, or on the bus
- dropping the backpack containing the device
- using the backpack containing the device as a seat

### CABLES & CORDS

Be careful when you plug a cable or cord into the device.

Use a proper power adapter.

Label your power adapter with tape.



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## SCREENS

To clean the screen, use a soft, lint-free cloth to wipe off the device.

Never use household chemicals or cleaners, ammonia, alcohol-based products, or other abrasives to clean your device. They could remove the special coating and/or scratch the screen.

## OTHER

**Do not place any writing, drawing, stickers, or labels on the device.** Do not eat food or drink beverages while close to your device.

## Security of your device

When you are not using your device during the school day, you must store it in your locker at all times!

Under no circumstances should devices be left in unsupervised areas (i.e., halls, outdoors, gym, PE locker room, lunchroom, etc.). If a device is found in an unsupervised area, it will be taken to the Middle School office, and a disciplinary action will be issued.

## ALSO...

- Do not loan your device to another student to use. You should be the only user of the device; also, do not ask your friends to use/borrow/take their device.

## Software and E-Books

Software for school use will be provided with your device. You **may not have** non-academic software on your device at any time. Software requested by the teacher is acceptable. Some subject areas will be using e-books in lieu of print textbooks this year. Teachers will provide you with instructions to access those materials.

## Ownership & Responsible Use of your Device

- This device is owned and managed by The Westfield School, and anything deemed unnecessary, disruptive, or inappropriate is prohibited.
- The Westfield School reserves the right to discontinue this use of the device at any time.
- Your device may be selected at random for inspection. The devices are the property of The Westfield School, and any staff member may confiscate any device at any time for any purpose; don't expect any privacy!
- The use of devices will be at the **discretion of your teachers**. You are expected to follow all guidelines, written, or verbally given by school personnel, and to always demonstrate responsible and ethical behavior by adhering to The Westfield School Honor Code and Technology Acceptable Use Agreement.
- Only appropriate media as referenced in The Westfield School Technology Acceptable Use Agreement can be used on other backgrounds, photos, and videos.



**Keep your device charged.**



**Plug in before bed every  
night.**



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## Really important:

Read carefully as the following behaviors will not be tolerated.

You may NOT...

- Take photos or videos **without the express permission of others**. You MUST receive explicit permission from a teacher in order to photograph or record any activities or materials.
- Violate copyright or licensing agreements.
- Access and use inappropriate or blocked resources.
- Modify the operating system, remove security profiles, or vandalize district technology resources.
- Find, create, or send information to spread lies or misinformation; or harass, harm, or bully others.
- Cheat, including get or give answers to tests; search for and/or copy answers or information on the internet or other electronic resources contained on or in any technology resource or device; copy and submit someone else's information or assignment as their own; or conduct other similar forms of electronic cheating.
- Share or post any personally-identifiable information about yourself or others that could help someone locate or contact you or them. This includes such things as e-mail address, full name, home or school address, phone number, parent or guardian names, or school name.

## Your device is for school.

During class time, your teachers will direct you in the use of the device; these activities may include taking notes, watching a presentation, completing homework, working on a project, or other similar, educational activity.

Accessing sites other than the teacher-directed site, playing games, being off task, distracting others, and using the device in any other way that directly counteracts your education, will earn disciplinary action. Strict restrictions or removal of your device from use will be placed on your device for repeated infractions.

- Mute your volume during class time unless permission is otherwise given; always carry your earbuds. Don't use earbuds without a teacher's permission.
- If you leave your device at home, you are responsible for completing work as if you had the device present. If you use Office 365 for your work, you can still access it at school.
- Printing can be done in the computer lab.
- devices are **not** to be used during lunch breaks, in locker rooms, or in bathrooms. Take a break from technology and talk to your friends.
- You are **not** to turn off your Wi-Fi, Bluetooth or any school determined settings during the school day.



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Back it up ...

- You may save work on your device, but you should periodically ensure that work is backed up to Office 365 or iCloud. device malfunctions are not an acceptable excuse for not submitting work.

Devices are intended for use at school each day. In addition to classroom use of the device, homework, school messages, announcements, calendars, and schedules will be accessed using the device.

**Bring your device fully charged each day!**  
**Bring your charger to school each day!**



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## Broken, Lost, Stolen device

- **Parents should not attempt to repair devices at an outside source as this voids the warranty.**
- Technology support for devices will be available during the normal school day at The Westfield School between the hours of 7:45am and 3:45pm.
- The Westfield School will handle ALL repairs for the school-owned devices.
- Students should bring the device to the technology office immediately upon detection of damage. Loaner devices will be issued when necessary and available.
- **Parents are responsible for the cost of the deductible for any repairs.**
  - 1<sup>st</sup> incidence = \$55
  - 2<sup>nd</sup> incidence = \$85
  - 3<sup>rd</sup> incidence = \$150
  - Replacement cost of the laptop is \$650
  - Replacement cost of the iPad is \$560

Intentional damage is not covered. Intentional damage is that which is either observed to willfully have occurred or that which is determined by the type of damage to have been willful in nature. **Please refer to the Middle School and Upper School Student and Parent Handbook, page 8, Honor Code Offense Item D.** The Westfield School administration recognizes that not all device misuse is the same. Some misuse could result in greater consequences and each case will be reviewed independently as needed.

- Damage to the device due to liquids is not covered.
- The laptop charger is not covered. Replacement cost is \$45.
- The laptop case is not covered. Replacement cost is \$60.
- The iPad charger is not covered. Replacement cost is device dependent.
- The iPad charging cable is not covered. Replacement cost is device dependent.
- The iPad keyboard is not covered. Replacement cost is device dependent.
- Defacing your device by writing or carving on it is not covered. You may be charged the full replacement cost for the device.
- Loss or theft of the device, or any issued components like chargers, cables, or keyboards, is not covered. Reporting loss or theft of an iPad should be considered a priority. Tracking components can be activated on the iPad if reported soon enough. Loss tracking does not apply to laptops.



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## Family Guide to Student Use

The Westfield School recognizes that technology in the hands of our students can be both exciting and frightening at the same time, and with new technologies come new challenges. Below is a list of suggestions that may aid you in effectively guiding your child's use of the device.

1. Do not be afraid to talk to your children about values and the standards that they should follow on the use of the Internet just as you do on the use of all media information sources, such as television, cell phones, games, movies, music, etc. You will not be alone in providing structure and having high expectations for your child's use of technology.
2. Help your child develop a routine. Many parents have found success by creating and monitoring a routine for their child's appropriate use and care of the device.
3. Contact your Internet provider regarding parental controls and web-filtering on your home wireless network.
4. Take extra steps to protect your child. Encourage your child to use and store the device in an open area of your home, such as the kitchen or family room, so you can monitor what your child is doing online.
5. Go where your child goes online. Monitor the places that your child visits. Let your child know that you're there and help teach him/her to act appropriately as he/she works and socializes online.
6. Report unwelcome or malicious online threats. Report any online interactions that can be considered threatening to the proper authorities and to the school, in a timely fashion.
7. Take a look at the apps or programs that we are using at school. It is to the advantage of the students, parents, and school that the parents have a working understanding of the programs and student work found on the device.
8. Be sure your child is using the protective case to transport the device.
9. Discuss purchasing a wired keyboard for use in the classroom.
10. Please understand that students leaving The Westfield School must return the device and accessories. Students who withdraw, are suspended, or expelled, or terminate enrollment for any other reason must return their individual school device and accessories on the date of termination. *If a student fails to return the device at the end of the school year or upon termination of enrollment, the student will pay the replacement cost of the device and accessories.*



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## The Westfield School Computer-Internet Acceptable Conduct & Use Agreement

Please Note: When a student signs the agreement individually or in a handbook, it is also referring to this policy and the Federal Law Appendix at the bottom of this document. The Westfield School provides a wide array of technology resources for student use. This agreement, along with the student handbook, outlines appropriate use and prohibited activities when using technology resources. Every student is expected to follow all guidelines stated below, as well as those given orally by the staff, and to always demonstrate good citizenship and ethical behavior.

In accepting this agreement, students acknowledge the following rules and conditions:

*As a student at The Westfield School, I understand that my school network and email accounts are owned by the School and are not private. The Westfield School has the right to access my information at any time.*

### GOVERNMENT LAWS

I will use computers in conformity with laws of the United States and the State of Georgia. Violations include, but are not limited to, the following:

1. Criminal Acts – These include, but are not limited to, “hacking” or attempting to access computer systems without authorization, harassing email, cyberstalking, child pornography, vandalism, and/or unauthorized tampering with computer systems. (A list of Federal statutes from the United States Department of Justice is below as Appendix A).
2. Libel Laws - Publicly defaming people through the published material on the internet, email, etc.
3. Copyright Violations - Copying, selling, or distributing copyrighted material without the express written permission of the author or publisher (users should assume that all materials available on the Internet are protected by copyright), engaging in plagiarism (using other's words or ideas as your own).

### NETIQUETTE and RESPONSIBLE USE

1. I understand that passwords are private. I will not allow others to use my account name and password or try to use that of others.
2. I will be polite and use appropriate language in my email messages, online postings, and other digital communications with others. I will not use profanity, vulgarities or any other inappropriate language as determined by school administrators.
3. I will use email and other means of communications (e.g. blogs, wikis, chat, instant-messaging, discussion boards, etc.) responsibly. I will not use computers, cell phones, personal digital devices, or the Internet to send or post hate or harassing mail, make discriminatory or derogatory remarks about others, or engage in bullying, harassment, or other antisocial behaviors, either at school or at home.
4. I understand that I am an ambassador for the school in all my online activities. I understand that what I do on social networking websites should not reflect negatively on my fellow students, teachers, or on The Westfield School. I understand that I will be held responsible for how I represent myself and my school on the Internet.



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5. I understand that masquerading, spoofing, or pretending to be someone else is forbidden. This includes, but is not limited to, sending out e-mail, creating accounts, or posting messages or other online content (e.g. text, images, audio or video) in someone else's name as a joke.
6. I will use school computer resources responsibly. I will not retrieve, save, or display hate-based, offensive, or sexually explicit material using any of The Westfield School's computer resources. I am responsible for not pursuing material that could be considered offensive. I understand that I am to notify an adult immediately if, by accident, I encounter materials which violate appropriate use.
7. I will use The Westfield School technology resources productively and responsibly for school-related purposes. I will not use any technology resource in such a way that would disrupt the activities of other users.
8. I will not attempt to bypass security settings or Internet filters or interfere with the operation of the network by installing illegal software, shareware, or freeware on school computers.
9. I understand that vandalism is prohibited. This includes, but is not limited to, modifying, or destroying equipment, programs, files, or settings on any computer or other technology resource.
10. I will respect the intellectual property of other users and information providers. I will obey copyright guidelines. I will not plagiarize or use other's work without proper citation and permission.
11. I will not use, or access files, software, or other resources owned by others without the owner's permission. I will use only those school network directories that are designated for my use or for the purpose designated by my teacher.
12. I will follow all guidelines set forth by The Westfield School and/or my teachers when publishing schoolwork online (e.g. to a website, blog, wiki, discussion board, podcasting or video server).
13. I understand the Internet is a source for information that is both true and false; and that the school is not responsible for inaccurate information obtained from the Internet.
14. I understand that The Westfield School administrators will deem what conduct is inappropriate use if such conduct is not specified in this agreement.
15. I agree to abide by all Internet safety guidelines that are provided by the school and to complete all assignments related to Internet safety.



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## Appendix A – (Modified for The Westfield School)

### Unlawful Online Conduct and Applicable Federal Laws

The chart below details the type of unlawful online conduct, potentially applicable federal laws, and the section of the Department of Justice with subject-matter expertise. If the subject matter expert is not a section of the Department, but rather another agency, the entry will have an asterisk following its initials. In many cases, prosecutors may also consider whether the conduct at issue is a violation of [18 U.S.C. § 2](#) (aiding and abetting) or [18 U.S.C. § 371](#) (conspiracy).

Unlawful Conduct	Applicable Federal Law	DOJ Section
Denial of Service Attacks	<a href="#">18 U.S.C. § 1030</a> (a)(5)(A) (transmission of program, information, code, or command, resulting in damage)	CCIPS
	<a href="#">18 U.S.C. § 1362</a> (interfering with government communication systems)	CCIPS
<a href="#">Use of Misleading Domain Name</a>	<a href="#">18 U.S.C. § 2252B</a> (using misleading domain name with intent to deceive a person into viewing obscene material or with intent to deceive a minor into viewing harmful material)	CEOS
Password Fraud	<a href="#">18 U.S.C. § 1030</a> (a)(6) (trafficking in computer passwords)	CCIPS
	<a href="#">18 U.S.C. § 1029</a> (access device fraud)	Fraud/CCIPS
	<a href="#">18 U.S.C. § 1343</a> (wire fraud)	Fraud
Obscenity	47 U.S.C. § 223(a)(1)(A) (using telecommunications device to make, create, or solicit, and transmit any obscene comment, request, suggestion, proposal, image, or other communication)	CEOS
	<a href="#">18 U.S.C. § 1465</a> (using interactive computer service for purpose of sale or distribution of obscene material)	CEOS
Piracy and Intellectual Property Theft	<a href="#">17 U.S.C. §§ 1201-1205</a> (Digital Millennium Copyright Act)	CCIPS
	<a href="#">17 U.S.C. § 506</a> and <a href="#">18 U.S.C. § 2319</a> (criminal copyright infringement)	CCIPS
	<a href="#">18 U.S.C. § 2319A</a> (trafficking in recordings of live musical performances)	CCIPS
Electronic Threats	<a href="#">18 U.S.C. § 875</a> (transmitting communications containing threats of kidnap or bodily injury) (Hobbs Act)	CTS
	<a href="#">18 U.S.C. § 1951</a> (interfering with commerce by robbery, extortion, threats, or violence) (Hobbs Act)	DSS



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	<a href="#">47 U.S.C. § 223</a> (a)(1)(C) (anonymously using telecommunications device to threaten person who receives communication)	CCIPS
Electronic Harassment	<a href="#">47 U.S.C. § 223</a> (a)(1)(C) (anonymously using telecommunications device to harass person who receives communication)	CCIPS
	<a href="#">47 U.S.C. § 223</a> (a)(1)(E) (repeatedly initiates communication with a telecommunication device solely to harass person who receives communication)	CCIPS
Interception of Electronic Communications	<a href="#">18 U.S.C. § 2511</a> (intercepting electronic communications)	CCIPS
	<a href="#">18 U.S.C. § 2701</a> (accessing stored communications)	CCIPS
	<a href="#">18 U.S.C. § 1030</a> (a)(2) (accessing a computer and obtaining information)	CCIPS
Cyberstalking	<a href="#">18 U.S.C. § 2261A</a> (using any facility of interstate or foreign commerce to engage in a course of conduct that places person in reasonable fear of death or serious bodily injury to person, person's spouse, or immediate family) See also Electronic Harassment	DSS
Hate Crimes	Look to civil rights laws and penalty enhancements	Civil Rights
Libel/Slander	Look to civil laws	
Posting Personal Information on a Website (e.g., phone numbers, addresses)	This is not a violation of law. May also be protected speech under First Amendment.	
Invasion of Privacy	See Interception of Electronic Communications	
Disclosure of Private Information	<a href="#">18 U.S.C. § 2511</a> (1)(c) (disclosing intercepted communications)	CCIPS
Spam	<a href="#">18 U.S.C. § 1037</a> (CAN-SPAM Act)	CCIPS
Spoofing Email Address	<a href="#">18 U.S.C. § 1037</a> (CAN-SPAM Act)	CCIPS



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## The Westfield School Device Policy 2021-2022

As the Parent/Guardian of a student (hereafter referred to as “Student”) who is enrolled at The Westfield School (hereafter referred to as “Westfield”), I acknowledge that Westfield requires all 6th thru 12th grade students to obtain a device for class use. I am entering into this agreement on my Students behalf for the benefit of my Student and I hereby assume responsibility for communicating the terms of this agreement to the Student.

This device is for the purpose of conducting schoolwork/school business during school hours or while working on school-related projects. However, personal use of the device is permitted at other times, within the limitations of this contract, and within any other standards of conduct that Westfield requires, such as, but not limited to, the standards found in the Westfield Device Handbook and the Parent/Student Handbook. At all times, users will be held accountable for compliance with the device Acceptable Usage Policy.

All devices are owned by Westfield and must be returned immediately if the student’s enrollment at Westfield is withdrawn at any time during the school year.

### **SOFTWARE**

I also acknowledge that the device may contain pre-installed apps which are licensed by Westfield School, and that such apps are downloaded by Westfield.

### **HARDWARE**

I understand that the device comes with a protective case that is to always remain on the device. This case is not to be removed or replaced. It is expected that the device will be returned in the same condition as when it was issued. The device screen is to be kept free of scratches or other permanent damage. If damage occurs, the device must be brought to the Technology office and a device Damage Report must be filed within 48 hours. The form is available either from the Technology office or on MyWestfield. Extended delays will result in a charge to the Student’s account for the replacement cost of the device and its accessories.

### **LICENSE TO USE**

I acknowledge that I am responsible for advising the Student to operate the device properly and to be responsible for its basic care and maintenance. I shall also advise the Student to be responsible for adhering to all applicable copyright and software license agreements that limit downloading of media and software that has not been legally acquired.

### **WESTFIELD INTERNET FILTERING**

I understand and acknowledge that Westfield has filters in place for our network on campus that are designed to deter students from accessing inappropriate internet content. These filters are a “best effort”, and they are not 100% accurate. Westfield cannot provide this filtering once the device is off campus. Westfield’s devices are Wi-Fi only, and can only access the internet if connected to a Wi-Fi network. I further acknowledge that many vendors provide free Wi-Fi services, such as *Starbucks* and



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*McDonalds* and some public libraries, and Westfield cannot provide security relating to or limiting access at such locations.

### **END OF YEAR**

As property of Westfield, the device must be returned by the Parent/Guardian or Student in the same condition in which it was received, no later than the last day of school. Any damage, including, but not limited to, scratches, cracks, or dents will need to be reported via a device Damage Report at that time. Grades, transcripts, and diplomas will be held until the device is satisfactorily returned, and all claims are cleared.

### **POLICY CHANGES**

Westfield reserves the right to update this policy at any time. Any changes to this policy will be distributed through the normal communication channels to be signed by the Parent/Guardian.