2022 - 2023 Student Technology Handbook

OFFICE OF THE SUPERINTENDENT

NOBLESVILLE SCHOOLS

RELATIONS

AG 7540.03

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Rationale:
In order for students to have productive and enjoyable lives, they must develop up-to-date knowledge and skills required by contemporary society. Students must increasingly collaborate with others, communicate effectively, think critically, and be creative in solving problems or completing tasks. They must be able to transfer what they know and apply it to new circumstances. They must be adept at learning new technology, evaluating the utility of digital tools, and effectively applying available technology resources.

Teaching and Learning Goals for Educational Technology

- Support and live our mission and vision
- Increase engaging, rigorous student-centered learning experiences
- Provide equitable, anytime access
- Develop competent and responsible future-ready citizens
- Prepare for success in future college, career, and life pursuits

Responsible Use Agreement

Introduction
Noblesville Schools (NS) recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop progressive technology and communication skills. To that end, we provide the privilege of access to technologies for student and staff use.

NS is committed to providing educational opportunities for all students, and it maintains compliance with the state and federal nondiscrimination laws in its provision of technology.

This Responsible Use Agreement outlines the guidelines and behaviors that all users are expected to follow when using school technologies or when using personally owned devices on the school campus, including:

- The Noblesville Schools network is intended for educational purposes.
- All activity over the network or using district technologies may be monitored, documented and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action.
- Using an internet filter and other technologies, Noblesville Schools makes a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from the use of school technologies.
- Users of the district network or other technologies are expected to alert technology (IT) staff immediately of any concerns for safety or security.

Technologies Covered

NS may provide the privilege of internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more.

This Responsible Use Agreement applies to any school-owned technology equipment including school-owned devices utilizing the NS network or internet connection and school-owned devices utilizing private networks/internet connections. This Responsible Use Agreement also applies to privately owned devices accessing the NS network, the NS internet connection, and/or private networks/internet connections while on school property. As relevant new technologies emerge, NS will seek to provide access to them. The policies outlined in this agreement cover all technologies provided by NS or used on NS property or network, not just those specifically listed or currently available.

Usage Policies
All technologies provided by the district are intended for education purposes. All users are expected to use good judgment by following this agreement, the NS student code of conduct and social media policy, and all other NS policies. The use of technology is a privilege, not a right. Use of technology may be prohibited during certain times or activities. Users should be safe, appropriate, careful and kind; not try to circumvent technological protection measures; use good common sense; and ask if they don't know.

Pursuant to Federal law, students shall receive education about the following:
- Safety and security while using email, chat rooms, social media, and other forms of direct electronic communications;
- The dangers inherent with the online disclosure of personally identifiable information; and
- Unauthorized disclosure, use, and dissemination of personal information regarding minors.
- Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while in school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Web Access
NS provides its users the privilege of access to the internet, including web sites, resources, content, and online tools. Access to the internet will be restricted as required to comply with CIPA regulations and school policies. Web browsing may be monitored, and web activity records may be retained indefinitely.

Users are expected to respect the web filter as a safety precaution, and shall not attempt to circumvent the web filter when browsing the internet. The determination of whether material is appropriate or inappropriate is based solely on the content of the material and the intended use of the material, not on whether a website has been blocked or not. If a user believes a site is unnecessarily blocked, the user should submit a request for website review through the NS Technology Service Ticket Help Desk or restricted access screen.

Email
NS may provide users with the privilege of email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies.

If users are provided with email accounts, the accounts should be used with care. Users should not send personal information and should not attempt to open files or follow links from unknown or untrusted origins. Users should use appropriate language and should only communicate with other people as allowed by district policies or teachers.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

Mobile Devices Policy
NS may provide users with mobile computers or other devices owned by NS to promote learning outside of the classroom or efficient performance of job functions. Users should abide by the same Responsible Use Agreement and policies when using school devices off the school network as on the school network.

Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to users' care. Users should immediately report any loss, damage, or malfunction to technology staff. Users may be financially accountable for any damage resulting from negligence or misuse. Use of school-issued mobile devices off the school network may be monitored in appropriate situations. Users should have no expectation of privacy in these NS-owned devices.

Personally-Owned Devices Policy
NS offers a filtered public Wifi on all campuses. Students in grades K—12 may bring a personal device to school and use for educational purposes. Students are expected to connect to the filtered public Wifi.

- The technology devices students bring to school are their sole responsibility.
- The campus or district assumes no responsibility for personal devices if they are lost, loaned, damaged, or stolen, and only limited time or resources will be spent trying to locate stolen or lost items.
- Personal devices may be subject to investigation in accordance with Corporation Policy.
- Students are to keep their devices secure at all times and not loan to others.
- Students must keep devices on silent or vibrate mode.
- Users of the NS Public Wifi network have filtered internet access just as they would on district-owned devices.
- Students in grades K-12 may bring their own technology devices (laptop, netbook, cell phone, tablet, etc.) to NS campuses and can use them at the discretion of the school and classroom teacher.
- By connecting to the NS Public Wifi, users accept the terms of the Noblesville Schools Responsible Use Agreement, located on the Noblesville Schools website.

Security
Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. This also includes using a passcode or password on all devices and not sharing that password with anyone. Users should never share personal information. Users should immediately report any suspicious information or activity to a teacher or an appropriate administrator.

A user shall never use another user's password or account, even with the permission from the user. Any

need to have access to another user's account should be addressed to IT services staff or a designee.

If users believe a computer or mobile device they are using might be infected with a virus, they should alert IT. Users should not attempt to remove the virus themselves or download any programs to help remove the virus.

Search of Technology or Devices
By entering into this agreement, the user agrees that any device subject to the agreement, including school-owned devices used anywhere and personally-owned devices used on the school network or on school property, is subject to search by an appropriate school staff member. See Board Policy 7540.03 – Technology Privacy. Users shall have no expectation of privacy in the use of Corporation-owned technology subject to this agreement.

If a user creates a password or code to restrict access to email, files, a device or other technology subject to this agreement, the user will provide access to that information when requested to do so only by the user's supervisor, teacher, or IT Services Staff. Students shall not be required to divulge personal information for access to a non-District managed technology.

An appropriately trained staff member may examine a device and search its contents if the administrator has reasonable suspicion to believe that the device contains evidence of unlawful conduct or conduct that is in violation of school rules. The search, however, will be limited in scope based upon the limitations of the Fourth Amendment and any other applicable legal restrictions. NS staff members may also use software or other techniques to search for the location of a device subject to this policy if the device is reported missing or stolen.

Responsible Use
Users should always use the internet, network resources, and online sites in a courteous and respectful manner.

Users should recognize that among the valuable content online there is also unverified, incorrect, or inappropriate content. Users should use only known or trusted sources when conducting research via the internet.

Users should remember not to post anything online that they wouldn't want students, parents, teachers, or future colleges or employers to see. Once something is online, it cannot be completely retracted and can sometimes be shared and spread in ways the user never intended.

Plagiarism and Copyright
Users are not to plagiarize (or use as their own, without citing the original creator) content, including words or images from the internet. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Information obtained via the internet should be appropriately cited, giving credit to the original author.

Users will respect the rights of copyright owners, including in their use of materials found on, disseminated through, or posted to the internet. Copyright infringement occurs when a work that is protected by a copyright is reproduced without explicit permission from the copyright holder or outside the limitations of copyright law.

Personal Safety

Users should never share personal information, including phone number, address, social security number, birthday, or financial information over the internet without adult permission. Users should recognize that communicating over the internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Users should never agree to meet in person someone they meet online without parental permission.

If users see a message, comment, image, or anything else online that makes them concerned for their personal safety, they should immediately bring it to the attention of an adult or supervisor. All students and those staff members who work directly with students shall receive annual training on social media safety, cyberbullying, and appropriate responses.

Cyberbullying
Cyberbullying, including but not limited to harassing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking, will not be tolerated. Users should not be mean or send emails or post comments with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted person and create for the targeted person an objectively hostile school or work environment.

Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Users should remember that online activities may be monitored and retained.

All students will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response. NS uses an anonymous reporting tool for students to report bullying to appropriate staff members.

Email, Social Media, Collaborative Content
Recognizing the benefits collaboration brings to education, NS may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally identifying information online.

Please refer to the Noblesville Schools Social Media Policy for additional information on social communication.

Social Media Policy

- Users should be aware of what they post online. Social media venues, including wikis, blogs, photo and video sharing sites, are very public. Users should not post anything they wouldn't want friends, enemies, parents, teachers, colleges or a future employer to see.
- Students must follow the school's code of conduct when writing online. It is acceptable to disagree with someone else's opinions; however, it should be done in a respectful way. Criticism should be constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
- Users should practice online safety. They should never give out personal information, including, but not limited to, last names, phone numbers, addresses, birth dates, and pictures. They

should not share passwords with anyone besides teachers and parents.

- Linking to other websites to support thoughts and ideas is recommended. However, users should be sure to read the entire article prior to linking to ensure that all information is appropriate for a school setting.
- Students must do their own work and not use other people's intellectual property without their permission. It is a violation of copyright law to copy and paste others' thoughts without giving credit. When paraphrasing another's idea(s), students should be sure to cite your source with the URL. It is good practice to hyperlink to sources.
- Pictures may be protected under copyright laws. Users must verify they have permission to use the image or that it is under Creative Commons attribution.
- How students represent themselves online is an extension of themselves. They should not misrepresent themselves by using someone else's identity.
- Blog and wiki posts should be well written. Writers should follow writing conventions including proper grammar, capitalization, and punctuation. Edits of someone else's work should be done in the spirit of improving the writing.
- If students run across inappropriate material that makes them feel uncomfortable or is not respectful, they should tell their teacher right away.
- Students who do not abide by these terms and conditions may lose their opportunity to take part in school work and/or access to future use of online tools.
- Students shall not access social media for personal use from the district network, but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.

Limitation of Liability
NS will not be responsible for damage or harm to personal files, data, or hardware.

While NS employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness. NS will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

Violations of this policy may have disciplinary consequences, including:

- Installation of a restricted iPad profile, or removal of apps;
- Suspension of network, technology, or computer privileges;
- Notification of parents;
- Detention or suspension from school and school-related activities;
- Legal action and/or prosecution.

Confidential Information Communicated or Stored on NS Technology
Users of the District's technology are expected to protect the integrity of data, comply with data-privacy regulations, and protect the personal privacy of other people when using NS technology.

Users should not access confidential information in the presence of others who do not have authorization to have access to the information and should not leave confidential information visible when a user is away from a screen.

Students and parents shall be required to sign the Noblesville Schools' Responsible Use Agreement annually before internet or network access shall be allowed.

iPad Policy

AppleID and eMail Account Creation
Noblesville Schools, as part of our iPad Initiative, requires the consent of Parents/Guardians to create the necessary online accounts in order for our iPads to function properly and to be used most effectively in a classroom setting.

This form gives consent to Noblesville Schools to create on behalf of the parents/guardians and their students, online accounts that enable our iPad Initiative to function most efficiently and optimally in a classroom setting in a digital world.

These accounts include, but are not limited to, an Apple free iTunes Account, an Apple managed iCloud Account, and a Google Apps for Education Email Account to be used for school and educational purposes only. The completion and signature on this form gives the consent of the parents/guardians of the students listed to authorize Noblesville Schools to create the aforementioned accounts and any online account necessary for the iPad Initiative to be successful on behalf of the parents/guardians.

Terms
Users will comply at all times with the NS Student Technology Handbook policies. Any failure to comply may terminate user rights of possession effective immediately and the district may repossess the iPad. **Any lost, stolen and damaged iPads must be reported to school authorities immediately.**

Title
Noblesville Schools has legal title to the property at all times. The user's right of possession and use is limited to and conditioned upon full and complete compliance with this agreement and the NS Student Technology Handbook policies.

Loss, Theft or Damage
Should an iPad be damaged, lost, or stolen the student or parent/guardian should immediately notify the school administration. If an iPad is stolen the student/guardian should file a police report as soon as possible. If the iPad is lost, stolen, or totally damaged as a result of irresponsible behavior, the parent may be responsible for the full replacement cost.

In the event of a lost or stolen iPad, the Noblesville School Corporation will deploy location software which may aid the police in recovering the iPad.

Students who cease to be enrolled in Noblesville Schools must return the iPad, along with any other accessories, at the time they leave the corporation. The iPad and all accessories should be returned to the teacher supervising the iPad Student Support Room. Any fees collected as a part of this initiative will not be refunded.

Repossession
If the user does not fully comply with all of the terms of this Agreement and the NS Student Technology Handbook, including the timely return of the property, NS shall be entitled to declare the use in default and come to the user's place of residence, or other location of the property, to take possession of the property.

Terms of Agreement
The user's right to use and possession of the property terminates by NS or upon withdrawal from NS.

Unlawful Appropriation/Theft
Failure to timely return the property or the continued use of it for non-school purposes without the District's consent is considered unlawful appropriation of the District's property. This may constitute theft, a felony, or conversion, for which parents and students could be liable for three times the cost of the property plus attorney's fees.

Financial Terms of Mobile Technology Use

Use and Maintenance Fees
Parents of students in grades 4-12 that are assigned a take-home iPad (5th generation) or newer, will pay a non-refundable $40 fee each semester through the textbook rental system. There is also a $10 MillerCare+ fee charged each school year. It is the sole responsibility of the student to replace lost, stolen or damaged cables. Unpaid fees may be turned over to collections which could result in additional charges.

iPad Costs – for Lost, Stolen or Full-Cost Damage
If the district issued iPad or power adapter is lost, stolen, or totally damaged as a result of irresponsible behavior, the parent may be responsible for the full replacement cost.
Cost to the district:
- iPad (8th generation 2021 edition, 32GB) - $279.00
- iPad (2017-20 edition, 32GB) - $279.00
- Power adapters - $15.00
- 4-12 Keyboard/Case Combo - $100.00

Damaged iPads
Any damage must be reported to school authorities immediately. At that time school authorities will determine if damage is accidental or due to irresponsible behavior.

All students will be enrolled in our protection plan, MillerCare+. Visit this link to learn more.
https://www.noblesvilleschools.org/Page/8058

The deductibles below apply:
- First accidental damage occurrence: fees included in the protection plan that all students are enrolled in, MillerCare+.
- Second accidental damage occurrence: ($50.00): Student will get a replacement iPad.
- Third accidental damage occurrence: Cost to repair the iPad or fair market value, possible loss of iPad take-home privileges. The replacement iPad will be checked in and out daily during the school day.

Table of Estimated Repair Pricing for Deductibles

Loss, Deliberate Damage or Neglect	Estimated Repair/Replacement Costs
Broken Screen or LCD	$100.00
Broken Screen and LCD	$150.00
Power Adapter	$15.00

Mobile Technology Precautions

Handling and Care of the IPad
- Keep the iPad in the district-issued or approved case. The keyboard is a component of the case and functions as a protective cover for the iPad. It must be kept on the iPad at all times.
- Keep iPads and cases free of any writing, drawing, stickers, or labels that are not applied by NS.
- Use the iPad on a flat, stable surface.
- Do not set books on the iPad.
- Do not have food or drinks around the iPad.
- Wipe surfaces with a clean, dry soft cloth.
- Avoid touching the screen with pens or pencils.
- Do not leave the iPad exposed to direct sunlight or near any heat or moisture sources for extended periods of time.

Power Management
- It is the user's responsibility to recharge the iPad's battery so it is fully charged by the start of the next school day.
- iPads with no battery life may be charged in the Student Support Office. The student forfeits use of the iPad for the entire time it takes to charge the iPad (No passes from class will be issued to pick up an iPad; the iPad may only be picked up during passing periods).
- All class work missed because of uncharged batteries must be made up on students' own time.
- The iPad must remain on (awake or sleep mode) at school at all times, with no exceptions.
- Replacement of lost, stolen or damaged power cord and/or brick are at student's expense.

Transport
- Transport iPad in its protective case.
- Do not leave the iPad in a vehicle for extended periods of time or overnight.
- Do not leave the iPad in visible sight when left in a vehicle.

Monitoring and Supervision
- Do not leave the iPad unattended in an unlocked classroom or during an extracurricular activity.
- Do not lend the iPad to a classmate, friend, or family member.
- Any attempt to "jailbreak" or remove the NS profile could result in suspension.
- Students are expected to respect the web filter as a safety precaution, and shall not attempt to circumvent the web filter.
- Students are responsible for the safety and security of the iPad and any activity on the device.
- District may disable the iPad remotely to protect the device and/or data on the device.

NOTE: Failure to follow these precautions could result in a student being charged full replacement cost in the event of a lost, stolen or damaged iPad.

Noblesville Schools
Student iPad User Agreement

As a borrower of an NS iPad:

- I have signed and will follow the policies established in the NS Student Technology Handbook.
- I will follow the guidelines listed below for proper care of the iPad keyboard and case.
- I will report to school authorities any problems/issues I encounter while using the iPad.
- I understand that resetting the iPad to factory settings may occur as a result of any repairs or modifications on the iPad, and this reset may result in the loss of data.
- I understand that my iPad may be collected as needed for scheduled maintenance.
- I understand that the primary use of the iPad is as an instructional tool.

Guidelines for Proper Care of the iPad
1. The iPad will not be loaned to anyone.
2. I will not remove labels, stickers, or screen protectors already placed on the iPad by the technology department.
3. I will not write on or place any labels or stickers on the iPad.
4. I will keep the iPad in a school-approved case at all times.
5. Proper care is to be given to the iPad at all times, including but not limited to the following:
    a. Keep food and drinks away from the iPad.
    b. Do not expose the iPad to extreme heat or cold.
    c. Do not attempt to repair a damaged or malfunctioning iPad.
    d. Use the appropriate iPad A/C adapter to charge the iPad.
6. Proper security is to be provided for the iPad at all times, including, but not limited to, the following:
    a. Do not leave the iPad unattended in an unlocked classroom or extra-curricular activity.
    b. Do not leave the iPad in an unlocked vehicle.

iPad Management
1. District-purchased apps will be installed on student iPads using FileWave software.

Updated: 1/7/22