



# North Montgomery Community School Corp. (NMCSC) Student Technology Handbook

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## **NMCSC Student Acceptable Use Policy**

(Based in part on School Board Policies 7540.03, 7540.06, 7542, & 7544)

The school board provides technology resources (as defined in School Board Policy Bylaw 0100) to support the educational and professional needs of its students and staff. With respect to students, Corporation technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The school board provides students with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The Corporation's computer network and Internet system do not serve as a public access service or a public forum, and the board imposes reasonable restrictions on its use consistent with its limited educational purpose.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable both civilly and criminally, for uses of technology resources that are not authorized by this policy and its accompanying guidelines.

### **Student Responsibilities:**

Students are responsible for good behavior when using Corporation technology resources - i.e., behavior comparable to that expected of students when they are in classrooms, in school hallways, on other school premises and at school sponsored events. General school rules for behavior and communication apply. The Corporation does not approve any use of its technology resources that is not authorized by or conducted strictly in compliance with school board policies and the accompanying guidelines.

Users have no right or expectation to privacy when using Corporation technology resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the Corporation's computer network and/or Internet connection). NMCSC reserves the right to confiscate, remove, search or otherwise investigate any of the above mentioned items at its discretion as well as any personally owned storage device or media used on NMCSC property. Students may not connect personal computer type devices to the NMCSC network.

### **Unacceptable Uses**

Unacceptable uses include, but are not limited to the following:

- a) Engaging in actions that are illegal (such as libel, slander, vandalism, harassment, bullying, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like)
- b) Disseminating personally identifiable information
- c) Using technology resources to accept, transmit, or distribute unsolicited bulk e-mail sent through the Internet to network e-mail account
- d) Attempting to forge email headers, use invalid or non-existent domain names, or other means of deceptive addressing
- e) Accessing, uploading, downloading, distributing or e-mailing inappropriate, obscene, pornographic or otherwise explicit material or literature
- f) Harvesting or collecting network e-mail addresses for the purposes of sending unsolicited e-mail
- g) Using the account or password of another user

- h) Attempting to disable/alter technology protection measures, alter or circumvent NMCSC computer restrictions or security systems for any purpose
- i) Violating copyright or otherwise use the intellectual, personal or physical property of another individual or organization without permission
- j) Attempting to vandalize, damage, or disable the property of another individual or organization
- k) Downloading or storing entertainment software, games or other files not related to the mission and objectives of NMCSC
- l) Using social media that has not been approved and is not for educational purposes
- m) Using technology without appropriate supervision
- n) Any conduct deemed contrary to the best interests of the NMCSC, its students, employees and property

### **Social Media Guidelines for Students**

Students' use of Corporation-approved social media platforms/sites (as defined in School Board Policy Bylaw 0100) must be consistent with the Student Code of Conduct, Policy 5722/AG 5722 – School-Sponsored Student Publications and Productions, Policy 7540.03/AG 7540.03 – Student Technology Acceptable Use and Safety, the instructor's directions/procedures, and the platform/site's applicable terms of service. Students are prohibited from posting or releasing personally identifiable information about students, employees, and volunteers through Corporation-approved social media without appropriate consent.

### **Safety and Security**

NMCSC staff shall provide age-appropriate instruction about safety and security on e-mail, social media, chat rooms and other forms of electronic communication. Other topics to be covered may include but are not limited to, the inherent danger of posting personal information online, appropriate use of technology, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying, how to respond when subjected to cyberbullying and other unlawful or inappropriate activities by students online.

### **Guarantees and Privacy**

NMCSC electronic information resources, the Internet, and use of e-mail are not inherently secure or private. NMCSC reserves the right to monitor and/or search students' use of NMCSC's technology resources and take appropriate action based on use that violates school board policy or the Student Code of Conduct. NMCSC reserves the right to disclose any electronic message or data to law enforcement officials, and under some circumstances, may be required to disclose information to law enforcement officials, the public, or other third parties, e.g., in response to a document production request made in a lawsuit involving the NMCSC or by a third party against the user or pursuant to a public records disclosure request. NMCSC makes no warranties of any kind, whether expressed or implied, for the service it is providing. NMCSC will not be responsible for any damages incurred by users, including loss of data resulting from delays, non-delivery, service interruptions, or any other cause. NMCSC will not be responsible for any claims, losses, damages, costs, or other obligations arising from the unauthorized use of NMCSC's technology resources. Use of any information obtained via the Internet is at the user's risk. NMCSC specifically denies any responsibility for the accuracy or quality of information obtained through its service. Users are responsible for any losses sustained by NMCSC resulting from the user's intentional misuse of the NMCSC's technology resources.

## NMCSC Acceptable Use Policy

Please sign and return the below portion to the school your child attends.

### **Use Agreement Authorization Form**

#### **User Authorization:**

I hereby certify that I have read and understand the NMCSC Student Acceptable Use Policy and agree to abide by its terms and conditions. I understand that if I violate the NMCSC Student Acceptable Use Policy, my network/Internet access privilege will be revoked and I may be subject to disciplinary action. I further understand that a violation of this policy may subject me to criminal and/or civil liability.

User Name (please print): \_\_\_\_\_ Grade \_\_\_\_\_

User Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### **Parent or Guardian Authorization:**

(Must be completed if user is a student)

As the parent or guardian of the above-named user, I hereby certify that I have read and understand the NMCSC Student Acceptable Use Policy. I further understand that some materials accessible to network/Internet users may be offensive, illegal, defamatory, or inaccurate, and that although the North Montgomery Community School Corporation has taken reasonable precautions to restrict access to such materials, such exposure may nevertheless occur. With that understanding, I hereby give permission to the North Montgomery Community School Corporation to provide network/Internet access for my child. I further agree to indemnify and hold harmless the North Montgomery Community School Corporation, its employees and agents, from any and all claims arising from or related to my child's use or misuse of the network/Internet, and waive any and all claims I may have against the District for such use or misuse.

Parent or Guardian's Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Board approved 6-24-17

## **Student 1:1 Device Use Agreement**

This agreement is made effective upon receipt of a 1:1 device (i.e. Chromebook or iPad, depending on the school building) between The North Montgomery Comm. School Corporation (“NMCSC”), the student receiving an 1:1 device (“Student”), and his/her parent(s) or legal guardian (“Parent”). This agreement is considered an addendum to the NMCSC Student Acceptable Use Policy. The Student and Parent(s), in consideration of being provided with a 1:1 device, including power adapter, charging cable, case and software (“accessories”) for use while a student at NMCSC, hereby agree as follows:

### **1. Equipment:**

- a. **Ownership:** NMCSC retains sole right of possession of the 1:1 device and grants permission to the student to use the 1:1 device according to the guidelines set forth in this document and in conjunction with the NMCSC Student Acceptable Use Policy. NMCSC retains the right to collect and/or inspect the 1:1 device and accessories at any time, including via electronic remote access; and to alter, add, erase or delete installed software (including the device OS) or hardware.
- b. **Equipment Provided:** Efforts are made to keep all 1:1 device configurations the same. All systems include ample RAM, applications, and wireless network capability. NMCSC will retain records of the serial numbers of provided equipment.
- c. **Substitution of Equipment:** In the event the 1:1 device is inoperable, NMCSC has a limited number of spares for use while the 1:1 device is repaired or replaced. This agreement remains in effect for such a substitute. The Student may NOT opt to keep a 1:1 device or to avoid using the 1:1 device due to loss or damage.
- d. **Responsibility for Electronic Data:** It is the sole responsibility of the Student to backup indispensable data as necessary. NMCSC does not accept responsibility for any such files or software.
- e. **Responsibility for Installed Software:** The Student may not install any software which violates the NMCSC Student Acceptable Use Policy. Uninstalling any school provided or OS software or profiles from the 1:1 device is not permitted. Operating System and Application updates will be run from a central location. Failure to comply will result in disciplinary action.

### **2. Damage, Loss or unreturned Equipment:**

- a. **Warranty for Equipment Malfunction:** NMCSC has a limited manufacturer’s warranty for the 1:1 device. The warranty only covers damage to the 1:1 device caused by manufacturer’s defects.
- b. **Responsibility for Damage:** The Student is responsible for maintaining a 100% working 1:1 device and accessories at all times. The Student shall use reasonable care to ensure that the 1:1 device and accessories are not damaged. Refer to the Standards for Proper Care document for a description of expected care. In the event of damage or loss/theft of the 1:1 device or accessories, it is the Student's responsibility to notify their school administrative office as soon as possible. In such cases, the Student and Parent will be billed according to the cost of replacement parts. Devices that are unable to be repaired will result in full replacement cost of the 1:1 device being accessed. Devices that are lost/stolen or not returned will result in full replacement cost of the 1:1 device and accessories being accessed. Other charges may be determined at the discretion of the school administration.
- c. If the 1:1 device or accessories are stolen or vandalized while not at NMCSC or at an NMCSC

sponsored event, the Parent shall file a police report.

- d. Return of equipment: At the end of each school year students may be required to return the 1:1 device and all accessories to the school administrative office. NMCSA will charge the Student and Parent for any items not returned or that are returned damaged.
  - e. Students who withdraw from NMCSA during the school year must return the 1:1 device and all accessories at the time they leave the corporation. The 1:1 device and accessories must be returned to the administrative office of their school. Failure to do so shall result in legal action.
  - f. Technical Support and Repair: NMCSA will provide technical support, maintenance and repair during school hours. Any attempt to repair outside of NMCSA may result in the Student and Parent being charged the full replacement cost of the device or accessories. A regular summer maintenance plan is scheduled for devices collected at the end of school.
3. Legal and Ethical Use Policies:
- a. Monitoring: NMCSA will monitor 1:1 device use using a variety of methods to ensure compliance with NMCSA's Student Acceptable Use Policy and this agreement. Any attempt to "jailbreak" the device or remove the NMCSA profiles will result in disciplinary action.
  - b. Legal and Ethical Use: All aspects of NMCSA's Student Acceptable Use Policy remain in effect during the use of the 1:1 device. NMCSA will make every attempt to provide content filtering within the NMCSA network and outside the network. However, NMCSA does not have full control of the information on the Internet or incoming e-mail while off campus.
  - c. File-sharing and Proxy Apps/websites: The installation and/or use of any Internet-based file-sharing tools or Proxy Apps/websites designed to circumvent filtering software are explicitly prohibited. File sharing programs and protocols like BitTorrent, Limewire, Kazaa, Acquisition and others may not be used to facilitate the illegal sharing of copyrighted material (music, video and images).
  - d. Allowable Customizations: Student are permitted to alter or add files to customize the assigned 1:1 device to their own working styles (i.e., wallpaper, default fonts, and other system enhancements). However, NMCSA reserves the right to insure all customizations follow the NMCSA Student Acceptable Use Policy and may periodically conduct maintenance that may configure the 1:1 device back to the originally installed state.

## **NMCSC Standards For Proper 1:1 device Care**

This document is an important addendum to the Student 1:1 device Use Agreement Form. Read it carefully prior to signing. You are expected to follow all the specific guidelines listed in this document and take any additional common sense precautions to protect your assigned 1:1 device.

***Loss or damage resulting in failure to abide by the details below may result in full financial responsibility.***

### **Your Responsibilities**

- Treat the equipment with as much care as if it were your own property.
- Update the 1:1 device OS when directed by school staff.
- Bring the 1:1 device, case and charging unit every school day.
- Keep the 1:1 device either secured (i.e., locked in your locker, classroom or other secure place where others do not have access) or attended (with you or within your sight) at all times. For example, during athletic events, games, practices and trips, store the 1:1 device in your school locker/classroom and arrange to return to school to retrieve it after the activity. 1:1 devices left unattended may be confiscated by school personnel as a protection against theft. Unattended and unlocked equipment, if stolen (even at school) will be your full financial responsibility.
- Avoid use in situations that are conducive to loss or damage. For example, never leave the 1:1 device in school vans, in the gym, in a locker room, on playing fields or in other areas where it could be damaged or stolen. Avoid storing the 1:1 device in a car other than in a locked trunk.
- Do not expose the 1:1 device to extreme temperatures or elements including water.
- Do not let anyone use the 1:1 device you have been assigned. Loss or damage that occurs when anyone else is using your assigned 1:1 device or accessories will be your full responsibility.
- Adhere to NMCSCs Student 1:1 device Use Agreement at all times and in all locations. When in doubt about acceptable use, ask a teacher, principal or member of the tech team staff.
- Back up your data. Never consider any electronic information safe when stored on only one device. Use your school-supplied accounts on a regular basis.
- Read and follow general maintenance alerts from school technology personnel.

### **How to Handle Problems**

- Promptly report any problems to a teacher or tech team member.
- Don't force anything (e.g., connections, charging cables, etc.). Seek help instead.
- When in doubt, ask for help.
- Do not go outside of NMCSC for repairs.

### **General Care**

- Do not attempt to remove or change the physical structure of the 1:1 device, including the screen cover or school provided case. Doing so will void the warranty, and you will be responsible for 100 percent of the repair or replacement cost.
- Do not remove or interfere with the serial number or any identification placed on the 1:1 device.
- Do not do anything to the 1:1 device or accessories that will permanently alter it in any way.
- Keep the equipment clean. For example, avoid eating or drinking while using the 1:1 device.

## **Carrying the 1:1 device**

- Always leave the 1:1 device in the school provided case.
- Do not grab and squeeze the 1:1 device, as this can damage the screen and other components.
- When moving with the 1:1 device, be sure to hold it securely with both hands.

## **Screen Care**

- The 1:1 device screen can be easily damaged if proper care is not taken. Screens are particularly sensitive to damage from excessive pressure (e.g., closing lid on earbuds).
- Do not touch the 1:1 device screen with anything (e.g., pen, pencil, etc.).
- Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens only.
- Always check to make sure no objects such as pencils, pens or head phone plugs have been left on the keyboard prior to closing the 1:1 device. Closing the 1:1 device with an object on the keyboard can damage the screen.

## **Battery Life and Charging**

- Arrive to school each day with a fully charged battery. Establish a routine at home whereby each evening you leave your 1:1 device charging overnight.
- Avoid using the charger in any situation where you or another is likely to trip over the cord.
- Don't let the battery completely drain. Charge when the battery reaches 10% capacity. Immediately shutdown if you are unable to connect to the charger.
- Students who bring a device to the tech staff to charge will forfeit the use of the 1:1 device for the entire time it takes to charge the 1:1 device (no passes from class will be issued to pick up an 1:1 device; the 1:1 device may only be picked up during passing periods).
- The 1:1 device must remain on (awake or sleep mode) at school at all times, with no exceptions.

## **Personal Health and Safety**

- Avoid lengthy use involving repetitive tasks. Take frequent breaks as well as alter your physical position (typing while standing, sitting, leaning, etc.) to minimize discomfort.
- Read any safety warnings included with the device.



## Student 1:1 device Program Acknowledgement Form

Review and initial each statement below.

Board approved 5-19-

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The following items reiterate some of the most important points covered in the Student 1:1 device Use Agreement and the Standards for Proper Care addendum.

	Student Initial	Parent Initial
I understand that I will report any damage, loss or theft of the 1:1 device to NMCSC personnel immediately. In addition, I understand that my parent/guardian will be held responsible for reimbursement for loss, failure to return, damage, or repair of the 1:1 device issued to me, which may have occurred at school or at home, or while the mobile device was being transported, in accordance with the policies outlined in the NMCSC Student 1:1 device Use Agreement.		
I will not leave my device or accessories unattended unless it is locked in a secure place. I am fully responsible for the cost of deductible or replacement should my device or accessories become lost or stolen.		
I understand that I am responsible for backing up my own files and important files should always be stored in Google Drive.		
I will read and follow the Standards for Proper 1:1 device Care.		
I will read and follow general maintenance alerts from school technology personnel.		
I will report any problems with my device to a teacher, principal, or member of the tech team staff immediately.		

### Terms of Agreement

**The student is responsible at all times for the care and appropriate use of technology. I understand if my child violates the guidelines agreed to in the NMCSC Student 1:1 device Use Agreement or Student Acceptable Use Policy, his/her privilege to use the technology may be restricted or removed and he/she may be subject to disciplinary action.**

**The 1:1 device and accessories remain the property of NMCSC. At the end of the school year or upon transfer from the school district, parents and students agree to return the 1:1 device and accessories to the school in the same condition it was issued to the student less reasonable wear.**

Student Name (printed clearly) \_\_\_\_\_

Student Signature + Date \_\_\_\_\_

Parent Name (printed clearly) \_\_\_\_\_

Parent/Guardian Signature + Date \_\_\_\_\_