Southern Public Schools
Student Technology Policy and Usage Handbook
1:1 Initiative

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

- Respect Yourself
    - I will show respect for myself through my actions.
    - I will select online names that are appropriate.
    - I will use caution with the information, images, and other media that I post online.
    - I will carefully consider what personal information about my life, experiences, or relationships I post.
    - I will not be obscene.
    - I will act with integrity.
- Protect Yourself
    - I will ensure that the information, images, and materials I post online will not put me at risk.
    - I will not publish my personal details, contact details, or a schedule of my activities.
    - I will report any attacks or inappropriate behavior directed at me while online.
    - I will protect passwords, accounts, and resources.
- Respect Others
    - I will show respect to others.
    - I will not use electronic mediums to antagonize, bully, harass, or stalk people.
    - I will show respect for other people in my choice of websites.
    - I will not visit sites that are degrading to others, pornographic, racist, or inappropriate.
- Protect Others
    - I will protect others by reporting abuse and not forwarding inappropriate materials or communications.
    - I will avoid unacceptable materials and conversations.
- Respect Intellectual Property
    - I will request permission to use copyrighted or otherwise protected materials.
    - I will suitably cite all use of websites, books, media, etc.
    - I will acknowledge all primary sources.
    - I will validate information.
    - I will use and abide by the fair use rules.
- Protect Intellectual Property
    - I will request to use the software and media others produce.
    - I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software.
    - I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

Southern Public Schools
Laptop Handbook

Southern Public School's network facilities and/or laptops are to be used in a responsible, efficient, and ethical manner in accordance with the philosophy of the school district. Access to the Southern Public Schools computer systems is a privilege, not a right. Students must acknowledge their understanding of this policy as well as the following guidelines. Failure to adhere to these standards may result in suspension or revocation of the offender's laptop and/or network privileges.

Training
- Students will receive training to address care and usage of the laptop, digital citizenship, and respectful, responsible, and ethical use of the Internet and digital tools.

General Precautions/Screen Care
- No food or drink should be next to your Laptop while it is in use.
- Students should never carry their Laptop while the screen is open unless directed to do so by a teacher.
- Laptops must remain free of any writing, drawing, stickers, or labels.
- Laptops should be shut down when not in use to conserve battery life.
- Laptops should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Heavy objects should never be placed on top of Laptops.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

Laptop Damage
- Students are financially responsible for this device. **Frequent/Negligent damage to the device must be serviced by Southern Public Schools and paid for by the student.** If the student fails to pay for the repairs, he/she will lose laptop privileges. Students pay *estimated* replacement costs:
  - Screen - $450
  - Keyboard/touchpad - $300
  - Power cord - $80.00
  - Cracked trackpad - $140
  - Full Replacement Cost - $900
  - Laptop Labels replacement-$20

Laptop Pickup/Dropoff
- Each student and their parent/guardian must sign the Southern School District Laptop Agreement before they may pick up their assigned laptop.
- Each grade will have a designated pickup and dropoff location.
- Students will pick up laptops before 1st period classes and return them to the same location before leaving school each day.

Logging into a Laptop
- Students will log into their laptops using a student-generated username and password. Once generated, this username and password must be submitted to the technology committee.
- Students should never share their account passwords with others. In the event of a compromised account the Southern Public Schools Technology Department reserves the right to disable your account.

No Expectation of Privacy
- Students have no expectation of confidentiality or privacy with respect to any usage of a laptop, regardless of whether that use is for district related or personal purposes, other than as specifically provided by law.
- The district may, without prior notice or consent, login, supervise, access, view, monitor, and record use of a student laptop at any time for any reason related to the operation of the district.
- By using a laptop, students agree to such access, monitoring, and recording of their use.
- Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student laptops.

Content Filter
- The district utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA).
- All laptops will have all Internet activity protected and monitored by the district.

Laptop Computer Security Policy
- Students must have laptops with them or in a designated cart/area at all times. Laptops must not be left unattended. Faculty will pick up and give unattended laptops to the office.
- Students are responsible to have their computer fully charged in their designated cart. If charging throughout the day is needed, students will leave their laptops in a classroom with teacher permission.
- Students can check out locks for their lockers from the school at no charge. If a computer is stolen from their lockers, and no lock was used to secure the computer in the locker, the student is responsible for replacing the cost of the computer at 100%.
- In between classes, put laptop lids down and carry in your backpack. During PE, store laptops in designated storage cart (laptops are NOT allowed in locker rooms). Laptops are not allowed in the cafeteria during lunch. Lock them in your locker, store them in your backpack, place them in a designed cart, or leave them in a locked classroom.
- We encourage students to care for his/her laptop at all times. When not in use, laptops must be stored in your backpack or in a storage cart. Cleaning the screen is to be done with a soft cloth.
- Technical support is available from the Technology Committee (Mr. Sabey, Mrs. Weyer, Mr. Murphy, Mrs. Schluter, Mr. Tunink, Mr. Rempe, Mrs. Adams). A Student Technology Repair Request Form is available on the website.
- If a laptop stops working, loaner laptops may be available while being repaired, and students will be able to access their files and documents from the server to use with the loaner laptop.
- Students are not to deface their laptops in any way, e.g., with stickers, tape, duct tape, white-out, marking pens, skins, hardshell cases, glue. If there are any questions, check with the technology committee.

● Students are not to remove or deface their identification label in any way. ● The school's network is to be used for research and as a means of obtaining academically relevant information. Material obtained through research on the Internet and then used in academic work is to be properly documented. Plagiarism is illegal. Give credit to all sources cited, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text. Comply with trademark and copyright laws and all license agreements. **Ignorance of the law is not immunity!**

● Students may not access websites, newsgroups, or "chat" areas that contain material that is obscene or that promotes illegal activity. If a student does accidentally access this type of information, he or she should immediately notify a teacher.

● Use of the computer for anything other than a teacher directed or approved activity is prohibited during the school day.

● Computers may not be used to make sound/video recordings without the consent of all those being recorded.

● Installation of peer-to-peer file sharing programs is strictly forbidden. Using programs to share music, photos, and/or videos is also forbidden. Copyright laws must be respected. If the student has any questions about what constitutes a copyright violation, he/she should contact an administrator, media specialist, or teacher.

● The student may not download any additional software or apps onto their device. Sound must be turned off at all times, except when being used as part of a class. Students are not allowed to listen to music during class unless given permission by their teachers to do so.

● Students must provide their own headphones, and can only use headphones at teachers' approval.

● Files stored within the school computer should be limited to those relating to formal school courses or activities. Games, commercial software, or graphic files that are not for a school project or activity should not be stored on the school computer.

● Students may access only those files that belong to them or for which they are certain they have permission to use.

● Deliberate attempts to degrade the network or to disrupt system performance will result in disciplinary action. ● School administrators reserve the right to remove student accounts on the network to prevent unauthorized activity.

● Students that are obtaining low grades or are consistently on the downlist may have their laptop use limited to strictly assignments and academic purposes.

● Inappropriate screensavers or inappropriate pictures on student computers will not be allowed at any time.

● Each student at Southern Public Schools will have a Google account created for them. This account allows access to interactive, collaborative web content including blogging, Google apps, and content specific sites. The use of such tools encourage ethical use and responsible communication within the global community. These accounts are intended for school use only, and student activity on the account should be limited to school purposes. Students are expected to maintain proper use of the tools and applications as part of Southern School's academic environment. School personnel will have access to these accounts and may monitor student use at any time. Parents and guardians may also request access to these accounts. In addition, a service called Securly will be utilized. This service uses intelligent monitoring of content within Google products to scan for potential safety concerns.

Southern Public Schools reserves the right to define inappropriate use of technology. These inappropriate uses include, but are not limited to, the following:

Major Infractions (Automatic Loss of Laptop/or Possible ISS)
- Anything illegal/Hacking
- Changing the configuration of the laptop, installing or removing software or hardware without consent
- Cheating/Plagiarism
- Cyber-bullying or harming others
- Physically altering laptop or attempting self-repair
- P2P file sharing of any sort
- Recording (audio or video) others without their permission
- Pornographic material
- Use of VPN (Virtual Private Network)

Minor Infractions (Loss of Privileges)
- Anything that becomes a repetitive problem we will address on a case by case basis
- Continuous misuse of music (explicit lyrics, volume problems, etc.)
- Repetitive classroom infractions
- Using another person's password, login, or computer

Consequence Protocol
- Offense 1 – Students will get a verbal warning from their teacher.
- Offense 2 – Students will lose their laptop for the remainder of the period.
- Offense 3 – Students will lose their laptop for the remainder of the day.
    o The student will be referred to the principal's office for further consequences.
- Offense 4 – Students will lose their laptop for one week.
    o The student will be referred to the principal's office for further consequences.
- Offense 5 – Students will lose their laptop for the remainder of the quarter and all assignments will be completed using paper and pencil.
    o The student will be referred to the principal's office for further consequences.
- Offense 6 – Students will lose their laptop for the remainder of the year and all assignments will be completed using paper and pencil.
    o The student will be referred to the principal's office for further consequences.

The computer rules cannot cover everything that will happen throughout the school year; incidents that happen outside of these rules and laptop handbook will be handled on an individual basis by the administration.

Tech Fee
Students will be allowed to take devices and chargers home after paying a $30 non-reimbursable usage fee. The usage fee is good for the current school year only. Students are responsible for any damages that may occur while they are transporting or using the device at home.

Elementary Amendment:

Pre-K through 1st grade will be issued iPads. 2nd grade through 6th grade will be issued laptops. The devices will be stored in their grade level classrooms. The devices will not be carried in their backpacks.

iPad Damage
- Students are financially responsible for this device. **<u>Frequent/Negligent damage to the device must be serviced by Southern Public Schools and paid for by the student.</u>** If the student fails to pay for the repairs, he/she will lose device privileges.

- Students pay *estimated* replacement costs:
  - Power cord - $49
  - Cracked or Damaged Screen $230
  - Full Replacement Cost - $300
  - Labels replacement-$20

Parents and Students:

1-Please review student expectations in the Laptop Handbook:
2-Sign and complete this form.
3-Return the Technology Signature Form to your 1st period teacher by **Monday, August 23rd.**

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Southern Public School Technology Signature Form

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Laptop Handbook Agreement

Please INITIAL the following statement:

_____ I give permission to my child to use a school-issued laptop/device assigned to him/her for the duration of the school day.

Gmail Agreement

Your student has a Google account created by Southern Public Schools. These accounts are intended for school use only. Students are expected to maintain proper use of the tools and applications as part of Southern Public School's academic environment. Parents, should you wish to obtain your child's login information and passwords to these accounts, please contact the school.

Please INITIAL the following statement:

_____ I understand the intent and purpose of this school-issued gmail account and agree to help ensure appropriate use by my student.

Parental Consent for Zoom

In the event that we need to move to a digital learning platform during the 2021-2022 school year, we are asking for parental permission to use Zoom video conferencing. This platform will provide an opportunity for students to interact with Southern staff and students.

Please INITIAL the following statement:

_____ I give my student permission to access Zoom video conferencing, either on a school device or a personal device, to communicate with Southern staff and students.

By initialing the information above and signing below, the student and parent(s)/guardian(s) agree to adhere to the policies in the Southern Public Schools Laptop Handbook, Google account information, and Zoom.

Student Signature_____**Date**_____

Parent/Guardian Signature_____**Date** _____