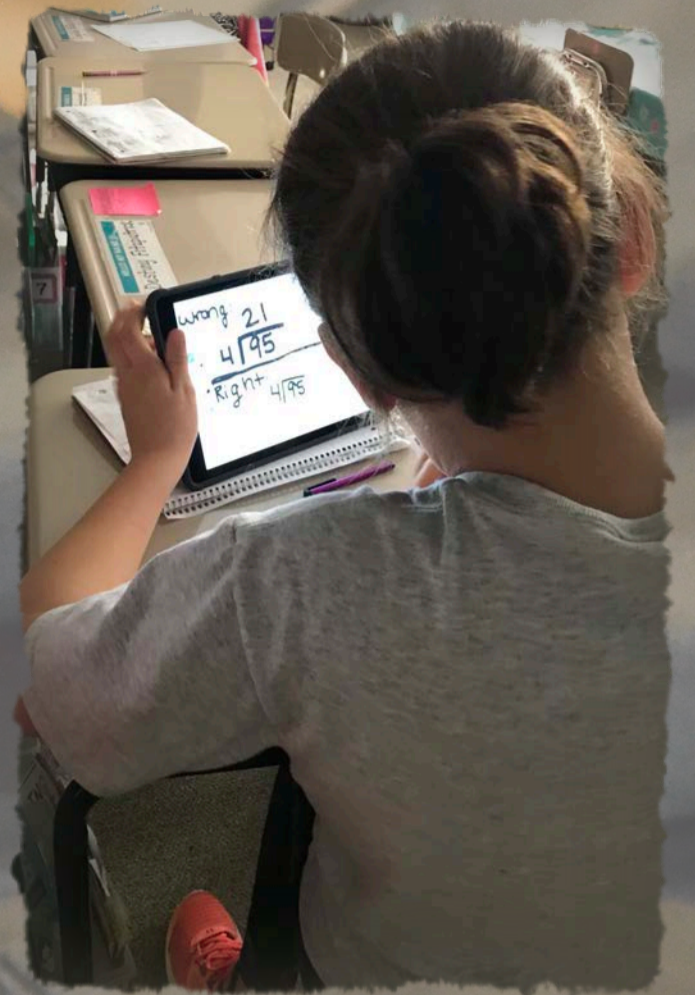# Technology
Handbook
& Parent Resources

Community of Learners
Orland
School District 135

Orland School District 135 Technology Handbook

The procedures and information within this document apply to all Orland School District 135 devices used in our schools, including any other device deemed by the administration to come under this policy. This document applies both during the school year and extends through the summer if the student retains possession of the device. The information and agreements found here represent a clear and comprehensive attempt to explain to our students, parents and educators, the level of responsibility necessary to participate in this initiative. Orland School District 135 reserves the right to make any additions or alterations to these procedures necessary in order to insure the effectiveness of our digital program as well as the safety and well-being of our students. Failure to comply to the requirements within this document may result in the student losing their take home or device privileges.

Read and share this document with your child. By reading and discussing the district's expectations and student responsibilities, you can create a clear set of expectations for your child.

Student Devices

Orland School District 135 students will be issued a device including an iPad, protective case, Apple Power Adapter and USB cable. To receive a district-owned device, the parent must complete the following during the registration/re-registration process:

• Permit Orland School District 135 to create user accounts for child

• Review and acknowledge the Orland 135 Technology Handbook including the Device/Loss Plan

Parents can opt-out of take home privileges by completing the Orland Device Take Home Opt-Out digital form on the Instructional Technology page on the Orland 135 website at https://www.orland135.org/Page/6906. Once completed, your child will have access to device in the classroom, but will not be permitted to take the device home.

Prohibited Student Conduct

The user is responsible for his or her own actions and activities involving the use of a district issued device. Some examples of unacceptable uses are as follows:

- Downloading unauthorized apps, videos, music, images or any other media

- Transmitting any material in violation of any State or Federal law

- Accessing another student's or school files without authorization

- Bypassing the district's Internet Web filter by any means

- Using the device for any illegal activity

- Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material

- Violating copyright laws, credit card fraud, electronic forgery, or other forms of illegal identity theft

- Disrupting the school environment

- Using the device while privileges are suspended or revoked

- Vandalizing hardware, software, or device/accessories

- Modifying the device in any way other than as instructed by district staff

- "Jail-breaking" (process of removing limitations imposed by the manufacturer) the device to alter firmware, software and/or the operating system

- Possessing, forwarding, or uploading of unauthorized photos, video, or audio to any website, network storage area, or person

- **Adding or using any personal accounts on device not provided to the student by the school district**

Device Care and Maintenance

It is the responsibility of the student and his/her parents/guardians to exercise reasonable care of the device at all times. This includes, but not limited to, keeping the device in a safe location, preventing unauthorized use, keeping the device in the case and otherwise reasonable steps to prevent the device from damage. Do not attempt to gain access to the internal electronics or repair the device. If a device fails to work or is damaged, report the problem to the school's help desk as soon as possible.

- If technical difficulties occur from unauthorized software/apps, the device will be restored from backup or reset to factory defaults. The district does not accept any responsibility for the loss of data, software or documents that are deleted during this process.

- Devices should never be left in a hot/cold car or similar environment, as damage to the device/battery will result.

- The iPad comes in a protective case. Students must use the district issued protective iPad case. Any damage occurring when not in the district issued case will not be covered under the **"Device Damage/Loss Plan"** and student will be responsible for full repair/replacement costs.

- Avoid applying liquids to the device. The device can be cleaned with a soft, slightly water-dampened, lint-free cloth. Avoid getting moisture in the openings. Do NOT use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the screen. Use of unapproved cleaners may remove the protective film covering the face of the screen.

- While the screen is scratch resistant, the screen will scratch. Avoid using any sharp objects on the screen. Do not leave items in the device when you close the case. The iPad screen is glass and is vulnerable to cracking. Never place heavy objects on top of the device and never drop your device. Careful placement in your backpack is important.

Ownership

Ownership

Orland School District retains ownership of the device, accessories and accounts provided to students. The device must be turned over to district staff upon request for inspection, maintenance or support actions. Student must provide passcodes and/or passwords to school district accounts upon request by any staff member.

Student Expectations

If a student is permitted to take the device home, it is the expectation that the student returns the device the next day fully charged. Students that do not bring their device or fail to charge it will NOT be issued another device. Repeated incidents of the student not having the device fully charged for school may lead to student losing the privilege to take the device home.

Device Damage/Loss Plan

Students and parents are covered by the school district's **"Device Damage/Loss Plan."** This plan was designed to minimize a family's financial responsibility in the event of ACCIDENTAL damage. This plan limits a repair/replacement cost a family is responsible for the first two events of accidental damage, loss or theft of the device. **Students who incur three or more repairs in a year period will be responsible for the full repair/replacement cost.**

Students will be assessed the repair/replacement cost up to:

> **1st Occurrence: $80**
> **2nd Occurrence: $150**
> **3rd+ Occurrence: full repair/replacement cost.**

Lost or stolen devices must be reported to the Orland Park Police and a copy of the report must be submitted to the school district. Lost/stolen devices without a police report will result in a full replacement cost fee being assessed to the student.

The **"Device Damage/Loss Plan"** does not cover accessories issued to the student. The following are the costs for lost/damaged accessories:

> **Apple Power Adapter $19**
> **Apple USB Cable: $19**
> **iPad Case: $35**

Orland School District is the only party authorized to repair/service the device. In the event of damage or malfunction, the parent/student should notify the help desk immediately. Cosmetic damages that do not impact the functionality of the device will not be repaired. You can find your school's help desk at https://www.orland135.org/Page/5580.

The **"Device Damage/Loss Plan"** does NOT cover malicious or intentional damage. In the event damage/loss is determined by the district to be malicious or intentional, the full cost of repair or replacement will be assessed.

Accessories

Students may only use approved accessories with their school issued device during approved times. Accessories cannot interfere with instruction in the classroom or the function of the device. Orland School District 135 is not responsible for use, troubleshooting or loss of any non-district owned accessories. This includes, but not limited to, personally purchased headphones, wired or wireless keyboards or stylus (Apple Pencil, Logitech Crayon, etc.)

Return of Device

The student must return the device and accessories when requested or when no longer enrolled in the district. This includes automatic withdrawal due to extended absences. The device and accessories must be in the same condition as the district issued it. Devices and/or accessories not returned within 24 hours will be subject to discipline and student will be assessed for any missing or damaged equipment as described in this document.

Stolen Property Report

District owned devices not returned will be reported to the Orland Park Police as stolen property. Unauthorized persons in possession of district property are subject to prosecution which could result in felony charges.

Device Safety

Filter

All district owned devices are filtered both on network and off. Although the district has very strict filter settings at all grade levels, no filter can block 100% of inappropriate content. In the event a student finds inappropriate content, the student must contact a district staff member immediately. The school district may filter or block any additional material beyond the internet filter provider's recommendation that the district deems to be inappropriate. The presence of filters or blocks do not relieve the student and/or parent/ guardian responsibility of any board policies or relieve the parent of their responsibility for supervising the student's use outside of school. Parents/guardians will receive weekly usage reports from the filter provider and can block additional sites outside of school directly from the district's internet filter provider. See the Instructional Technology pages on the district website for additional details.

Supervision Outside of School

The district's issuance of a device to the student does not create any duty on the part of the district to provide supervision of the use of the device or protection of the student regarding use of the device outside of school or outside of school hours. It is the sole responsibility of the parent/guardian to supervise the student use of the device when outside of school or outside of school hours.

Appropriate Use

School Related Use

The device is intended for use only by the student for school-related/educational purposes while on the district network. Lending of the device or related resources to anyone including members of the student's family is strictly prohibited. However, parents/guardians are strongly encouraged to look through student's educational content and digital work on the device.

Board Policies

Use of the device must comply with all district policies and procedures, including but not limited to Board Policy 6:235 - Access to Electronic Networks, other technology policies and procedures and student discipline code, regardless of where or when the student uses the device. This means that any use by a student of a district device will be subject to discipline as if the activities had occurred during school hours on school grounds, regardless of whether the conduct occurs outside of the school and/or on the student's free time. The district reserves the right to block application functionality, implement security measures, change device settings, or take any other administrative or security steps, as deemed necessary in the district's sole discretion. Any attempt to modify ("jailbreak") the device, including but not limited to changing Internet access settings, will be considered a violation of district policy.

Privacy

Users have no reasonable expectation of privacy in any or all uses of district technology resources. This includes but is not limited to materials or content created, received, sent, viewed or otherwise accessed on the device. All users of the Internet and network agree to comply with The Children's Internet Protection Act, 47 U.S.C. §254(h) and (l)

Camera

Students must use good judgment when using the camera. Any use of the camera in the bathrooms or locker rooms will be treated as a violation of the Acceptable Use Policy. Taking photos, video or audio recording of others without their permission or the possession, forwarding, or uploading of unauthorized photos, video, or audio to any website, network storage area, or person is strictly forbidden.

Software Applications (Apps)

The software/apps originally installed by the Orland School District 135 Technology Department must remain on the device in usable condition and be accessible at all times. From time to time, the district may add software/apps for use in a particular class. Enough storage space must remain on the device for this possibility. Orland School District 135 may remove any non-academic materials that limit this ability. Students are not permitted to add applications not provided by the district.

Security

Network security is a high priority. If the user can identify a security problem on the device, the user must notify a district staff member immediately. Students must keep account and passwords confidential. Users are not permitted to access another individual's account. A user identified as a security risk may be denied access to the device.

Vandalism

Vandalism is any attempt to harm or destroy hardware, software, or data on the device, another user, the Internet, or any other network. This also includes modifying the device in any way other than instructed by district staff or applying any permanent marks, decorations, or modifications to the device. Vandalism in NOT considered accidental damage and will not be covered under the Device Damage/Loss plan.

Revocation of Use

The use of the device and network is a privilege, not a right. The district may revoke the student's privileges to use the device and related services at any time it deems appropriate, including when a student violates this agreement, district policy or district procedures.

Indemnification

The student and parents/guardians release, hold harmless, defend and indemnify the district from any claims, liability, or money damages (including attorney fees) brought by a third person, student, or parents/guardians against the district related to the student's use of the device or the student's or parents'/guardians' breach of this agreement.

If any term, covenant, condition, or provision of this agreement is held by a court of competent jurisdiction to be invalid, void, or enforceable, the remainder of the provisions shall remain in full force and effect and shall in no way be affected, impaired, or invalidated.

Information and Agreements *cont.*

Shared Responsibilities

A productive and effective learning environment has always included shared school-parent responsibilities. Parents have a responsibility to send their child to school well rested and with completed assignments each day. Teachers have a responsibility to use class time in a productive manner, encourage students to do their best and assist students when they struggle.   The best possible outcome occurs when everyone works together. Our one-to-one technology program requires the same partnership and the following charts help identify some of the shared responsibilities.

School Responsibilities		
School	**Responsibilities**	**Notes**
✔	Provide an acceptable use policy (Technology Handbook) for device care and use guidelines.	Available on the district website and link provided during registration.
✔	Provide guidelines for decorating device.	Students can only use district issued case and no adhesives or permanent marks should be added to device.
✔	Provide parent resources and guidance to assist with having a school device at home.	In addition to this publication, the school provides parents access and control over content filtering at home.
✔	Monitor use for appropriate practices to keep device safe and secure.	Students should follow classroom procedures for when and where the device should be stored and used.
✔	Provide procedure for reporting and repairing damaged/ malfunctioning equipment.	Report to Helpdesk damaged/lost/ malfunctioning immediately. Parents/ students should never repair damaged device.
✔	Provide web and document filtering.	See the student Safety section for more details.
✔	Provide guidelines for adding applications to device.	Student should ONLY add apps from Self Service when instructed by a teacher.

Parent Responsibilities

✔	Talk to your children about the values and standards that they should follow on the use of the device and the Internet just as you would do on the use of all media such as television, telephones, movies, music, and radio. Encourage your child to use and store the device in an area where you can monitor your child online.
✔	Remind your children that misuse or damage to district-owned technology, including the device, is the financial responsibility of the family and that great care should be taken to treat the equipment properly and with respect.
✔	Students are encouraged to have wireless access at home. If your child receives a free or reduced priced lunch, you may qualify for Internet Essentials from Comcast. Please contact your school for a brochure describing this program or call Comcast directly. If Comcast is not an option, please reach out to your child's principal for other possible options.
✔	Help your child develop a routine. Many parents have found success by helping create a routine for their child's computer use. Define a routine as to how the device is cared for and when and where its use is appropriate.
✔	Take a look at the apps or programs. 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.
✔	Review the this agreement with your child and make sure your child fully understands the expectations on the use of the device.
✔	Exhibit the same good digital citizenship we expect from our students. This includes refraining from sharing digitally created instructional/classroom/communication content without the permission of the creator and/or individuals discussed or appearing in digital content.
✔	Provide an at-home procedure for charging device to ensure it comes to school fully charged each day.
✔	Return the device to school with all accessories when instructed by school.

Student Guidelines and Responsibilities

✔	Using all technology resources and devices, including all provided accessories in a responsible and appropriate manner. Obeying school and district rules concerning behavior and communication.
✔	Bringing devices to school fully charged each day. Devices are to be brought to all classes, unless instructed differently. If a device is left at home the student may NOT be provided a loaner device.
✔	While on the Internet, students shall not reveal personal information for themselves or other students.
✔	Contacting a district staff member about any security problems. Including receiving an email containing inappropriate or abusive language or if the subject matter is questionable.
✔	Monitoring all personal information and activity on all accounts, network login, email, Google and iCloud. Students are responsible for backing up personal data on the iPad using iCloud or the student's Google drive.
✔	Students should never leave the device in an unsupervised area. Students are to secure the device in student lockers whenever it is not in the student's direct possession (Junior High Only) or in a location indicated by classroom teacher.
✔	Keeping the device muted unless permission is obtained from the teacher to use audio for instructional purposes. Earbuds or headphones may be required.
✔	Understand and agree to follow parent guidelines on where, when and for how long device can be used outside of school.
✔	Report any damage or malfunction to school and parent immediately.
✔	Report inappropriate behavior or content to an adult immediately.
✔	Do not add apps or allow anyone else to use your device unless directed by a teacher.

What does your digital footprint say about you?

EVERYTHING you do digitally becomes part of your forever digital footprint. You can CHOOSE to make this a positive or negative reflection of yourself.

Social media and game posts, comments, images and video become part of the "public sphere," where everything will be documented, shared and, judged. Not only by one's friends and foes, but possibly by your dream college, too. As the new adage goes, "The internet is forever."

Do:

- Guard your privacy.
- Protect your reputation.
- Remember, nothing is private online.
- Assume everyone is watching.
- Think **before** you post, share, say, reply. etc.

Don't:

- Post personal information such as your phone number or address.
- Download apps or install software not approved by the school.
- Share your password.
- Respond to inappropriate messages.
- Share another person's content

What will your parents, teachers, grandparents, future colleges and employers learn about you?

Student Safety

Student safety is a top priority in District 135.

Children in today's world have access to tools and opportunities not available to previous generations. Baseball bats and bicycles were common to our childhood but could also be inherently dangerous without the proper guidance and training. Digital tools are no different. Although it is important to keep our children safe within school, it is just as important to teach them how to be safe outside the walls of the school buildings. Teaching students how to act and protect themselves in the digital world is just as important as any other lesson they learn in school. Students in Orland School District 135 use online collaborative tools such as Zoom, Google Docs and Mail and Seesaw as protected training grounds for learning and practicing safe digital citizenship. **These protected environments allow students develop these essential skills and also afford them the opportunity to make mistakes that can be turned into learning experiences under the guidance of school district staff.**

Data Privacy

Student data security is important to us. Orland School District 135 strives to provide our students the best learning experience possible. This requires the district to partner with companies to provide services such as digital curriculum, testing and various other instructional supports. Some of these supports require Orland 135 to share certain student data in order to allow the service to function properly. Before partnering with each company, Orland School District verifies the vendors are as FERPA, COPPA and Illinois Student Online Personal Protection Act (SOPPA) compliant. Additionally, Orland School District 135 only provides the minimum amount of data required to maintain service functionality for each application. Learn more and view a list of all services D135 has agreements with here.

Student Safety

In addition to teaching how to act in a safe manner, Orland School District 135 also uses a number of tools to help ensure the safety of   students.

Orland School District 135 uses Securly as its web filter tool on district owned devices. This cloud based tool will enable the district to monitor and filter all web content on district owned devices both on the school network and at home. Additionally, ***shortly after the start of school,*** all parents will be provided login credentials to the Securly parent portal. This will allow the parents to do the following:

•Receive weekly email reports on child out of school web usage

•Review child's internet browsing history

•Set at home controls to block additional websites at home **in addition** to district restrictions

Securly also helps us monitor and identify inappropriate or concerning content. This includes filtering student emails and Google Drives and Docs for inappropriate pictures, offensive language, self harm and cyberbullying. Students are notified directly in less serious situations. School and district administration are notified immediately for more serious concerns. This service runs 24 hours a day 7 days a week.

Sample Child and Parent Agreement

Educators know setting expectations and reviewing procedures is the easiest way to avoid future issues. Much of the first few days of school is dedicated to this process. This same process at home can also help avoid common issues related to having a school issued device at home.

Consider the following while discussing and creating expectations and procedures:
- set designated location and times for device use
- set time limits for schoolwork AND recreational "exploration" of approved apps
- set time aside and create habits for student to share with parents activities and projects
- create consequences when procedures aren't followed

Be thorough and do not assume any topic or procedure is "common sense." The following pages include a sample student-parent agreement. **A parent-student agreement is not required by or sent to school but is strongly recommended.**

An editable copy of this example is linked below. Use this example or change it to fit your families values and needs. Of course, for any agreement to be effective, it must be followed and enforced.

Sample Student-Parent contracts
Printable Document (Use on any device)
Editable Word Document (Use on MacBook or PC)
Editable Pages Document (Use on MacBook or iPad)

Getting Connected

There is more happening in classrooms now than ever and teachers and students are sharing in new ways! No longer do you have to wait until the Friday folder comes home or dig through a child's backpack to know what is happening at school. You just have to get connected. **Please reach out to your child's teacher to learn about the digital communication tools they are using.** Not all teachers are using all of these tools, but they are using at least one.

What is Seesaw?

Click here for overview from Seesaw!

For students, Seesaw helps them see their own growth and provides an audience for their work - whether that be peers, parents, or the world at large.

For families, Seesaw gives an immediate, personalized window into their child's day so they can support learning at home.

For teachers, Seesaw saves time on organization and communication, makes formative assessment easy, and provides a safe place to teach digital citizenship skills.

Click here for Directions for creating a Seesaw parent account.

What is Google Classroom?

Google Classroom is a tool allowing teachers to easily assign and collect digital work. It can also be used for announcements to the class from the teacher.

 Guardian email summaries include:
- Missing work—Work that's late at the time the email was sent
- Upcoming work—Work that's due today and tomorrow (for daily emails) or work that's due in the upcoming week (for weekly emails)
- Class activity—Announcements, assignments, and questions recently posted by teachers

In order to create a parent account you must request an invite from your child's teacher.
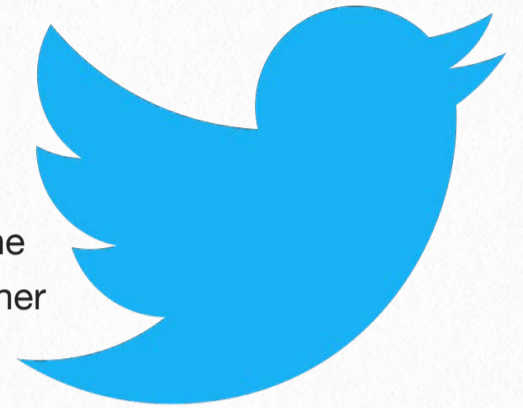
 The invite will include these directions.

Getting Connected

Twitter

The district and every school in the district has a **Twitter** account and "tweets" out regularly. Many of the teachers also have classroom accounts. Below are the district and building Twitter handles and hashtags. Check with your child's teacher for the classroom handle and follow them all.

School	Handle	Hashtag
Orland School District	@OSD135	#osd135
Centennial School	@ctlbulldogs	#ctlbulldogs
Center School	@center_dolphins	#centerdolphins
Century Junior High	@CenturyWildcats	#CenturyWildcats
High Point School	@hpointschool	#hpointschool
Jerling Junior High	@JerlingJayhawks	#JerlingJayhawks
Liberty School	@Liberty_D135	#Liberty_D135
Meadow Ridge	@MeadowRidgeRoar	#MeadowRidgeRoar
Orland Junior High	@OJHEagles	#OJHEagles
Park School	@ParkSchool135	#ParkSchool135
Prairie School	@Prairie_Hawks	#prairiehawks135

What Should I Do When...?

What if something just isn't right?

Device Issues

If you discover damage to the device or it appears the device isn't working correctly, please notify the school using the Help Desk page at https://www.orland135.org/Page/5580.

Student Issues

Having a 1:1 device at home can create several issues. Some are more common and minor while others are more serious and require adult and school attention and action.

Typical Issues

Below is a list of common issues children may exhibit towards 1:1 devices and online tools.

Your child...

- is fascinated with age-appropriate games.
- is engaged with age-appropriate online worlds and social networking sites
- is concerned about his/her online reputation.
- wants to spend free time on the 1:1 device.
- has difficulty staying focused or on task.

Again, these are common behaviors for students (and even some adults) with new technologies. Make sure you keep the lines of communication open and discuss concerns with your child. Be sure to enforce the parent-child contract and adjust as necessary.

Issues Requiring Adult Attention

The behaviors listed below require a conversation with child and may necessitate direct contact with the school for understanding and assistance resolving the issue(s).

Your student...

- wants to take apart or change the operating system or software on the device.
- tries to get around school or home internet safety or monitoring software.
- engages in inappropriate social interactions (ex. disparaging remarks) with others.
- accesses inappropriate websites or online content.
- is secretive and refuses to give parents access to what is happening on the device.
- signs up for sites, games, or software without asking for parents' permission.

Red Flags

All of these require immediate action and contact with the school.

Your student...

- is involved in harassing or bullying others on the device.
- uses the device to cheat or plagiarize other's work.
- intentionally damages or breaks the device or online tool.
- goes "out of bounds" or commits illegal activities (pirating copyrighted material, gambling, etc.).
- is compulsively involved in digital activity (game, browsing) to the exclusion of schoolwork or other normal activities.
- makes inappropriate purchases without parents' knowledge.

As with any undesired behavior, the goal should be to determine the cause and take appropriate measures to prevent it from repeating itself. Parents, students and the school have a shared goal of making the most out of a child's education. If you have questions or concerns about the device, please do not hesitate to reach out to your student's school.

Resources and Credits

Resources for 1 to 1 at Home

School District Technology Website
http://www.orland135.org/technology

Orland School District Parent University
https://sites.google.com/orland135.org/theparenthub/home

Xfinity Parental Controls Resources
https://www.xfinity.com/support/articles/set-up-parental-controls-with-comcast-networking

At&t Parental Control
http://www.att.net/parentalcontrols

StaySafeOnline.org
https://www.staysafeonline.org/stay-safe-online/for-parents/raising-digital-citizens

Apple's Parental Controls:
Note: Parent controls on district owned devices are managed by the district. This information is useful for family owned devices.

iPad: https://support.apple.com/en-us/HT201304

Google's Family Safety Center
https://www.google.com/safetycenter/families/start/

Common Sense Media Parent Concerns (internet safety, social media, screen time)
https://www.commonsensemedia.org/parent-concerns

Credits

Many of the tables and sample documents were adapted from the reproducible resources and content found in *1-to-1 at Home: A parent's Guide to School-Issued Laptops and Tablets* by Jason Brand.