Wolsey-Wessington 9-12 Technology Handbook

ED TECH

ED TECH VISION

Wolsey-Wessington's goal is to prepare students for their future in a world of digital technology and information. The true value of technology rests on how it is used to support learning and create experiences that students find meaningful and relevant. Technology has the power to engage students, unleash their creativity, and allow them to apply what they have learned to demonstrate conceptual mastery. Technology transforms the teacher from a director to a facilitator of learning. Learning with notebooks and Chromebooks integrates technology into the curriculum anytime, anyplace.

Wolsey-Wessington
Every Child, Every Day

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PARENTS AND STUDENTS

Please read this handbook regarding device usage.

- Both the student and parent must sign the *Damage Protection and AUP Agreement*.

- The *Damage Protection and AUP Agreement* needs to be turned in to the school Technology Center along with the district technology fee before the student may take a device off the school premises.

- If you have more than one student in high school, you need to fill out one form for each student.

- If you have questions, please contact the school at 883-4221.

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1. NOTEBOOK/CHROMEBOOK

Students will be required to use the school district issued notebook/Chromebook for school purposes.

2. RECEIVING YOUR NOTEBOOK/CHROMEBOOK

2.1 Distribution

Devices will be distributed each fall during the first or second week of school. Parents and students must sign and return the "Wolsey-Wessington 9-12 Technology Damage Protection Agreement" and the "Parent and Student Memorandum of Understanding for Technology Agreement" before the device can be issued to their child. Devices will be collected at the end of each school year. Generally, students will retain the same device each year while enrolled at Wolsey-Wessington School.

2.2 Transfer Students

To protect the assets of the Wolsey-Wessington School District, all newly arriving students during the school year may be asked to check in their devices to the Technology Center at the end of the day for a period of one month or at the discretion of administration.

Consequences:
Infractions are subject to the school progressive discipline plan and may result in the loss of the machine.

3. TAKING CARE OF YOUR DEVICE

Students are responsible for the general care of the device they have been issued by the school. Devices that are broken or fail to work properly must be taken to the Technology Center.

3.1 General Precautions

- No food or drink is allowed next to your device while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the device.
- Students should never carry their devices while the screen is open, unless directed to do so by a teacher.
- Devices must remain free of any writing, drawing, stickers, or labels that are not the property of the Wolsey-Wessington School District.
- Devices must never be left in a car or any unsupervised area; devices should not be exposed to cold or hot environments.
- Students are responsible for keeping their device battery charged for school each day.
- Never store your device in your locker unless it's properly stored in its case.

3.2 Carrying Devices

The protective cases provided with the devices have sufficient padding to protect the device from normal treatment and provide a suitable means for carrying the computer within the school. The guidelines below should be followed:

- Device should always be within the school-provided protective case when carried or a backpack/case that has been approved by administration.
- Carrying cases shall not hold other objects (such as papers, pens, etc.), because these items place too much pressure and weight on the device screen, can scratch and damage these machines, and cause the machine to overheat.
- The device must be turned off or put to sleep before placing it in the carrying case.

3.3 Screen Care

The device screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the device when it is closed.
- Do not place anything near the device that could put pressure on the screen or place anything in the carrying case that will press against the cover.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils).
- Clean the screen with a soft, dry cloth or anti-static cloth.

Disciplinary action may be incurred by the student for not taking reasonable steps to protect the school-issued device both in school and off school premises. Discipline will be at the discretion of the administration and the school districts discipline policy.

4. USING YOUR DEVICE AT SCHOOL

Devices are intended for use at school each day. Students must be responsible to bring their device to all classes, unless specifically advised not to do so by their teacher.

4.1 Devices Left at Home or Undergoing Repair
If students leave their device at home, they will be allowed to phone parents to bring the device to school. If unable to contact parents, the student will have an opportunity to use a replacement device. Repeat violations of this policy will result in disciplinary action. Also, loaner devices may be issued to students when they leave their device for repair at the Technology Center. Receiving a loaner device will be at the discretion of the administration/technology staff, depending upon type of damage/repair, replacement machine availability, etc.

4.2 Charging Your Device's Battery
Devices must be brought to school each day in a fully charged condition. Students need to charge their devices each evening. Repeat violations of this policy will result in disciplinary action. In cases where use of the device has caused batteries to become discharged, students may be able to connect their computers to a power outlet in class.

4.3 Screensavers and Passwords
- Inappropriate media may not be used as a screensaver or wallpaper.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols or pictures will result in disciplinary actions.
- Passwords on screensavers and hard drive passwords are strictly forbidden.

4.4 Sound
Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. H**eadphones are not allowed without specific teacher permission.**

4.5 Printing
Students may use network printers with teachers' permission during class or breaks. Students and teachers are encouraged to save their work digitally as opposed to printing, if possible.

5. MANAGING YOUR FILES & SAVING YOUR WORK

5.1 Saving to the My Documents Directory
Students will be logging onto our network in order to save and back up their work. Students will have their own user account and folder on the network with ample space to back up any school-related work. All educational student work except videos should be stored in the student's ***Documents folder on the Z drive, which is the server location and will be automatically backed up. Student work saved to a different location on the computer will not be saved to the school server and may be lost if the computer fails.***

5.2 Removable storage devices requirements
- Students must scan any USB data device (jump drives), memory cards, etc, for viruses before they are opened on their machine. No games or non-educational material is allowed on any removable storage devices.
- It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Device malfunctions are not an acceptable excuse for not submitting work.

6. SOFTWARE ON DEVICES

6.1 Originally Installed Software and Upgrades
The software originally installed by WWS must remain on the device in usable condition and be easily accessible at all times. Devices may be collected by technology center staff as needed to update software and/or devices will be updated via the network.

6.2 Virus Protection and Filtering
- The device has anti-virus/spyware protection software.
- Fortimanager/Forticlient are the programs used to filter internet for staff and students both at school and when the device goes home. These programs will block inappropriate web sites and record web sites that students visit while they are at school and off-campus. Though not 100% perfect, these programs do provide adequate protection while on the internet.

6.3 Additional Software
No additional software will be loaded on the device without permission of administration. If additional software is located by a student, the student should report it to the Technology Center for removal.

6.4 Procedure for re-loading software
If technical difficulties occur or illegal software is discovered, the hard drive may be re-imaged. Authorized software will be installed and the data files reinstated in the *My Documents Directory,* **if possible**. The school does not accept responsibility for the loss of any software/files deleted due to a re-image.   Any personal music or videos stored on the hard drive of the machine will not be re-loaded.

7. PROTECTING YOUR DEVICE COMPUTER

7.1 Device Identification
Student devices are labeled by the school. Devices and power chargers are identified by the serial number and individual user account name and password. Removal of tags or serial numbers is a violation and will result in disciplinary action according to the District Progressive Discipline Plan.

7.2 Password Protection
Students are expected to password protect their devices by logging off their devices when not in use and keeping all passwords confidential.

7.3 Devices Left in Unsupervised Areas
Under no circumstances should devices be left in unsupervised areas. Unsupervised areas include but are not limited to the school grounds and campus, the cafeteria, computer lab, locker rooms, library, unlocked classrooms, dressing rooms and hallway. Unsupervised devices will be confiscated by staff and disciplinary action may be taken for leaving your device in an unsupervised location.

8. REPAIRING OR REPLACING YOUR DEVICE

8.1 Damage

Please report all device damage to the Technology Center. The school will determine the best path to follow to repair the device. Students may be issued a spare device during the repair period. Damage is determined per school year from the date it is issued until the date it is turned in. All students will pay the district device fee of $30 in order to take the device home. The following chart applies to all devices regardless of whether they are taken home or stay in school. The student may not have device privileges until the damage fee is paid.

Accidental damage or loss of the itemized equipment below will be assessed the following fees:

	1st Accidental Damage/Loss	2nd Accidental damage/Loss	3rd Accidental damage/Loss
Broken screen	$75	$125	$150 and may lose take-home privileges
Lost or damaged charger/power cord	$25	$30	$35
Keyboard damaged (broken key, etc.)	$10	$20	$30
Lost device bag	$20	$22	$25

The fee assessed for all other accidental damage will be determined according to the below chart:

1st Accidental Damage	2nd Accidental damage	3rd Accidental damage
$30	$60	$150 and may lose take-home privileges

8.2 Intentional Damage

In the case intentional damage to a device, the student who intentionally damaged the device(s) will pay either the repair costs (if possible) or the replacement cost of the device that was damaged if repairs are not possible or feasible, not to exceed $900.

9. DEVICE TECHNICAL SUPPORT

The technology center coordinates repair work for the devices. Students are expected to keep the devices in good condition. Students who have a technical problem with their device should take their computer to the technology center for service or repair. Students or others should NEVER attempt to repair a device on their own.

10. DEVICE AND INTERNET ACCEPTABLE USE POLICY

The Children's Internet Protection Act (CIPA), 47 U.S.C. §254(h)(5) require public schools to implement certain measures and actions to ensure that students are restricted from accessing inappropriate materials online using school-owned devices.   This District's Acceptable Network and Internet Use Policy (hereinafter "AUP") is intended to set forth the specific obligations and responsibilities of all users, including students and staff, who access the District's Network, and to ensure such use complies with the CIPA requirements.

"Network" is defined as any and all District owned computers, servers, hardware or software, the District's local area network, wireless access points, the Internet, email, chat rooms, other forms of direct electronic communications or other communications equipment provided by the District regardless of the physical location of the user. This AUP applies even when District provided equipment (devices, tablets, etc.) is used on or off premises of District property.

The Network may be used only as a tool to support and advance the functions of the District as well as its curriculum and educational programs. Access to the District's Network is a privilege and not a right. Users of the Network are responsible for their behavior and communications over the Network and access to Network services will be provided only to those staff and students who agree to act in a considerate and responsible manner and in accordance with the District's Internet Safety Policy and this AUP.

Network Etiquette

Users are expected to abide by generally accepted rules of network etiquette (netiquette). These include but are not limited to:

1. Be polite. Do not send or encourage others to send messages that are abusive or otherwise fall in the definition of Prohibited Use in Section IV.
2. Use appropriate language. Remember you are a representative of your school on a non-private network. You may be alone on a computer but what you write can be viewed around the world. Do not swear, use vulgarities or any other inappropriate language.

Off-Premise Use of Network

Students under the age of 18 should only access District-assigned email accounts and/or other Network components including but not limited to school-assigned computers such as laptops, Chromebooks, tablets or e-readers off of District premises if a parent or legal guardian supervises their usage at all times. The student's parent or guardian is responsible for monitoring the minor's off-premise use of the Network and ensuring such use complies with this AUP.

User Terms and Conditions

The use of Wolsey-Wessington School District's technology resources is subject to the following terms and conditions:

1. The use of technology resources must be for educational and/or research purposes consistent with the mission, goals, and objectives of the Wolsey-Wessington School District along with State & Federal regulations. In compliance with federal law, the school district shall make reasonable effort to restrict access to inappropriate materials and shall monitor the online activities of the end users in the school environment.
2. User accounts are considered the property of the school district. Network administrators may review school computers to maintain system integrity and to insure that users are using the system responsibly. Users should not expect that anything stored on school computers or networks will be private. Routine maintenance and monitoring of the Wolsey-Wessington network system may lead to the discovery that you have violated the Wolsey-Wessington Acceptable Use Policy or the law. Your parents have the right at any time to request to see the contents of your network home file or any of your digital information.
3. Prohibited technology resources activities include but aren't limited to the following device violations.

Device Violations:

a. Using profane, abusive or impolite language; threatening, harassing, (cyber)bullying or making damaging or false statements about others or accessing/transmitting/downloading offensive or harassing materials.
b. Downloading, installing, transmitting, and/or playing games, music, or video files using the school network.
c. Vandalizing, damaging, or disabling property of the school or another individual or organization.
d. Accessing another individual's materials, information, or files without permission.
e. Using the network or Internet for commercial, political campaign, or financial gain purposes.
f. Releasing files, home address, personal phone numbers, passwords, or other vital accessing information to others.
g. Promoting or soliciting for illegal activities.
h. Attempting to repair, remove or install hardware components reserved for an authorized service technician.
i. Violating copyright or other protected material laws. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
j. Plagiarism is a violation of the WWS Progressive Discipline Plan. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
k. Subscribing to mailing lists, mass email messages, games, or other services that generate several messages that can slow the system and waste other users' time and access.
l. Intentionally wasting school resources
m. Disconnecting from the school's monitoring software, including but not limited to LanSchool.

The student in whose name a system account and/or device is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of the Technology Handbook or District Acceptable Use Policy will result in disciplinary action as outlined above and in the District Acceptable Use Policy and the District Discipline Plan.
<u>**Network Violations: Including but not limited to…**</u>

    a. Attempting to log on to the Internet or network (servers, routers, switches, printers, firewall) as a system administrator.
    b. Sending, accessing, uploading, downloading, or distributing pornographic or sexually explicit materials.
    c. Installing, enabling, launching, or creating programs that interfere with the performance of the network, internet, or hardware technology resources.
    d. Creating, uploading, or transmitting computer viruses.
    e. Attempting to defeat computer or network security. Use or possession of hacking software is strictly prohibited
    f. Attempting to connect to a proxy.
    g. Saving and/or using MP3 or other music files to school servers unless under the direct instruction of a teacher or advisor. These files must be used only for school-related activities.
    h. Logging onto the network with another person's username/password and/or using another person's device.

Failure to return device to district

If a student fails to return the device at the end of the school year or upon termination of enrollment at WWS, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the device, or, if applicable, any insurance deductible. Failure to return the device will result in a grand theft report being filed with the Beadle County Sheriff's Department.

11. CELL PHONE AND PERSONALLY OWNED TECHNOLOGY ACCEPTABLE USE POLICY

Students shall not possess or use personal computers, tablets, etc. while on school property from 8:15AM through 3:5PM. Special circumstances require the permission of the technology coordinator and an administrator. This policy continues during the after school program.

Students may have cell phones at school, but they must be turned off and put away. There are times when students may be allowed to use their phones with permission for educational purposes. It is expected that students will not abuse this privilege. If a student uses his/her cell phone without permission or specified educational purpose, the phone will be confiscated and given to administration. Confiscated personal technologies are subject to search.

Students may be given permission by administration to use cell phones during lunch on a limited basis.
Consequences to infractions of the Cell Phone Policy:
- *Please refer to student handbook*

E-READERS
We have created this policy collaboratively as a staff based on our sincere desire to balance a variety of issues created by the use of personal technology in school. We recognize the inherent usefulness of devices such as e-readers. It is our goal to ensure the ability of students to use them for legitimate academic purposes while avoiding the potential for distraction and abuse.

It is generally not desired for students to bring expensive and fragile items to school.

<u>**Wolsey-Wessington School is NOT RESPONSIBLE for any damage or loss of these items.**</u>

It is very difficult for teachers to monitor what students are reading or viewing on their e-reader, which is why we are insisting that parents be responsible for the use and content on their children's devices. If you choose to buy an e-reader for your child and want your child to take this e-reader to school, please take the time to become familiar with its operation so that you can regularly monitor what your children are reading.

The school policy on these devices will continue to evolve with the technology.

CHECK ONE BOX

☐ **No District Fee**
(Devices will not leave the school.)

☐ **School District Fee**
($30 must be paid before device leaves school property.)

DAMAGE PROTECTION OPTIONS

The student and his guardian(s) pay no district fee and in doing so agree that the student will not take the device off the school premises for any reason. In addition, if the device is accidentally damaged while at school, the student agrees to pay the actual cost of the repair or replacement, not to exceed $900.

Each student pays the school district an annual fee of $30 (non-refundable) for coverage of accidental damage, theft and fire coverage. ***If the device is accidentally damaged, the student/parent must pay fines according to the chart in section 8.*** If the device is lost, stolen, or damaged/lost in fire, the student/guardian agrees to pay a $200 deductible for each occurrence. This annual coverage begins upon receipt of the payment and ends when the student turns in the device. Students may be required to pay any fines incurred during the school year in order to regain device privileges.

ADDITIONAL INFORMATION: In cases of theft, vandalism and other criminal acts, a police report, or in the case of fire, a fire report **MUST be filed by the student or parent.** A copy of the police/fire report must be provided to the principal's office.

Student Name: _____
(Please Print)

Student Signature: _____ Date: _____

Parent Name: _____
(Please Print)

Parent Signature: _____ Date: _____

Parent and Student Memorandum of Understanding
For Technology Use, AUP, Cell Phone and Personally Owned Technology Agreement

1. I have received and read the policies outlined in the above *Wolsey-Wessington School Technology Acceptable Use Policies for Notebooks/Chromebooks, Internet, and Cell Phone & Personally Owned Technology.*
2. I understand and agree to follow all the policies above while at school and outside the school day. These policies include the WWS Notebook, Internet, Cell Phone and Personally Owned Technology Policies.
3. I understand that my device is subject to inspection at any time without notice and remains the property of the Wolsey-Wessington School District.
4. I will be responsible for all damage or loss caused by neglect or abuse.
5. I agree to pay for the replacement of my power cords, battery, or device case in the event any of these items are lost or stolen.
6. I agree to return all issued equipment, complete and in good working condition.

Student Name: _____
(Please Print)

Student Signature: _____ Date: _____

Parent Name: _____
(Please Print)

Parent Signature: _____ Date: _____