



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 and apps to enhance the instruction delivered to students. The Corporation's computer network and Internet system do not serve as a public access service or a public forum, and the School 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 user 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 Corporation technology resources that is not authorized by or conducted strictly in compliance with School Board policies and the accompanying guidelines.

Students 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). The Corporation 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 Corporation property. The Corporation prohibits individuals from using their personal communication devices (PCDs) and other technology related items (i.e. cabling, monitors and any peripheral device) to access or connect to the Corporation's technology resources (e.g., networks, servers, projectors, printers, computers, Chromebooks, iPads, etc.) while on-site at a Corporation facility.

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) Engaging in acts that violate state or federal laws (such as but not limited to Copyright, FERPA, HIPPA, Title VII, or Title IX)
- c) Disclosing the personally identifiable information of any staff or student
- d) Using technology resources to accept, transmit, or distribute unsolicited bulk e-mail sent through the Internet to network e-mail account

- e) Attempting to forge email headers, use invalid or non-existent domain names, or other means of deceptive addressing
- f) Accessing, uploading, downloading, distributing or e-mailing inappropriate, obscene, pornographic or otherwise explicit material or literature
- g) Harvesting or collecting network e-mail addresses for the purposes of sending unsolicited e-mail
- h) Using the account or password of another user
- i) Attempting to disable/alter technology protection measures, alter or circumvent Corporation computer restrictions or security systems for any purpose
- j) Violating copyright or otherwise use the intellectual, personal or physical property of another individual or organization without permission
- k) Attempting to vandalize, damage, or disable the property of another individual or organization
- l) Downloading or storing entertainment software, games or other files not related to the mission and objectives of the Corporation
- m) Using social media that has not been approved and is not for educational purposes
- n) Using technology without appropriate supervision
- o) Any conduct deemed contrary to the best interests of the Corporation, its students, employees and property

Violations may result in discipline up to and including expulsion.

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, and the vendor'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

Corporation staff shall provide age-appropriate instruction to students about safety and security while using 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

The Corporation's electronic information resources, the Internet, and use of e-mail are not inherently secure or private. The Corporation reserves the right to monitor and/or search students' use of Corporation technology resources and take appropriate action based on use that violates School Board policy or the Student Code of Conduct. The Corporation 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 Corporation or by a third party against the

user or pursuant to a public records disclosure request. The Corporation makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Corporation will not be responsible for any damage incurred by users, including loss of data resulting from delays, non-delivery, service interruptions, or any other cause. The Corporation will not be responsible for any claims, losses, damages, costs, or other obligations arising from the unauthorized use of the Corporation's technology resources. Use of any information obtained via the Internet is at the user's risk. The Corporation specifically denies any responsibility for the accuracy or quality of information obtained through its service. Users are responsible for any losses sustained by the Corporation resulting from the user's intentional misuse of the Corporation's technology resources.

NMCSC Acceptable Use Policy

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

Student Agreement Authorization Form

Student 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 up to and including expulsion. I further understand that a violation of this policy may subject me to criminal and/or civil liability.

Student Name (please print): _____ Grade _____

Student Signature: _____ Date: _____

Parent or Guardian Authorization:

As the parent or guardian of the above-named student, 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 Corporation for such use or misuse.

Parent or Guardian's Name (please print): _____

Signature: _____ Date _____

Use Agreement

This agreement is made effective upon receipt of a 1:1 device (i.e. Chromebook or iPad, depending on the grade level) between The North Montgomery Comm. School Corporation (“the Corporation”), 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 enrolled in the Corporation, hereby agree as follows:

1. Equipment:

- a. **Ownership:** The Corporation 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. The Corporation 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 comparable 1:1 device configurations. All systems include ample RAM, applications, and wireless network capability. The Corporation will retain records of the serial numbers of provided equipment.
- c. **Substitution of Equipment:** In the event the 1:1 device is inoperable; the Corporation 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 back up indispensable data as necessary. The Corporation does not accept responsibility for any such files or software.
- e. **Responsibility for Installed Software:** Students 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 may result in disciplinary action up to and including expulsion.

2. Damage, Loss or Unreturned Equipment:

- a. **Warranty for Equipment Malfunction:** The Corporation has a limited manufacturer’s warranty for the 1:1 device. The warranty only covers damage to the 1:1 device caused by a manufacturer’s defect. Damage, accidental or otherwise, is not covered and is the financial responsibility of the student and parent.
- b. **Responsibility for Damage:** Students are responsible for maintaining a 100% working 1:1 device and accessories at all times. Students 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 malicious damage, loss or theft of the 1:1 device or accessories, it is the student's responsibility to notify their teacher or the Technology Department 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 a bill for the full

replacement cost of the 1:1 device. Devices or accessories that are lost, stolen or not returned will result in a charge for the full replacement cost of the items. Other charges may be determined at the discretion of the school administration.

- c. If the 1:1 device or accessories are stolen, parents should consider filing a police report.
- d. Students who withdraw from the Corporation must return the 1:1 device and all accessories at the time they withdraw from school. The 1:1 device and accessories must be returned to the administrative office of their school. Failure to do so will result in the student and parents being billed for the unreturned items.
- e. Technical Support and Repair: The Corporation will provide technical support, maintenance and repair during school hours. Any attempt to have repairs made by someone other than the Corporation Technology Department may result in the student and parent being charged the full replacement cost of the device or accessories.

3. Legal and Ethical Use Policies:

- a. Monitoring: The Corporation will monitor 1:1 device use using a variety of methods to ensure compliance with NMCSC's Student Acceptable Use Policy and this agreement. Any attempt to "jailbreak" the device or remove the Corporation profiles will result in disciplinary action.
- b. Legal and Ethical Use: All aspects of NMCSC's Student Acceptable Use Policy remain in effect during the use of the 1:1 device. The Corporation will make every attempt to provide content filtering within and outside the Corporation's network. However, the Corporation does not have full control of the information on the Internet or incoming e-mail while off campus.
- c. File-sharing, VPN and Proxy Apps/websites: The installation and/or use of any Internet-based file-sharing tools, VPN's or Proxy Apps/websites (such as DuckDuckGo) 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, the Corporation reserves the right to ensure all customizations follow the NMCSC Student Acceptable Use Policy and may periodically conduct maintenance that may configure the 1:1 device back to the originally installed state. Writing or drawing on the device or placing stickers is prohibited.

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 from failure to abide by the details below may result in full financial responsibility.

Your Responsibilities

- Stickers of any kind are not permitted on the device or case that is assigned to you. You will be required to remove them when found.
- Do not write or draw on the device or device case.
- Treat the equipment with as much care as if it were your own property.
- Update the 1:1 device OS when directed by the teacher or technology staff.
- Bring the 1:1 device and case to school each 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 with you or within your sight at all times. For example, during athletic events, games, practices or trips, store the 1:1 device in your school locker or a 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 unsecured devices, 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 buses, 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 the NMCSC Student 1:1 Device Use Agreement at all times. When in doubt about acceptable use, ask a teacher, principal or member of the Technology Department.
- 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 the Technology Department.

How to Handle Problems

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

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 % 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 walking 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 headphone 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 a member of the technology staff to charge a device will forfeit the use of the 1:1 device for the entire time it takes to charge the 1:1 device.
- The 1:1 device should remain on (awake or sleep mode) at school at all times.

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.

Student 1:1 Device Program Acknowledgement Form

Review and initial each statement below.

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 a teacher or technology staff member immediately. In addition, I understand that my parent/guardian will be held financially responsible for devices that are lost, stolen, not returned, or have malicious damage, 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 understand that I am responsible for backing up my own files and important files should always be stored in Google Drive.		
I have read and will follow the Standards for Proper 1:1 Device Care.		
I will report any problems with my device to a teacher, principal, or member of the technology staff immediately.		

Terms of Agreement

The student is responsible at all times for the care and appropriate use of the 1:1 device assigned to them. 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 up to and including expulsion.

The 1:1 device and accessories remain the property of North Montgomery Community School Corporation. Upon leaving or transferring from North Montgomery Community School Corporation, 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 _____