**Medina Central School District**

Personal device Policy, Procedure, and Information Handbook

**Medina Central School District**

**District Mission:**

Educate to inspire all to reach beyond the expected and positively impact their communities.

**Technology Vision:**

The Medina Central School District will institute programs of digital literacy and information technology:

* To support teachers in their integration of technology into teaching and assessment, and for participating in professional growth opportunities
* To foster a high level of student fluency in use of digital tools for communication, collaboration, creativity, and critical analysis
* To utilize current technology tools, including social media, to foster ongoing parent communication
* To facilitate analysis of student data that will advance classroom instruction and improve student achievement.

**Goals**

* Ensure 21st century technology tools are available, accessible and maintained for continual use within the district.
* Develop electronic communication protocols, forms, and processes to allow for any-time access to district documents, data, and policies.
* Identify, align, and assess professional development with teacher and school learning needs.
* Establish a procedure for the evaluation, purchase, and communication of new technologies for use within classrooms.
* Offer introductory and “deep-dive” professional development that can be received via remote access, job-embedded coaching, or in traditional formats
* Connect technology tools and strategies to curriculum through an analysis of current curriculum maps.
* Upgrade curriculum maps to include 21st century learning experiences and assessments, including the creation of new courses and new forms of educational experiences (ie: flipped-instruction) as appropriate.
* Evaluate current instructional technology curriculum to ensure vertical alignment of technology skills, literacies, and responsibilities is evident.
* Create a culture of visionary leadership around the expectations of comprehensive technology integration
* Continue to foster the appropriate, educational use of the BYOD network, and provide resources for those students who need school-provided access to mobile devices
* Hold teachers accountable for the use of teacher web pages and other technology-based communication tools
* Upgrade the current Medina CSD website to integrate social media tools, data, and real-time information
* Identify and replace archaic systems and structures (ie: staff meetings, mass emails) with efficient technology tools

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# Liability

The parent/guardian/student is responsible for the cost to repair and/or replace, at the date/time of loss of the Personal device, the case, the charging cable, the charging block if the property is:

* 1. Not returned
  2. Intentionally damaged
  3. Lost or damaged because of negligence
  4. Stolen, but not reported to school and/or police by the end of the next school day

# Personal device Security

Content filtering is present on the school network. All school issued Personal devices access the Internet through the Medina CSD filter (light speed) regardless of where the student is when they log on.

Content filtering

The Children’s Internet Protection Act requires that schools have a content filter in place onsite and the school will make every effort to block objectionable sites.

# Personal Safety

* 1. Users should recognize that communicating over the Internet brings risks associated with the lack of face-to-face contact.
  2. Users should carefully safeguard their personal information and that of others.
  3. Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the internet without parental and/or teacher permission.
  4. Students should never agree to meet someone they meet online in real life.
  5. If the user sees a message, comment, image, or anything else online that makes him/her concerned for his/her personal safety, it should be brought to the attention of school personnel or a parent immediately.

# Netiquette

* 1. Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.
  2. Users should recognize that with valuable content, there is also unverified, incorrect, and/or inappropriate content.

# Cyber-Bullying

* 1. The National Crime Prevention Council defines cyber-bullying as “When the Internet, cell phones, or other devices are used to send or post text or images intended to hurt or embarrass another person.”
  2. Cyber-bullying will not be tolerated and is strictly forbidden.
  3. The user should remember that digital activities are monitored and retained.
  4. Report cyber-bullying immediately to school personnel.

# Medina CSD Acceptable Use Policy

**This can be found in the addendum section at the end of the handbook.**

# Daily Use and Care of the Personal device.

1. Never pile things on top of the personal device.
2. Keep the personal device in the district-issued case at all times.
3. Limit the number of items carried within a backpack with the personal device to limit the amount of pressure applied to the personal device. screen.
4. Do not leave the personal device out in extreme heat or cold.
5. Do not leave the personal device in a vehicle or place it on top of a vehicle.
6. Keep food, drink, pets, etc. away from the personal device at all times.
7. Do not drop the personal device, as the screen is made of glass and will break.
8. Do not leave the personal device unattended at any time.
9. Do not alter the personal device in any manner that will change the district settings.
10. Do not remove the serial number or identification sticker on the personal device.
11. Do not lend your personal device to a classmate, friend, or family member.
12. Clean the personal device with a soft, dry, anti-static cloth or with a screen cleaner designed specifically for LCD type screens.
13. Fully charge the personal device each night with the proper personal device A/C adapter.
14. Do not attempt to repair a damaged or malfunctioning personal device. All damaged and malfunctioning personal devices need to be taken to the technology department.
15. Do not upgrade the personal device operating system.
16. Do not remove or circumvent the management system installed on each personal device. This includes removing restrictions or “jail breaking” the device.
17. Avoid touching the screen with pens or pencils. Use an appropriate stylus or finger.
18. Students are responsible for the safety and security of their personal device.
19. Students are permitted to take the personal device home.

# Email for Students

All students will receive an individual Gmail account. They can sign in with [lastnamefirstinitial@medinacsd.org](mailto:lastnamefirstinitial@medinacsd.org) and use their assigned password. With these Gmail accounts students will have access to student apps for education, which include productivity and management tools such as Gmail, Google drive, Google calendar, and much more.

All personal devices will be set up with that school email account so students can quickly and easily send messages and schoolwork to teachers. Please note that this is a closed email community. Only individuals with email accounts issued by Medina CSD can receive or send emails.

1. The effective use of email will: Develop 21st Century Communication Skills.
2. Allow students to develop positive professional relationships with peers and

staff.

1. Assist in collaboration skills required in careers and higher education settings.

**Guidelines and Reminders:**

1. School email accounts should be used for educational use only.
2. Students should only have their school email account set up on their personal device. *No other personal email accounts should be set up on the personal device.*
3. All communication from students to teachers must be on school issued account. Personal accounts are not an acceptable means of communication with teachers.
4. Email submissions at school are subject to inspection by teachers and/or administrators if deemed necessary.
5. All email and contents are property of Medina Central School District.
6. Only the authorized user for the account should access, send, and/or receive emails for the account.
7. Passwords should be protected and never shared with other students.

# Camera

Each student personal device is equipped with a digital camera feature. The camera will allow students to utilize a 21st century tool to develop 21st century learning skills.

**Examples of use:**

* 1. Recording and/or taking pictures for project-based learning assessments.
  2. Assisting in ensuring accurate notes are taken in class.
  3. Submitting work digitally.

***Students are not allowed to take pictures/video of staff and/or students without expressed permission by those individuals. Any violation will result in discipline measures.***

# Games

a. Students may not play games on the personal device during school hours unless they are given permission by the teacher AND the game supports education.

b. The content of any games played at home must be school appropriate.

c. Students must have parent permission to play games outside of school hours.

# Students Files and Storage

All students should store their files using Google drive. Google drive should be set up using the student’s Medina CSD Gmail account and password.

# Printing

a. Printing will be allowed from personal device on certain printers.

b. Students will be able to save to a USB to print anywhere.

# Personal device Background

Any picture used as the background for a school issued personal device must be school appropriate and align with the Acceptable Use Guidelines.

# Plagiarism

a. Plagiarism will be handled according to the school discipline policy on

plagiarism.

b. Users are prohibited from plagiarizing (using as their own without citing

the original creator) content, including words or images, from the Internet.

c. Users should not take credit for things they didn’t create themselves, or

misrepresent themselves as an author or creator of something found

online.

d. Research conducted via the Internet should be appropriately cited, giving

credit to the original authors.

e. Users are prohibited from accessing sites that promote plagiarism. These

sites should be reported to school personnel.

# 15. Behaviors and Discipline Related to Student Personal device Use

|  |  |
| --- | --- |
| **Technology Related Behavior Violations** | **Equivalent “traditional” Classroom Violations** |
| Failure to bring personal device to school | Coming to class unprepared |
| Missing cover | Not having required supplies |
| Email, texting, skyping, internet surfing, etc. | Passing notes, reading magazines, games, etc. |
| Damaging, defacing, placing stickers, etc. to the personal device | Vandalism/property damage |
| Using account belonging to another student or staff member | Breaking into someone else’s locker/classroom |
| Accessing inappropriate material | Bringing inappropriate content to school |
| Cyberbullying | Bullying/Harassment |
| Using profanity, obscenity, racist terms | Inappropriate language, harassment |
| Sending/Forwarding assignment to another student to use as their own and/or copy | Cheating, copying assignment, plagiarism |

|  |  |
| --- | --- |
| **Violations unique to the 1:1 Project** | |
| Not having personal device fully charged | |
| Attempts to defeat or bypass the district’s internet filter and/or security settings | |
| Modifying the district’s browser settings or other techniques to avoid being blocked from inappropriate sites or to conceal inappropriate internet activity | |
| Unauthorized downloading/installing of apps | |

**Progressive Discipline**

The discipline process for 1:1 devices will be progressive in nature. Low-level, first time infractions will receive smaller consequences than infractions that are repetitive or more serious in nature.

# 16. Power Management

a. Users are responsible to recharge the personal device’s battery so it is fully

charged by the start of the next school day.

# 17. Damaged and Lost Personal devices

a. The personal device assigned to the student becomes the student/parent

financial responsibility.

b. Users will report any damaged or lost personal device to their teacher then

to the Technology Department via the Library.

c. Users will bring the damaged personal device to the Library.

d. Technology staff and a technical support team will be able to do minor

troubleshooting.

e. **The chart below outlines parent’s financial responsibility.**

**Incident Details**

|  |  |
| --- | --- |
| Incident | Parental Fiscal Responsibility |
| Damaged, lost or stolen personal device | $ 100 |
| Incident | Parental Fiscal Responsibility |
| Lost or damaged charger | $20 |
| Lost or damaged case | $20 |

# 18. Replaced Personal device

1. When a personal device is damaged and needs to be replaced, the following steps must be adhered to:
2. The personal device will be brought to the Library so that the damages can be recorded.
3. **The corresponding fee will be paid to the main office in either cash or check form. All checks should be made out to Medina Central School District.**
4. Upon receipt of the funds the personal device will be ordered. A student may be without a personal personal device for a few days. If a loaner is available they will be provided with one.
5. Before the personal device can be given to the student, both the parent and student must sign new forms reflecting the replacement personal devices serial number. Please note without both signatures, even if the required payment is made, the personal device will not be distributed