

Washington-Caldwell School District

iPad Policies/Procedures and Information Handbook

2019-2020

Washington-Caldwell School Board Approval April 16, 2012

Updated and Approved August 19, 2019

August 2019

Dear Parents/Guardians,

We are well into the 21st century. Students of the 21st century need innovative technology tools that they can use both at school and home. In order to accomplish this goal, the following guidelines have been developed and approved by the Washington-Caldwell School District Board of Education.

The iPad Initiative provides one-to-one (1:1) computer access for all middle school students and teachers. Each iPad is the property of Washington-Caldwell School District and is issued as an educational tool and should only be used in that capacity. Failure to comply with the guidelines will result in loss of iPad privileges and is subject to disciplinary action. WCSD reserves the right to demand the immediate return of the device at any time.

Before an iPad is assigned to a student, parents/guardians pay a fee, which is used for online textbook subscriptions and other class related apps/subscriptions. Replacement costs and/or repair for damages that occur to the iPad, charger, USB connector, or cover while assigned to a student, are the sole responsibility of the parent or guardian. A completed and signed Student/Parent Technology Agreement form from the parent or guardian and a paid yearly fee of \$50 must be on file at the Washington-Caldwell district office by the end of the first week of school.

If the iPad assigned to your student is lost, stolen or damaged through negligence, vandalism, or failure to follow the proper care guidelines, then you are responsible for the cost of repair or replacement. Replacement cost for an iPad will be the district's replacement cost (**\$300, possibly less**). If the iPad is lost or stolen, it should be reported to the local police authorities and WCSD personnel immediately.

When iPads are used at home, it is the expectation that it will ALWAYS be in a common family location so that adult supervision can be maintained at all times.

iPads should not be used while on the bus, while in transit, before/during/after practices or at games, on athletic fields, and at other extracurricular activities unless approved by advisor/coach.

A complete listing of iPad rules, regulations, and information can be found in the attached Handbook. It is imperative for all parents/guardians to read and return the subsequent authorization student and parent/guardian forms.

Sincerely,
Washington-Caldwell School District

The school will...

Give parents and learners a proper introduction to using and caring for the computer and the software.

Make sure that the iPad is working and that repairs are dealt with as quickly and effectively as possible during the school day.

Maintain wireless infrastructure at school.

Perform random spot checks on physical wear and tear as well as appropriate device usage.

At home, we will...

Ensure that our child understands how to care for and protect their device.

Report any loss or damage (including accidental loss or damage) promptly.

Report any faults in hardware or software promptly.

Make sure the iPad is not used for any illegal and/or anti-social purpose, including access to inappropriate Internet sites and Chat Rooms.

Ensure that unauthorized apps will not be loaded.

Ensure that there are no jailbreaking activities.

As a learner, I will...

Have ample battery for the entire school day.

Bring the iPad to school every day unless told not to bring it.

Look after iPad very carefully and make sure it is charged every evening.

Always use the approved cover and sleeve.

Make sure the iPad is kept in a locked locker or where the teacher advises when not in use at school.

Ensure that the iPad is transported in a secure way, especially when transporting in the backpacks – use sleeve.

Make sure the iPad is not subject to careless or malicious damage.

Not decorate the iPad or its cover and not allow it to be subject to graffiti.

Mission Statement of District

"It is the intent of the Washington-Caldwell School District to empower each student with the attitudes, knowledge, and skills for becoming a life-long learner by providing an environment that values respect and cooperation, encourages curiosity, and promotes creative and critical thinking through challenging activities. The District will provide these opportunities within a conservative small-school environment keeping class sizes low whenever possible and providing personalized attention by instructors and staff."

Introduction

The focus of the iPad program at Washington-Caldwell is to provide tools and resources to the 21st Century Learner. Excellence in education requires that technology is effortlessly incorporated throughout the educational program. Learning results from the active interaction among students, educators, parents/guardians, and the extended community. Technology immersion does not diminish the vital role of the teacher, but transforms the teacher from the director of learning to a facilitator of learning. Effective teaching and learning with iPads integrates technology into the curriculum anytime, anyplace. The individual use of iPads is a way to empower students to reach their full potential and to prepare them for college and the workplace.

The policies, procedures and information within this document apply to all iPads used at Washington-Caldwell.

Background Information

Washington-Caldwell School District strives to prepare all students for the world after school. Providing current resources and 21st Century tools will aid in this preparation. Technology needs to be integrated into all facets of education for today's learners. One way that Washington-Caldwell will reach this goal is through the 1:1 iPad Initiative in grades six, seven, and eight, began in September 2012. iPads were assigned to 5th grade students in September 2013. iPads were assigned for school use for 3rd and 4th grades at the beginning of 2016 as well.

1:1 is not an end in itself; 1:1 is a part of the overall technology plan for our school. Technology is just one tool being used to further out students' education. Technology will never replace an expert teacher in the classroom. iPads will become another vital resource to middle school students, just as teachers are a vital resource. iPads will empower students to become immersed and involved learners. According to studies and school reports, students who use a computing device in a one-to-one (1:1) education environment are more organized and engaged learners, attend school more regularly, advance their knowledge and understanding of technology, and become constructors and designers of information and ideas. The iPad is a "next generation" device that makes learning more engaging and accessible.

Reasons Why the iPad is the Correct Device for Washington-Caldwell

- The iPad allows Washington-Caldwell to implement 1:1 learning using a device that is unobtrusive in a classroom setting.
- Anywhere, anytime access to the Internet gives students the opportunity to learn wherever they are on/off campus. Wireless access is needed to be online, but the iPad has lots of uses without wireless.
- Using the iPad is intuitive for students, they can self manage the device.
- The iPad allows students instant access to their information; which reduces the amount of downtime in the classroom.
- Minimal tech support is needed.
- GIVES MIDDLE SCHOOL STUDENTS UPDATED, ON DEVICE TEXTBOOKS.
- Textbooks are no longer limited to delivering information to a reading audience. Information is delivered in a multimedia manner using audio, video, interactive demonstrations and games.
- Textbooks can be updated more easily.
- The 10-hour battery life of the iPad means that students can use their device for the entire school day before needing to recharge.
- Using the iPad helps teachers address All Kinds of Learning Styles - auditory, visual, and kinesthetic, etc.
- The iPad gives students a wider range of possibilities for expressing themselves. Now not every student in a class has to write a poem or draw a picture, they can compose music, animate a character, and create a mash-up of all of them.
- Math work can be 'written electronically' on the device.
- The iPad has many of the same capabilities as a computer, but it is light and portable which makes it easy to carry in a backpack.
- Instant access on the iPad allows students and teachers to capture just-in-time learning opportunities.
- Students can collaborate and share information in the cloud. Google docs, Drop Box make idea sharing and group work easy and paper free.

- The audio capabilities make it easy for teachers to share sound files with students and for students to share their recorded responses.
- The wide variety of apps available makes the iPad a truly personal learning tool. Each student can choose the apps that make the most sense for their learning style.
- Students can also choose to record lectures or dictate their own notes while reading a textbook.
- Assistive technology settings on the iPad make it easy for a wide range of students with a wide range of special needs to use the device.

Goals for Students

- To promote leadership in one's own learning by establishing access to educational resources and providing a host of tools to craft information in ways that support specific curricular areas.
- To foster the development of communication, problem-solving, and technology skills.
- To increase students' productivity in and outside the classroom when completing assignments, projects, and other activities as assigned by teachers.
- To capitalize on academic resources such as textbooks, scholarly sources, content rich media, applicable apps, and best practices.
- To facilitate mobile learning across the school campus and beyond.
- To collaborate with one another and their teachers through teamwork to enrich their learning experience.

1. Receiving and Returning an iPad

1.1 Receiving an iPad

- Each student will receive an iPad, cover, sleeve, and USB cable/AC charger after the middle school fee of \$50 is paid. This fee can be paid at registration.
 - The yearly fee includes online/on-device textbook subscriptions, mobile 24/7 Internet content filtering, periodic updates, apps, and maintenance associated with the iPad.

- Parents will need to have signed the iPad Acknowledgement Form before the iPad can be taken home. This form was available at registration and will also be emailed to parents as well as handed out the first day of school.
- The iPad is the property of the WCSD and as a result may be subject to inspection at any time. The student should have NO expectation of privacy of materials found on an iPad or a school supplied/supported email service.

1.2 Returning an iPad

- iPads and all WCSD accessories will be returned during the final week of school so they can be checked for serviceability.
- iPads must be returned immediately when a student transfers out of the WCSD, is expelled, or terminates enrollment for any reason.

1.3 Fines related to an iPad

- iPads, covers, and USB cable/AC charger will be turned in to the Technology Director when requested in satisfactory condition. iPads will be inspected for damage. In the case of abuse, neglect, or intentional damage, the student/parent/guardian will be charged a fee for needed repairs, not to exceed the replacement cost of the iPad. The WCSD Administration will make the final determination of any fees assessed.
- If a student fails to return the iPad, cover, sleeve, AC adapter, or USB cable, the student/parent/guardian will pay the replacement cost of the iPad or its missing accessories. Failure to return or pay for missing iPad or equipment will result in a theft report filed with the Town of Waterford Police Department.

2. Taking Care of an iPad

- Students are responsible for the general care of the iPad they have been issued by WCSD when outside of the school day as well as during the school day.
- iPads that are broken or fail to work properly must be given to the Technology Director for immediate evaluation of the equipment. Care must be taken to protect the screen. Students are responsible for anything done using their assigned iPad or their login. iPads are the property of the WCSD and all users will follow these procedures and the WCSD Acceptable Use Policy.

2.1 General Precautions

- While the iPad cover is considered scratch resistant, the iPad and/or its cover will scratch. Avoid using any sharp object(s) on the iPad.

- iPads do not respond well to liquids. Avoid applying liquids to the iPad. **The iPad 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 iPad.** Use of unapproved cleaners may remove the protective film covering the face of the iPad.
- **Do not remove any part of the iPad cover.**
- Do not attempt to gain access to the internal electronics or repair an iPad. If an iPad fails to work or is damaged, report the problem to the Technology Director immediately.
- There should be no 'jailbreaking' or hacking of the device.
- Never throw or slide the iPad.
- Cords and cables must be inserted carefully into the iPad to prevent damage.
- iPads and cover must remain free of any writing, drawing, stickers, or labels that are not the property of WCSD.
- iPads have the ability to be remotely located. Modifying, disabling or attempting to disable the locator is a violation of the Acceptable Use Policy (AUP) and grounds for disciplinary action.
- iPads have a unique identification number and at no time should the numbers or labels be modified or removed.
- iPads must never be left in an unlocked locker, in an unlocked car, or in any unsupervised area.
- iPads should never be left the elements of heat or cold; do not leave iPads in a cold or hot car for long periods of time. **iPads must not be left in a vehicle or a location that is not temperature controlled.**
- **iPads should be placed vertically in the locker compartment or in a backpack/book bag to avoid putting extra pressure on the screen.**
- **iPads must be charged for school each day. This is the student's responsibility.**
- iPads are assigned to individual students and the responsibility for the care of the iPad solely rests with that individual. Students should not lend their iPad to another person.

- PLEASE DO NOT ATTEMPT TO CONTACT APPLE SERVICE DIRECTLY FOR REPAIR QUESTIONS. PLEASE CONTACT THE WASHINGTON-CALDWELL TECHNOLOGY DIRECTOR.

2.2. Carrying iPads

- The protective cover and case provided with the iPad has sufficient padding to protect the iPad for normal use and provides a suitable means for carrying the device within the school. The iPad must be protected by the approved cover at all times.

3. Using an iPad at School

- iPads are intended for use at school each day. In addition to teacher expectations for the iPad use, lessons, notes, textbooks, school messages, announcements, calendars, and schedules may be accessed using the iPad. Students are responsible for bringing their iPad to all classes unless specifically instructed not to do so by a teacher.

3.1 iPads Left at Home

- If a student leaves the iPad at home, the student is responsible for getting the coursework completed as if the iPad were present. Failure to have the iPad at school on any given day will be viewed as 'not being prepared for classes' and the student will be required to serve a lunch club on that day. (This is the same procedure used for any missing materials, for example notebooks, books, etc.)
- If a student repeatedly (3 or more times per quarter as determined by staff member) leaves the iPad at home, the student will be assigned after school detention(s) per the district discipline procedure.

3.2 iPad Undergoing Repair

- Loaner iPads **may** be issued to students when their iPad is being repaired by the school. A limited number of "loaner" iPads are available so having a "loaner" is not guaranteed.

3.3 Charging an iPad's Battery

- iPads must be brought to school each day with enough battery power to make it through the day (to be safe, iPads should be fully charged every morning). A USB cable/AC charger will be issued to the student for charging at home.

- Failure to have a charged iPad on a repeated basis (3 or more times as determined by any staff member), will result in the student being assigned an after school detention(s) per the district discipline procedure.

3.4 Screensavers/Background photos

- While personalized home screens and/or backgrounds are permitted, inappropriate or provocative images including but not limited to pornographic images, guns, weapons, inappropriate language, threatening language, drug, alcohol, or gang related images are not permitted and subject to disciplinary action.
- Students should have their name on their backgrounds and/or home screens.

3.5 Sound, Music, Games, Software/Apps

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Students will provide their own headsets/earbuds.
- Music is only allowed on the iPad at the discretion of the teacher/technology director.
- All software/apps must be district provided. Data storage will be through apps on the iPad or through cloud services (i.e., DropBox, Google Drive, etc)
- Internet games must be educational as determined by WCSD staff. Staff has the right to restrict use of non-educational sites.
- If game apps are installed, it will be by WCSD staff.

3.6 Printing

- Students will be given information and instruction on printing with the iPad at school.

3.7 Home Internet Access

- **THE iPad DOES HAVE A FILTER FOR THE INTERNET**, but parents/guardians still need to take the necessary precautions for internet safety with his/her student! For more tips, please see the “Parents’/Guardians’ Guide for Student Use”.
- Reminder: WCSD provides internet filtering in the district building as well as mobile filtering on the device no matter where the device is located. It is important to remember that filters are not foolproof and families still need to be aware of internet

use. It is the family's responsibility to monitor the student's use of the internet outside of the school setting.

- Students are allowed to connect to home and public wireless networks on their iPads. This will assist them with iPad use while at home. Printing at home will require a wireless printer, proper settings on the iPad, and the correct app. District support for setting up home printing will be limited.
- All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.

3.8 Using the iPad Camera

- The iPad comes equipped with both camera and video capacities. As with all recording devices, it is best practice and common courtesy to ask permission before recording an individual or group and notifying the individual or group if the image will be posted online. iPad cameras may never be used in a locker room or restroom per state statute. Camera and video use can be restricted/disabled by the district at any time.

4. Managing files and saving work

4.1 Saving to the iPad/Home Directory

- The iPad affords limited electronic storage space. As with all electronic files, it is good practice to back up, duplicate, or archive files to an independent storage space.
- Students will save work to the iPad and/or to a cloud application.
- Students may also email documents to themselves for storage on a flash drive or district server.
- Storage space will be available on the iPad—BUT will NOT be backed up in case of re-imaging.
- Staff will instruct students on how to back up work files from apps such as Notability to Google Drive. Students will need to be aware of this process and ensure that it occurs on a regular basis.
- It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion.

- The Washington-Caldwell School District makes no guarantee, written or implied, that materials on the iPad, including student work, will be safe from deletion or corruption, accidental or otherwise.

4.2 Network Connectivity

- The Washington-Caldwell School District makes no guarantee that the district's network will be up and running 100% of the time. In the rare case that the network is down, the district will not be responsible for lost or missing data.

5. Software/apps on the iPads

5.1 Originally Installed Software/apps

- The software/apps originally installed by the WCSD must remain on the iPad in usable condition and be easily accessible at all times.
- From time to time the school may add software/apps for use in a particular course. Periodic checks of iPads will be made to ensure that students have not removed required apps.

5.2 Additional Software/apps/Accounts

- Students are not allowed to load extra software/apps on their iPads. WCSD will manage/synchronize the iPads so that they contain the necessary apps for school work.
- Students will not be allowed to synchronize iPads or add apps to their assigned iPad to include personal accounts.
- **Students are NOT allowed to sync their personal iTunes accounts to the school issued iPads for any reason.**
- **Students are NOT allowed to sync their personal email accounts to the school issued iPads for any reason.**
- There will be a procedure for students to request apps.

5.3 Inspection

- Students may be selected at random to provide their iPad for inspection.

5.4 Procedure for Reloading Software/apps

- If technical difficulties occur, illegal software/apps are found, or non-WCSD-installed apps are discovered, the iPad will be restored from a backup or factory restore. When warranted, the iPad use restrictions may be imposed as a consequence. WCSD does not accept responsibility for the loss of any software/apps or documents deleted due to a re-format or re-image.

5.5. Software/app upgrades

- Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in their iPad for periodic updates and synching. Students are given permission to update the iOS when prompted.

6. Acceptable Use

7540.03 - STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning to incorporate the vast, diverse, and unique resources available through the Internet. The Board of Education provides technology resources (as defined in Bylaw 0100) to support the educational and professional needs of its students and staff. With respect to students, District Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The District's computer network and Internet system do not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The Board regulates the use of District technology resources by principles consistent with applicable local, State, and Federal laws, the District's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of District Technology Resources and students' personal communication devices when they are connected to the District computer network, Internet connection, and/or online educational services/apps, or when used while the student is on Board-owned property or at a Board-sponsored activity (see Policy 5136).

Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Because its Technology Resources are not unlimited, the Board has also instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Users have no right or expectation to privacy when using District 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 District's computer network and/or Internet connection).

First, the Board may not be able to technologically limit access to services through its technology resources to only those that have been authorized for the purpose of instruction, study and research related to

the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures, that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the District Administrator, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The technology protection measures may not be disabled at any time that students may be using the District technology resources, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Board utilizes software and/or hardware to monitor online activity of students and to block/filter access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. "Harmful to minors" is a term defined by the Communications Act of 1934 (47 U.S.C. 254(h)(7)) as any picture, image, graphic image file, or other visual depiction that:

- A.** taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- B.** depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
- C.** taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

At the discretion of the Board or the District Administrator, the technology protection measure may be configured to protect against access to other material considered inappropriate for students to access. The technology protection measure may not be disabled at any time that students may be using the District technology resources, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The District Administrator or Director of Technology may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material if access to such sites has been inappropriately blocked by the technology protection measure. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measure.

The District Administrator or Director of Technology may disable the technology protection measure to enable access for bona fide research or other lawful purposes.

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to

guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Pursuant to Federal law, students shall receive education about the following:

- A.** safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications;
- B.** the dangers inherent with the online disclosure of personally identifiable information;
- C.** the consequences of unauthorized access (e.g., "hacking", "harvesting", digital piracy", "data mining", etc.), cyberbullying, and other unlawful or inappropriate activities by students online;
- D.** unauthorized disclosure, use, and dissemination of personally identifiable 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 at 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.

Building Principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of District technology resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media, including in chat rooms, and cyberbullying awareness and response. All users of District technology resources (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students will be assigned a school email account that they are required to utilize for all school-related electronic communications, including those to staff members, peers, and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned email account when signing up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

Students are responsible for good behavior when using District technology resources - i.e., behavior comparable to that expected of students when they are in classrooms, school hallways, and other school premises and school-sponsored events. Communications on the Internet are often public in nature. The Board does not approve any use of its technology resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

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

The Board designates the District Administrator and Director of Technology as the administrator(s) responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of District technology resources.

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Legal

H.R. 4577, P.L. 106-554, Children's Internet Protection Act of 2000

47 U.S.C. 254(h), (1), Communications Act of 1934, as amended

20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended

18 U.S.C. 2256 18 U.S.C. 1460 18 U.S.C. 2246 47 C.F.R. 54.500 47 C.F.R. 54.501 47 C.F.R. 54.502 47 C.F.R. 54.503

47 C.F.R. 54.504 47 C.F.R. 54.505 47 C.F.R. 54.506 47 C.F.R. 54.507 47 C.F.R. 54.508 47 C.F.R. 54.509 47 C.F.R. 54.511

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47 C.F.R. 54.520 47 C.F.R. 54.522 47 C.F.R. 54.523

7540.04 - **STAFF TECHNOLOGY ACCEPTABLE USE AND SAFETY**

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning to incorporate the vast, diverse, and unique resources available through the Internet. The Board of Education provides Technology and Information Resources (as defined by Bylaw 0100) to support the educational and professional needs of its staff and students. The Board provides staff with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students and to facilitate the staff's work. The District's computer network and Internet system do not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The Board regulates the use of District Technology and Information Resources by principles consistent with applicable local, State, and Federal laws, and the District's educational mission. This policy and its related administrative guidelines and any applicable employment contracts govern the staffs' use of the District's computers, laptops, tablets, personal communication devices (as defined by Policy 7540.02).

Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Because its Technology Resources are not unlimited, the Board has also instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Users have no right or expectation to privacy when using District Technology and Information 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 District's computer network and/or Internet connection).

Staff members are expected to utilize District technology and information resources to promote educational excellence in our schools by providing students with the opportunity to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The Board encourages the faculty to develop the appropriate skills necessary to effectively access, analyze, evaluate, and utilize these resources to enrich educational activities. The instructional use of the Internet and online educational services will be guided by Board's Policy 2521 - Selection of Instructional Materials and Equipment.

The Internet is a global information and communication network that provides a valuable education and information resources to our students. The Internet connects computers and users in the District with computers and users worldwide. Through the Internet, students and staff can access relevant information that will enhance their learning and the education process. Further, District technology and resources provide students and staff with the opportunity to communicate with other people from throughout the world. Access to such a vast quantity of information and resources brings with it, however, certain unique challenges.

First, Board may not be able to technologically limit access to services through its technology resources to only those that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures, that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or District Administrator, the technology protection measures may also be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of staff members to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using the District's technology resources if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any staff member who attempts to disable the technology protection measures without express written consent of an appropriate administrator will be subject to disciplinary action, up to and including termination.

The District Administrator or Director of Technology may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures. The District Administrator or Director of Technology may disable the technology protection measure to enable access for bona fide research or other lawful purposes for staff.

Staff members will participate in professional development programs in accordance with the provisions of this policy. Training shall include:

- a. the safety and security of students while using e-mail, chat rooms, social networking sites and other forms of direct electronic communications;
- b. the inherent danger of students disclosing personally identifiable information online;
- c. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", "data mining", etc.), cyberbullying and other unlawful or inappropriate activities by students or staff online; and
- d. unauthorized disclosure, use, and dissemination of personally identifiable information regarding minors.

Furthermore staff members shall provide instruction for their students regarding the appropriate technology use and online safety and security as specified above, and staff members will monitor students' online activities while at 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.

The disclosure of personally identifiable information about students online is prohibited.

The District Administrator is responsible for providing training so that Education Technology users under his/her supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the District technology resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media, including chat rooms and cyberbullying awareness and response. All users of District technology resources are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Staff will be assigned a school email address that they are required to utilize for all school-related electronic communications, including those to students, parents, and other staff members.

Staff may direct students who have been issued school-assigned email accounts to use those accounts when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the students for educational purposes under the teacher's supervision.

Staff members are responsible for good behavior when using District technology and information resources - i.e., behavior comparable to that expected when they are in classrooms, school hallways, and other school premises and school-sponsored events. Communications on the Internet are often public in nature. The Board does not approve any use of the technology and information resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Staff members may only use District technology resources to access or use social media if it is done for educational or business-related purposes.

General school rules for behavior and communication apply.

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

The Board designates the District Administrator as the administrator responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to staff members' use of District technology and information resources.

Social Media Use

An employee's personal or private use of social media may have unintended consequences. While the Board respects its employees' First Amendment Rights, those rights do not include permission to post inflammatory comments that could compromise the District's mission, undermine staff relationships, or cause a substantial disruption to the school environment. This warning includes staff members' online conduct that occurs off school property including from the employee's private computer. Postings to social media should be done in a manner sensitive to the staff member's professional responsibilities.

In addition, Federal and State confidentiality laws forbid schools and their employees from using or disclosing student education records without parental consent. See Policy 8330. Education records include a wide variety of information; posting personally identifiable information about students is not permitted. Staff members who violate State and Federal confidentiality laws or privacy laws related to the disclosure of confidential employee information may be disciplined.

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Legal

P.L. 106-554, Children's Internet Protection Act of 2000

47 U.S.C. 254(h), (1), Communications Act of 1934, as amended

20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003)

18 U.S.C. 2256 18 U.S.C. 1460 18 U.S.C. 2246 20 U.S.C. 6777 20 U.S.C. 9134 (2003) 47 C.F.R. 54.500 47 C.F.R. 54.501

47 C.F.R. 54.502 47 C.F.R. 54.503 47 C.F.R. 54.504 47 C.F.R. 54.505 47 C.F.R. 54.506 47 C.F.R. 54.507 47 C.F.R. 54.508

47 C.F.R. 54.509 47 C.F.R. 54.511 47 C.F.R. 54.513 47 C.F.R. 54.514 47 C.F.R. 54.515 47 C.F.R. 54.516 47 C.F.R. 54.517

47 C.F.R. 54.518 47 C.F.R. 54.519 47 C.F.R. 54.520 47 C.F.R. 54.522 47 C.F.R. 54.523

Acceptable Uses include, but are not limited to:

- research for assigned classroom projects;
- school provided e-mail; student e-mail may be provided according to educational need;
- abiding by the rules of internet/network etiquette which include: being polite, using appropriate language, and not revealing any personal information concerning themselves or others;
- respecting and upholding copyright and all other applicable laws or regulations;
- properly citing all electronic resources;
- respecting the rights and privacy of others;

- immediately disclosing inadvertent access to an inappropriate site by notifying staff; this disclosure may serve as a defense against an allegation that the user has intentionally violated this policy;
- reporting rule violations or suspect security problems to staff without demonstration of the problem to other users; and
- creating and maintaining school related web pages according to the WCSD Web Page Guidelines.

Unacceptable Uses include, but are not limited to:

- access to or transmission of materials that are obscene, sexually explicit, racist, inappropriate to the educational setting, or disruptive to the educational process;
- posting false or defamatory information, harassment of another person, or engaging in personal attacks of any type including cyber bullying;
- engaging in any illegal act, including, but not limited to, plagiarism and the violation of copyright laws or software licensing agreements;
- exchanging, downloading, installing, or copying software to or from any school device/computer;
- revealing anyone's private personal identification information, including names;
- attempting to gain unauthorized access to the WCSD network or equipment, or use any accounts, passwords or logins other than those assigned to the user;
- intentionally damaging computer equipment, software, files, data or the network;
- attempting to access, harm, modify or destroy data of another user;
- intentionally wasting limited resources including paper, time and storage space;
- purchasing any materials or service offered on the Internet; or employing the network for any commercial purpose, including on-line gaming;
- using the Internet to conduct business, for financial gain, for any commercial purpose or for political lobbying;
- using district computers to “hack” internally or externally into any iPad or other computer systems, or attempting to access information that is protected by privacy laws;

- accessing, transmitting or downloading large files, including “chain letters” or “pyramid schemes” or entire programs; and knowingly spreading computer viruses.

6.1 Parent/Guardian Responsibilities

- Talk to your child about internet safety and the standards that your child should follow in the use of the internet just as you do on the use of all media information sources such as television, telephones, movies, music, and radio. Please see additional information in the Frequently Asked Questions section.
- Should you want your child to opt out of having an iPad to take home, you will need to submit a signed note to that effect to the WCSD office. Your child will pick up and return an iPad from the Technology Dept each day for use during the school day. Students are responsible for following the Acceptable Use Policy and appropriate handling of the device during school.
- Reminder: WCSD will provide mobile internet filtering on the district’s devices but it is still imperative that families monitor the student’s use of the internet outside of the school building. Mobile filtering or any type of filtering is not foolproof.

6.2. Legal Propriety

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask the Technology Director.
- Plagiarism is a violation of WCSD rules. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to WCSD discipline. Violation of applicable state or federal law may result in criminal prosecution.

7. Repairing or Replacing an iPad

7.1 School District Protection

- WCSD are leasing iPads and will generally assume the financial liability for iPad repairs or replacement due to normal and typical daily use.

7.2 Personal Home or Homeowners’/Renters’ Coverage

- Lost, damaged, or stolen iPads in the care, custody, and control of a student may be covered by the homeowners’/renters’ policy of the parent. It is the responsibility of the parent to investigate if this is the case for their policy. Most homeowner/renter policies will provide some limit of coverage for the “damage to the property of others”

under the comprehensive personal liability coverage part of the policy and is not normally subject to any deductible. Please consult your insurance agent for details about your homeowners'/renters' coverage.

8. Claims

- All insurance claims must be reported to the school office. In cases of theft, vandalism, or other acts covered by insurance, the student/parent/guardian must file a report with the Principal's Office before an iPad can be repaired or replaced.
- In the event of a lost or stolen iPad, the WCSD may deploy location software which may aid in recovering the iPad.
- In the case of a stolen iPad, families are responsible for replacement costs.

9. Consequences for violations of iPad rules

- Violations to the iPad Handbook will result in a disciplinary being filed with the school office. Violations result from not following guidelines in the iPad Handbook or not complying with the District Acceptable Use Policy. Depending on the severity of the issue, the following steps may or may not be used in a progressive manner. Possible consequences could be, but are not limited to:
 - Verbal reprimand
 - Detention or multiple detentions
 - Short Term or Extended Loss of iPad or Internet privilege
 - Suspension or Expulsion
 - Citations or legal charges recommended to local authorities

FREQUENTLY ASKED QUESTIONS

1. What are my responsibilities as a parent/guardian in terms of replacement of the iPad if it is damaged, lost or stolen?

The Washington-Caldwell School District will be responsible for the repair of the iPad for normal wear of the unit. If the iPad is intentionally damaged, stolen, or lost, the student/parent/guardian is responsible for replacing the unit (approximately \$300 or less depending on the damage).

We recommend that all families contact their insurance agent to determine if their policy provides coverage in the event that the unit needs to be replaced.

“Lost, damaged, or stolen iPads in the care, custody, and control of a student may be covered by the homeowners’/renters’ policy of the parent. Most homeowner/renter policies will provide some limit of coverage for the “damage to the property of others” under the comprehensive personal liability coverage part of the policy and is not normally subject to any deductible. Please consult your insurance agent for details about your homeowners’/renters’ coverage.” (Section 7.2)

2. What are the replacement costs of the iPad and accessories?

iPad: \$299 AC Charger: \$29 USB Cable: \$19 Cover: \$40

3. Does my child have to accept an iPad?

An iPad will be checked out to each 6th, 7th, and 8th grader for the school year for use at school and to take home. 3rd-5th grade students will have access to an individual iPad during the school day. If a parent/guardian does not want the child to take an iPad home, the parent may submit that request in writing to the office. In this case the student will need to check the iPad in and out of the library each day. It will also be the responsibility of the student and family to complete work at home without the use of the iPad – Internet access to textbooks are available.

4. How is the District paying for the iPads?

The iPads are being leased for two years using Federal Rural Education Achievement Program (REAP) grant funds. At the end of two years, the District has the option to purchase the iPads for a nominal fee.

5. As a parent/guardian, how do I monitor my child’s use of the internet?

While using the iPad, students will have filtered access to the Internet. Mobile filtering will allow the device to be filtered all of the time. While the iPad will be filtered, **filtering is not foolproof**. It is important that parents monitor iPad use as well. Please see the attached document entitled “Parents’/Guardians’ Guide to Student Internet Use”

6. What if we don’t have wifi at home?

An iPad’s use is maximized with wifi. If a family does not have wifi, a student may use the iPad at school, at the public library, at local businesses with wifi capabilities, or wherever wifi is available. Arrangements can be made for the student to be at school outside of normal school hours by contacting the technology department.

Textbooks and various apps will be accessible on the iPad even without wifi access.

7. Can students select their own cover?

No.

8. Can a student download apps or music?

No, the iPad is managed to have apps added by the school.

9. What if a student forgets to charge the iPad?

Failure to have a charged iPad on a repeated basis (3 or more times in a quarter), will result in the student being assigned an after school detention(s) per the district discipline procedure.

10. Can an iPhone charger be used on the iPad?

Chargers for an iPhone will work to charge the iPad. However, the iPhone charger will take a longer time to charge because it draws 1 amp and the iPad charger draws 2 amps. Please plan accordingly.

11. Will students keep the iPad for the summer?

No.

12. Can a student use a personal iPad at school?

No. WCSD will not put school purchased apps on a personal unit. The school district also does not allow 'Bring Your Own Devices'.

Parents' Guide to General Student Internet Use

The Washington-Caldwell School District recognizes that with new technologies come new challenges to both teachers and parents. Below is a series of suggestions drawn from a wide variety of professional sources that may aid you, the parent, in effectively guiding your child's use of the iPad.

- 1) Take extra steps to protect your child. Encourage your child to use and store the iPad in an open area of your home, such as the kitchen or family room, so you can monitor what your child is doing online. Use the Internet with your child to help develop safe surfing habits. Children often model adult behavior.
- 2) Go where your child goes online. Monitor the places that your child visits. Let your child know that you are there, and help teach her/him how to act as s/he works and socializes online.
- 3) Review your child's friends list. You may want to limit your child's online "friends" to people your child actually knows and is working with in real life.
- 4) Understand sites' privacy policies. Internet sites should spell out your rights to review and delete your child's information.

- 5) Limit the time your student is on the iPad. While the iPad is a very engaging device, it is a school work device. Care and constant monitoring will reduce your child's exposure to excessive use.
- 6) Report unwelcome or malicious online threats. Report in a timely fashion to the school any online interactions that can be considered threatening.
- 7) 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 iPad is cared for and when and where its use is appropriate.
- 8) 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 iPad.
- 9) Read and share with your child the WCSD iPad Procedures and Information Guide. By reading and discussing the care and use policies, you can create a clear set of expectations and limitations for your child.

iPad Student Pledge

As a student of Washington-Caldwell who has been assigned a school iPad, I will:

1. take good care of the iPad and know where my iPad is at all times.
2. never leave the iPad unattended.
3. never loan out my iPad to other individuals.
4. not sync the iPad to my personal iTunes account or email accounts.
5. charge my iPad's battery daily.
6. keep food and beverages away from my iPad.
7. not disassemble any part of my iPad or its cover or attempt any repairs.
8. protect my iPad by only carrying it while in a cover and using the sleeve when appropriate (especially when stored in the backpack).
9. use my iPad in ways and times that are appropriate, meet expectations, and are educational.
10. not place decorations (such as stickers, drawings, marks, etc.) on the iPad or cover. I will not deface the serial number on any iPad.
11. understand that my iPad is subject to inspection at any time without notice and remains the property of the Washington-Caldwell School District.
12. follow the policies outlined in the iPad Handbook and the Technology Acceptable Use Policy while at school, as well as outside the school day.
13. file a report in the Principal's Office in case of theft, vandalism, and other acts covered by insurance.
14. be responsible for all damage or loss caused intentionally or by neglect or abuse.
15. I agree to return the District iPad, cover, sleeve, and USB cable/AC charger in good working condition.

Individual school iPads and accessories must be returned to the Technology Director at the end of this school year. iPads must be returned immediately when a student transfers out of the WCSD, is expelled, or terminates enrollment for any reason.

I agree to the stipulations set forth in the above documents including the iPad Procedures Handbook and Information; the Acceptable Use Policy; and the Student Pledge for iPad Use.

I acknowledge the receipt of the iPad Handbook and policies from Washington-Caldwell School District.

My signature below represents my commitment to the terms and conditions listed above.

Student Name (Please Print): _____

Student Signature: _____ Date: _____

iPad Handbook Parent/Guardian Acknowledgement Form

My student will:

1. take good care of the iPad and know where my iPad is at all times.
2. never leave the iPad unattended.
3. never loan out my iPad to other individuals.
4. not sync the iPad to my personal iTunes account or email accounts.
5. charge my iPad's battery daily.
6. keep food and beverages away from my iPad.
7. not disassemble any part of my iPad or its cover or attempt any repairs.
8. protect my iPad by only carrying it while in a cover and using the sleeve when appropriate (especially when stored in the backpack).
9. use my iPad in ways and times that are appropriate, meet expectations, and are educational.
10. not place decorations (such as stickers, drawings, marks, etc.) on the iPad or cover. I will not deface the serial number on any iPad.
11. understand that my iPad is subject to inspection at any time without notice and remains the property of the Washington-Caldwell School District.
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13. file a report in the Principal's Office in case of theft, vandalism, and other acts covered by insurance.
14. be responsible for all damage or loss caused intentionally or by neglect or abuse.
15. I agree to return the District iPad, cover, sleeve, and USB cable/AC charger in good condition.

Individual school iPads and accessories must be returned to the Technology Director at the end of this school year. iPads must be returned immediately when a student transfers out of the WCSD, is expelled, or terminates enrollment for any reason.

I agree to the stipulations set forth in the above documents including the iPad Procedures Handbook and Information; the Acceptable Use Policy; and the Student Pledge for iPad Use.

I acknowledge the receipt of the iPad Handbook and policies from Washington-Caldwell School District.

My signature below represents my commitment to the terms and conditions listed in these policies and guidelines.

Parent/Guardian Name (Please Print): _____

Parent/Guardian Signature: _____ Date: _____