

## IJNDB-EB

EXHIBIT

### USE OF TECHNOLOGY RESOURCES IN INSTRUCTION

#### TECHNOLOGY AGREEMENT

***Please read this page carefully.*** When the Student Handbook is signed, this document becomes an agreement between you and the Balsz Elementary School District (BESD). Your signature indicates that you agree to abide by the conditions and guidelines established herein.

***Overview:*** The Balsz School District is committed to supporting the Balsz District Vision of empowering students to be globally competitive and innovative thinkers who contribute to their community's sustainability.

#### **Terms and Conditions of this Agreement**

These policies shall apply to:

- A. Students who use technology issued by the Balsz Elementary School District.
- B. Students who access network resources available through the Balsz Elementary School District.

#### ***Terms of Use of District Technology:***

Students may be subject to loss of assigned mobile computing device privileges, technology use District-wide, disciplinary action, legal action, and parents/guardians may be financially responsible for up to five hundred dollars (\$500) for the replacement or repair of the District-issued mobile computing device in the event of intentional damage, unreported loss, unreported theft, and/or violation of policies and guidelines as outlined in the Technology Agreement of the Student/Parent Handbook.

#### **Student Personal Responsibility**

I will take personal responsibility for reporting any misuse of the network. Misuse can come in many forms, but it is commonly viewed as sending or receiving material that or displays pornography, violence, unethical or illegal behavior,

racism, sexism, inappropriate language, or constitutes a violation of the guidelines outlined below.

***Acceptable Student Use Guidelines:***

- A. I will use technology and network resources for educational purposes only.
- B. I agree not to submit, publish, display, retrieve or attempt to retrieve any defamatory, inaccurate, abusive, obscene, profane, threatening, sexually-oriented, racially-offensive, or illegal material.
- C. I will abide by all copyright and trademark laws and regulations.
- D. I will not reveal my login or password, nor will I attempt to discover the login or password of others.
- E. I will engage in safe online behavior by only interacting online with individuals I know and trust.
- F. I will not reveal home addresses, personal phone numbers or personally identifiable data unless authorized to do so by designated school authorities.
- G. I will not use the network in any way that would disrupt the use of the network by others.
- H. I will not use the network to earn money or make credit card purchases.
- I. I will not attempt to harm, modify, add or destroy hardware or software, nor will I interfere with system security of the BESD Network nor of any other external network.
- J. I understand that participating in online chat, e-mail, online forums, social networking, and other collaborative spaces is prohibited unless instructed to do so for educational purposes.
- K. I will not play interactive games unless instructed to do so for educational purposes by a teacher or administrator.
- L. I understand that only devices (computers, smart devices, other external storage, etc.) owned by BESD may be connected to the BESD network unless it is deemed educationally necessary by a Balsz District Teacher or Administrator.
- M. I agree to abide by generally accepted network etiquette including: being polite, using appropriate language, trying to use correct spelling and making

messages easy to understand. I will not send or encourage others to send abusive messages or engage in any form of cyber-bullying.

N. I understand that the use of AI is prohibited unless instructed to do so for educational purposes and following standards regarding plagiarism and source citation.

### **Privileges**

The use of District technology and network resources is a privilege, not a right, and may be revoked at any time. Our goal in providing this service is to promote instruction and learning. The District has taken technical and organizational precautions to restrict access to materials in accordance with Child Internet Protection Act (CIPA) guidelines; however, on a shared network it is impossible to control access to all controversial materials. The District believes the valuable information and interaction available on our network and the internet far outweigh the possibility that users may experience material inconsistent with the educational goal of the District or State or U.S. Department of Education.

### **Services**

The Balsz Elementary School District reserves the right to monitor the activity and use of any device, District owned or personal that makes use of network resources. In particular, electronic mail, Internet searches, and other direct electronic communication is not private and may be read and monitored by school employees. Should it become necessary, District files may be deleted. All files are public records. The Balsz Elementary School District is not responsible or liable for any service interruptions, changes or consequences resulting from system use, even if these arise from circumstances under the control of the District. The Balsz Elementary School District may make additional rules as needed for the operation of the system.

### **Consequences**

Infractions of the provisions set forth in this agreement may result in suspension or termination of access privileges and/or appropriate disciplinary action, up to and including expulsion. Students may be held financially responsible for devices that are damaged due to neglect, vandalism, or malicious intent.

### **Parental Agreement**

As the parent or guardian of this student, I have read the Computer and Network Resource Agreement. I understand that access to technology and network resources is provided for educational purposes only and that students are required to refrain from sending or receiving illegal or offensive material. I understand that it is impossible for the School District to restrict access to all controversial

materials, and I will not hold the District responsible for materials acquired by use of the information services. I also accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission for my child to use network resources.

*You will be held responsible for your actions.* Your actions may be monitored and tracked while using technology within the Balsz District Network. Do not download inappropriate or copyrighted material. Do not disclose personal information about yourself or your family. Notify your teacher if you receive a communication or access a website that you feel is inappropriate. Notify your teacher if you feel you are a victim of cyber-bullying or know of someone else who may be a victim.

Students attending Balsz Online Academy, Brunson-Lee Elementary, Crockett Elementary Griffith Elementary or Tillman Middle School may be issued a mobile computing device. This mobile computing device is owned by the school. During the regular school year, middle school students have full use of the device and are expected to use it at home and school as needed. Elementary School students have use at school as need. During extended school holidays such as Summer Vacation, students may be required to turn their device into the school to be stored.

## **Security**

Each device will be imaged yearly or as needed with the designated school image and registered in the school database with a unique identifier associated to the student's ID. Each student is responsible for the overall security of his/her mobile computing device. Students should not ever reveal their password, allow others physical access to the device, nor leave their device unattended. Students should not share device accessories such as chargers.

## **Insurance**

If a device is lost or stolen, parents are asked to contact the school office and provide a copy of the police report. Once the police report has been turned in to the school office, this documentation will be forwarded to the Administration, the Technology Department and Finance Department and the appropriate insurance documentation and claim process will be carried out.

## **Use of District-Issued Mobile Computing Device for the 1:1 Program**

The use of the term "Mobile Computing Device" includes the actual device along with the charger and any other protective sleeves or cases.

Balsz School District will issue a District-owned mobile computing device to students upon compliance with the following:

- A. Completion of Parent/Guardian Orientation Meeting Session.

- B. Completion of Student Orientation Training Session.
- C. Submission of signed Student Handbook Form.

***Terms of Use of District Technology:***

- A. Students may be subject to loss of privileges, disciplinary action, legal action, and parents/guardians may be financially responsible for up to five hundred dollars (\$500) for the replacement or repair of the District-issued mobile computing device in the event of intentional damage and/or violation of policies and guidelines as outlined in the Technology Agreement of the Student/Parent Code of Conduct Handbook. Students are responsible for their own computer devices and should not share, loan, or allow others to use the equipment assigned to them.
- B. The Teacher and School Administrator will assist in contacting the parents/guardians to discuss device damage/loss information to identify the specific response necessary on a case-by-case basis.
- C. Students must turn in District-issued technology upon withdrawing from school or upon request from any school staff member.
- D. Students should notify his/her teacher immediately (within twenty-four [24] hours) of accidental damage, loss, or theft of a District-issued mobile computing device.
- E. If a District issued mobile computing device is stolen from an off-campus location, parents/guardians shall file a police report within forty-eight (48) hours and bring a copy of the report to the Principal's office.

***Parental Expectations:***

- A. Parents/Guardians are expected to attend and actively participate in the Technology Orientation Meeting Session.
- B. Learn along with their child as they use this instructional tool to prepare for College and Career Readiness.
- C. Monitor their child's appropriate Internet use and adherence to Internet guidelines when using their District-issued mobile computing device.
- D. Ensure stolen and damaged devices are reported within the designated timeframes.

## **Care of the Laptop/Tablet**

### ***Transporting:***

- A. All laptops/tablets are required to be transported in the protective sleeve or bag.
- B. Do not store anything additional to the devices within the device's sleeve (e.g. cords, papers or disks), as this may damage the screen.
- C. Do not overfill the bag where your device is stored. (Pressure on the device can cause permanent damage to the screen and other components)
- D. Never leave your device in a car or in an exposed area where it can be stolen.
- E. Never leave your device in unsupervised areas during the school day. They are to be securely locked in a classroom. Devices left unsecured may be confiscated to avoid exposure to theft.
- F. Device is for students use only. Sole purpose of laptop is for school work only.
- G. Do not throw your bag with the mobile computing device inside.

### ***LCD Screen:***

- A. Liquid Crystal Display (LCD) screens are delicate – they don't like being poked, prodded, pushed, or slammed.
- B. Never pick up your device by its screen.
- C. Don't slam the screen closed.
- D. Be gentle when putting your device down.

### ***Cleaning the Screen:***

- A. Switch off your device.
- B. Lightly dampen a non-abrasive cloth with water and gently wipe screen in a circular motion.
- C. Do not directly apply water or cleaner to the screen.
- D. Avoid applying pressure to the screen.

**Case Care:**

- A. Use a non-abrasive cloth.
- B. Spray cleaner on to cloth to moisten, but do not spray the device directly.
- C. Rub gently.
- D. Students are not to personalize their laptops/tablets with stickers, carving, writing, or other means.

**Power and AC Adaptor:**

- A. Connect your adaptor only to your device.
- B. Do not trade alternating-current (AC) adapter with anyone else.
- C. Do not step on your power cord or place heavy objects on top of it.
- D. Keep your cord away from heavy traffic areas.
- E. When unplugging the power cord, pull on the plug itself rather than the cord.
- F. Do not wrap your cord tightly around the adaptor box.
- G. Be aware of the power savings that come from running your device effectively from battery after being fully charged. This can amount to a significant amount per year.
- H. Laptops/tablets should be charged nightly so students arrive prepared to use them on battery power as needed throughout the school day.

**Keyboard:**

Gently brush your keyboard with a clean soft bristled paint brush or similar to remove dirt.

If any key tops are missing or keys are in a damaged state, take your device to technicians to be repaired immediately.

Do not pop keys off intentionally or attempt to repair broken keys yourself.

**Student Data/Software:**

A. Students are responsible for all data stored on their mobile computing device. Students are provided a set amount of space on the local school file server to store and backup their data. Students are responsible for copying and backing up their data to drive space (Google Drive or Microsoft Shared Drive). This is not done via any automated process or recoverable in case of accidental deletion or other unforeseen circumstances.

B. Software installed by the school is subject to license conditions and must not be distributed or deleted without written permission from the school.

C. Students shall not install any software unless they have been given written permission from the school.

***Virus Protection:***

A. Viruses have the potential to severely damage and disrupt operations within the school and the District computer networks. As students have the right to connect to the Internet from home, they should take all steps to protect the school and District's computer network from virus attacks.

B. The devices have Sophos antivirus software installed on them. This software will scan the hard drive for known viruses on start-up. The virus software will be upgraded from the network.

C. Students are recommended to:

1. Not open any files attached to suspicious or unknown e-mails.
2. Delete chain and junk e-mails. Do not forward or reply to any of these.
3. Never reply to spam.

***The Internet:***

A. Use of devices by students is governed by the Technology Agreement that students and parents agree to for use of technology within the school and District. Parents are also to familiarize themselves with the Technology Agreement to further support their adherence outside of the school environment.

B. Any inappropriate use of the internet is unacceptable and is subject to disciplinary action and exclusion from the school networks and resources.



