Washington Caldwell School District

Device Policies/Procedures

and

Information Handbook

2022-2023

August 2022

Dear Parents/Guardians,

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 1:1 Initiative provides one-to-one (1:1) computer access for all students and teachers. Each device 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 device privileges and is subject to disciplinary action. WCSD reserves the right to demand the immediate return of the device at any time.

Replacement costs and/or repair for damages that occur to the device, 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 must be on file at the Washington-Caldwell district office by the end of the first week of school.

If the device 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 a device will be the district's replacement cost. If the device is lost or stolen, it should be reported to the local police authorities and WCSD personnel immediately.

When devices 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.

Devices 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 the advisor/coach.

A complete listing of device 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 device 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 device 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 device to school every day unless told not to bring it.

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

Always use the approved cover.

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

Ensure that the device is transported in a secure way, especially when transporting in the backpacks.

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

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

Mission Statement of District

Mission - Washington-Caldwell creates a safe and innovative learning environment centered on the whole child approach using equitable practices, building social emotional wellness, resilience, critical thinking, and citizenship

Vision- It is our vision to provide a safe learning community, empowering all students to succeed and become lifelong learners.

Introduction

The focus of the 1:1 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 devices integrates technology into the curriculum anytime, anyplace. The individual use of devices 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 devices 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 device Initiative in grades six, seven, and eight, which began in September 2012. devices were assigned to 5th grade students in September 2013. devices were assigned for school use for 3rd and 4th grades at the beginning of 2016 as well. 1:1 devices were added to grades 4K, 5K, 1st, and 2nd in the Fall of 2020.

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. devices will become another vital resource to middle school students, just as teachers are a vital resource. devices 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 device is a "next generation" device that makes learning more engaging and accessible.

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 inside 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 device

1.1 Receiving an device

- Each student will receive a device, cover, and USB cable/AC charger. A yearly middle school fee includes online/on-device textbook subscriptions, mobile 24/7 Internet content filtering, periodic updates, apps, and maintenance associated with the device.
- Parents will need to have signed the device Acknowledgement Form. This form was available at registration and will also be emailed to parents as well as handed out the first day of school.
- The device 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 a device or a school supplied/supported email service.

1.2 Returning an device

- devices and all WCSD accessories will be returned during the final week of school so they can be checked for serviceability.

- devices 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 device

- devices, covers, and USB cable/AC charger will be turned in to the Technology Director when requested in satisfactory condition. Devices 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 device. The WCSD Administration will make the final determination of any fees assessed.

- If a student fails to return the device, cover, AC adapter, or USB cable, the student/parent/guardian will pay the replacement cost of the device or its missing accessories. Failure to return or pay for missing device or equipment will result in a theft report filed with the Town of Waterford Police Department.

2. Taking Care of an device

- Students are responsible for the general care of the device they have been issued by WCSD when outside of the school day as well as during the school day.

- Devices 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 device or their login. devices 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 device cover is considered scratch resistant, the device and/or its cover will scratch. Avoid using any sharp object(s) on the device.

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

- **Do not remove any part of the device cover.**

- Do not attempt to gain access to the internal electronics or repair the device. If the device 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 device.

- Cords and cables must be inserted carefully into the device to prevent damage.

- Devices and cover must remain free of any writing, drawing, stickers, or labels that are not the property of WCSD.

- Devices 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.

- Devices have a unique identification number and at no time should the numbers or labels be modified or removed.

- Devices must never be left in an unlocked locker, in an unlocked car, or in any unsupervised area.

- Devices should never be left in the elements of heat or cold; do not leave devices in a cold or hot car for long periods of time. **Devices must not be left in a vehicle or a location that is not temperature controlled.**

- **Devices should be placed vertically in the locker compartment or in a backpack/book bag to avoid putting extra pressure on the screen.**

- **Devices must be charged for school each day. This is the student's responsibility.**

- Devices are assigned to individual students and the responsibility for the care of the device solely rests with that individual. Students should not lend their device to another person.

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

2.2. Carrying devices

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

3.   Using an device at School

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

3.1 Devices Left at Home

- If a student leaves the device at home, the student is responsible for getting the coursework completed as if the device were present. Failure to have the device at school on any given day will be viewed as 'not being prepared for classes'.

- If a student repeatedly (3 or more times per quarter as determined by staff member) leaves the device at home, the student will be assigned after school detention(s) per the district discipline procedure and/or the student will not be allowed to take the device home at night.

3.2 Device Undergoing Repair

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

3.3 Charging a Device's Battery

- Devices must be brought to school each day with enough battery power to make it through the day (to be safe, devices 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 device 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 device at the discretion of the teacher/technology director.

- All software/apps must be district provided. Data storage will be through apps on the device 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 device at school.

3.7 Home Internet Access

- **THE DEVICE 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 devices. This will assist them with device use while at home. Printing at home will require a wireless printer, proper settings on the device, 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 Device Camera

- The device 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. Device 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 Device/Home Directory

- The device 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 device 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 device—BUT will NOT be backed up in case of re-imaging.

- 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 device, 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 Devices

5.1 Originally Installed Software/apps

- The software/apps originally installed by the WCSD must remain on the device 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 devices 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 devices. WCSD will manage/synchronize the devices so that they contain the necessary apps for school work.

- Students will not be allowed to synchronize devices or add apps to their assigned device to include personal accounts.

- **Students are NOT allowed to sync their personal iTunes or Google Play accounts to the school issued devices for any reason.**

- **Students are NOT allowed to sync their personal email accounts to the school issued devices 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 device 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 device will be restored from a backup or factory restore. When warranted, the device 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 device for periodic updates and synching. Students are given permission to update the OS 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 device 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 a device 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 the device 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 device

7.1 School District Protection

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

7.2 Personal Home or Homeowners'/Renters' Coverage

- Lost, damaged, or stolen devices in the care, custody, and control of a student <u>may</u> 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 any device can be repaired or replaced.

- In the event of a lost or stolen device, the WCSD may deploy location software which may aid in recovering the device.

- In the case of a stolen device, families are responsible for replacement costs.

9. Consequences for violations of device rules

- Violations to the device Handbook will result in a disciplinary being filed with the school office. Violations result from not following guidelines in the device 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:

- o   Verbal reprimand
- o   Detention or multiple detentions
- o   Short Term or Extended Loss of device or Internet privilege
- o   Suspension or Expulsion
- o   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 device if it is damaged, lost or stolen?

The Washington-Caldwell School District will be responsible for the repair of the device for normal wear of the unit. If the device 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 devices 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 device and accessories?

Device: $299-$400   AC Charger: $29   USB Cable: $19   Cover: $40

3. Does my child have to accept a device?

A device will be checked out to each student for the school year for use at school and to take home. If a parent/guardian does not want the child to take a device home, the parent may submit that request in writing to the office. In this case the student will need to check the device 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 device.

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

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

5. What if we don't have wifi at home?

A device's use is maximized with wifi. If a family does not have wifi, a student may use the device 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.

Various apps will be accessible on the device even without wifi access.

6. Can students select their own cover?

No.

7. Can a student download apps or music?

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

8. What if a student forgets to charge the device?

Failure to have a charged device 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.

9. Can an iPhone charger be used on the iPad device?

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

10. Will students keep the device for the summer?

No.

11. Can a student use a personal device 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 device.

1) Take extra steps to protect your child. Encourage your child to use and store the device 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 device. While the device 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 device 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 device.

9) Read and share with your child the WCSD device 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.

Device Student Pledge

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

1. take good care of the device and know where my device is at all times.

2. never leave the device unattended.

3. never loan out my device to other individuals.

4. not sync the device to my personal iTunes, Google Play, or email accounts.

5. charge my device's battery daily.

6. keep food and beverages away from my device.

7. not disassemble any part of my device or its cover or attempt any repairs.

8. protect my device by only carrying it while in a cover and using the sleeve when appropriate (especially when stored in the backpack).

9. use my device in ways and times that are appropriate, meet expectations, and are educational.

10. not place decorations (such as stickers, drawings, marks, etc.) on the device or cover. I will not deface the serial number on any device.

11. understand that my device 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 device 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 device, cover, sleeve, and USB cable/AC charger in good working condition.

Individual school devices and accessories must be returned to the Technology Director at the end of this school year. devices 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 device Procedures Handbook and Information; the Acceptable Use Policy; and the Student Pledge for device Use.

I acknowledge the receipt of the device Handbook and policies from Washington-Caldwell School District found on the school website.

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

Student Name (Please Print): _____

Student Signature: _____ Date: _____

Student Device Parent/Guardian Acknowledgement Form

My student will:

1. take good care of the device and know where my device is at all times.

2. never leave the device unattended.

3. never loan out my device to other individuals.

4. not sync the device to my personal iTunes, Google Play, or email accounts.

5. charge my device's battery daily.

6. keep food and beverages away from my device.

7. not disassemble any part of my device or its cover or attempt any repairs.

8. protect my device by only carrying it while in a cover and using the sleeve when appropriate (especially when stored in the backpack).

9. use my device in ways and times that are appropriate, meet expectations, and are educational.

10. not place decorations (such as stickers, drawings, marks, etc.) on the device or cover. I will not deface the serial number on any device.

11. understand that my device 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 Student Device 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 device, cover, sleeve, and USB cable/AC charger in good condition.

Individual school devices and accessories must be returned to the Technology Director at the end of this school year. Student devices 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 Student Device Procedures Handbook and Information; the Acceptable Use Policy; and the Student Pledge for Device Use found on the school website.

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

Parent/Guardian Name (Please Print): _____

Student Name: _____

Parent/Guardian Signature: _____ Date: _____