Tri-Central Community Schools
Student Technology Handbook
2016 - 2017

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Rationale:
In order for students to have productive and enjoyable lives, they must develop up-to-date knowledge and skills required by contemporary society. Students must increasingly collaborate with others, communicate effectively, think critically, and be creative in solving problems or completing tasks. They must be able to transfer what they know and apply it to new circumstances. They must be adept at learning new technology, evaluating the utility of digital tools, and effectively applying available technology resources.

Teaching and Learning Goals:
Support and live our mission and vision:
Increase engaging, rigorous student-centered learning experiences
Provide equitable, anytime access
Develop competent and responsible 21st century citizens
- Critical thinking
- Communication
- Collaboration
- Creativity
Prepare for success in future college, career, and life pursuits

RESPONSIBLE USE POLICY

Introduction
Tri-Central Community Schools (TC) recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop progressive technology and communication skills. To that end, we provide the privilege of access to technologies for student and staff use.

TC is committed to providing educational opportunities for all students and it maintains compliance with the state and federal non-discrimination laws in its provision of technology.

This Responsible Use Policy outlines the guidelines and behaviors that all users are expected to follow when using school technologies or when using personally owned devices on the school campus, including:

- The Tri-Central Community Schools network is intended for educational purposes.
- All activity over the network or using district technologies may be monitored, documented and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action.
- Using an internet filter and other technologies, Tri-Central Community Schools makes a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- Users of the district network or other technologies are expected to alert IT staff immediately of any concerns for safety or security.

Technologies Covered

TC may provide the privilege of internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more.

This Responsible Use Policy applies to any school-owned technology equipment including school-owned devices utilizing the TC network or internet connection and school-owned devices utilizing private networks/internet connections. This Responsible Use Policy also applies to privately owned devices accessing the TC network, the TC internet connection, and/or private networks/internet connections while on school property. As relevant new technologies emerge, TC will seek to provide access to them. The policies outlined in this agreement cover all technologies provided by TC or used on TC property or network, not just those specifically listed or currently available.

Usage

All technologies provided by the district are intended for education purposes. All users are expected to use good judgment by following this agreement, the TC student code of conduct, social media policy, and all other TC policies. The use of technology is a privilege, not a right. Use of technology may be prohibited during certain times or activities. Users should be safe, appropriate, careful and kind; not try to get around technological protection measures; use good common sense; and ask if they don't know.

Web Access

TC provides its users the privilege of access to the internet, including web sites, resources, content, and online tools. Access to the internet will be restricted as required to comply with CIPA regulations and school policies. Web browsing may be monitored, and web activity records may be retained indefinitely.

Users are expected to respect the web filter as a safety precaution, and shall not attempt to circumvent the web filter when browsing the internet. The determination of whether material is appropriate or inappropriate is based solely on the content of the material and the intended use of the material, not on whether a website has been blocked or not. If a user believes a site is unnecessarily blocked, the user should submit a request for website review through the TC Technology Service Ticket Help Desk or restricted access screen.

Email

TC may provide users with the privilege of email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies.

If users are provided with email accounts, the accounts should be used with care. Users should not send personal information and should not attempt to open files or follow links from unknown or untrusted origins. Users should use appropriate language and should only communicate with other people as allowed by district policies or teachers.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

Mobile Device

TC may provide users with mobile computers or other devices owned by TC to promote learning outside of the classroom or efficient performance of job functions. Users should abide by the same Responsible Use Agreement and policies when using school devices off the school network as on the school network.

Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to users' care. Users should immediately report any loss, damage, or malfunction to IT staff. Users may be financially accountable for any damage resulting from negligence or misuse.

Use of school-issued mobile devices off the school network may be monitored in appropriate situations. Users should have no expectation of privacy in these TC-owned devices.

Personally Owned Devices

TC offers a filtered Public Wifi on all campuses. Students in grades K—12 may bring a personal device to school and use for educational purposes. Students are expected to connect to the filtered Public Wifi.

- The technology devices students bring to school are their sole responsibility.
- The campus or district assumes no responsibility for personal devices if they are lost, loaned, damaged, or stolen, and only limited time or resources will be spent trying to locate stolen or lost items.
- Personal devices may be subject to investigation in accordance with School Policy.
- Students are to keep their devices secure at all times and not loan to others.
- Students must keep devices on silent or vibrate mode.
- Users of the TC Public Wifi network have filtered Internet access just as they would on district-owned devices.
- Students in grades K-12 may bring their own technology devices (laptop, netbook, cell phone, tablet, etc.) to TC campuses and can use it at the discretion of the school and classroom teacher.
- By connecting to the TC Public Wifi, users accept the terms of the Tri-Central Community Schools Responsible Use Agreement, located on the Tri-Central Community Schools Website.

Security

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. This also includes using a passcode or password on all devices and not sharing that password with anyone. Users should

never share personal information. Users should immediately report any suspicious information or activity to a teacher or an appropriate administrator.

A user shall never use another user's password, or account, even with the permission from the user. Any need to have access to another user's account should be addressed to IT Services Staff or a designee.

If users believe a computer or mobile device they are using might be infected with a virus, they should alert IT. Users should not attempt to remove the virus themselves or download any programs to help remove the virus.

Search of Technology or Devices
By entering into this agreement, the user agrees that any device subject to the agreement, including school-owned devices used anywhere and personally-owned devices used on the school network or on school property is subject to search by an appropriate school staff member. See Board Policy 7540.03 – Technology Privacy. Users shall have no expectation of technology privacy subject to this agreement.

If a user creates a password or code to restrict access to email, files, a device or other technology subject to this agreement, the user will provide access to that information when requested to do so only by the user's supervisor, teacher, or IT Services Staff. Students shall not be required to divulge personal information for access to a non-District managed technology.

An appropriately-trained staff member may examine a device and search its contents if the administrator has reasonable suspicion to believe that the device contains evidence of unlawful conduct or conduct that is in violation of school rules. The search, however, will be limited in scope based upon the limitations of the Fourth Amendment and any other applicable legal restrictions. TC staff members may also use software or other techniques to search for the location of a device subject to this policy if the device is reported missing or stolen.

Netiquette
Users should always use the internet, network resources, and online sites in a courteous and respectful manner.

Users should recognize that among the valuable content online there is also unverified, incorrect, or inappropriate content. Users should only use known or trusted sources when conducting research via the internet.

Users should remember not to post anything online that they wouldn't want students, parents, teachers, or future colleges or employers to see. Once something is online, it cannot be completely retracted and can sometimes be shared and spread in ways the user never intended.

Plagiarism and Copyright

Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the internet. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Information obtained via the internet should be appropriately cited, giving credit to the original author.

Users will respect the rights of copyright owners including in their use of materials found on, disseminated through, or posted to the Internet. Copyright infringement occurs when you reproduce a work that is protected by a copyright without explicit permission from the copyright holder or outside the limitations of copyright law.

Personal Safety

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the internet without adult permission. Users should recognize that communicating over the internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Users should never agree to meet in real life someone they meet online without parental permission.

If users see a message, comment, image, or anything else online that makes them concerned for their personal safety, they should immediately bring it to the attention of an adult or supervisor.

All students and those staff members who work directly with students shall receive annual training on social media safety, cyber bullying, and appropriate responses.

Cyberbullying

Cyberbullying, including but not limited to harassing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking will not be tolerated. Users should not be mean or send emails or post comments with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment.

Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Users should remember that online activities may be monitored and retained.

All students will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

Web 2.0 (Email, Social, Collaborative Content)

Recognizing the benefits collaboration brings to education, TC may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally identifying information online.

Please refer to the Tri-Central Community Schools Social Media Policy for additional information on social communication.

Social Media

- Be aware of what you post online. Social media venues, including wikis, blogs, photo and video sharing sites, are very public. Do not post anything you wouldn't want friends, enemies, parents, teachers, or a future employer to see.
- Follow the school's code of conduct when writing online. It is acceptable to disagree with someone else's opinions; however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
- Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, birthdates, and pictures. Do not share your password with anyone besides your teachers and parents.
- Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read the entire article prior to linking to ensure that all information is appropriate for a school setting.
- Do your own work! Do not use other people's intellectual property without their permission. It is a violation of copyright law to copy and paste others' thoughts without giving credit. When paraphrasing another's idea(s) be sure to cite your source with the URL. It is good practice to hyperlink to your sources.
- Be aware that pictures may also be protected under copyright laws. Verify you have permission to use the image or it is under Creative Commons attribution.
- How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.
- Blog and wiki posts should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work, be sure it is in the spirit of improving the writing.
- If you run across inappropriate material that makes you feel uncomfortable or is not respectful, tell your teacher right away.
- Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or access to future use of online tools.

Limitation of Liability
TC will not be responsible for damage or harm to persons, files, data, or hardware.

While TC employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.

TC will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

Violations of this policy may have disciplinary consequences, including:

- Instillation of a restricted computer profile, or removal of apps;
- Suspension of network, technology, or computer privileges;
- Notification of parents;
- Detention or suspension from school and school-related activities;
- Employment disciplinary action, up to and including termination of employment;
- Cancellation of the contract of a contractor or subcontractor.
- Legal action and/or prosecution.

Confidential Information Communicated or Stored on TC Technology
Users of the District's technology are expected to protect the integrity of data, comply with data-privacy regulations, and protect the personal privacy of other people when using TC technology.

Users should not access confidential information in the presence of others who do not have authorization to have access to the information and should not leave confidential information visible when a user is away from a screen.

School staff also should not provide any student education records (covered by FERPA) to any third-party service or app unless TC has a contract with the vendor for the third-party tool that is approved by administration.

Staff, Students and Parents/Guardians shall be required to sign Tri-Central Community Schools' Technology Agreement annually before Internet or network access shall be allowed.

MOBILE DEVICE POLICY

AppleID, Microsoft Account and Email Account Creation
Tri-Central Community Schools, as part of our Mobile Device Initiative, requires the consent of Parents/Guardians to create the necessary online accounts in order for our mobile device to function properly and to be used most effectively in a classroom setting.

This policy gives consent to Tri-Central Community Schools to create on behalf of the parents/guardians and their students, online accounts that enable our 1:1 Mobile Device Initiative to function most efficiently and optimally in a classroom setting in a digital world.

These accounts include, but are not limited to, an Apple free iTunes Account, an Apple free iCloud Account, and a Microsoft Office 365 Email Account to be used for school and educational purposes only. The completion and signature on this form gives the consent of the parents/guardians of the students listed to authorize Tri-Central Community Schools to create the aforementioned accounts and any online account necessary for the 1:1 Mobile Device Initiative to be successful on behalf of the parents/guardians.

Terms
Users will comply at all times with the TC Student Technology Handbook policies. Any failure to comply may terminate user rights of possession effective immediately and the district may repossess the mobile device. **Any lost, stolen and damaged mobile device must be reported to school authorities immediately.**

Title
Tri-Central Community Schools has legal title to the property at all times. The user's right of possession and use is limited to and conditioned upon full and complete compliance with this agreement and the TC Student Technology Handbook policies.

Loss, Theft or Damage
Should a mobile device be damaged, lost, or stolen the student or parent/guardian should immediately notify the school administration. If a mobile device is stolen the student/guardian should file a police report as soon as possible. If the mobile device is lost, stolen, or totally damaged as a result of irresponsible behavior, the parent may be responsible for the full replacement cost.

In the event of a lost or stolen mobile device and once a police report is filed, the Tri-Central Community School Corporation, in conjunction and with police, may deploy location software which may aid the police in recovering the mobile device.

Repossession
Students who cease to be enrolled in Tri-Central Community Schools must return the mobile device, along with any other accessories, at the time they leave the corporation. The mobile device and all accessories should be returned to the High School Bookstore. Any fees collected as a part of this initiative will not be refunded.

If the user does not fully comply with all terms of this Agreement and the TC Student Technology Handbook, including the timely return of the property, TC shall be entitled to declare the use in default and come to the user's place of residence, or other location of the property, to take possession of the property.

Terms of Agreement
The user's right to use and possession of the property terminates not later than the last day of the school year unless earlier terminated by TC or upon withdrawal from TC.

Unlawful Appropriation/Theft
Failure to timely return the property or the continued use of it for non-school purposes without the District's consent is considered unlawful appropriation of the District's property. This may constitute theft, a felony, or conversion, for which parents and students could be liable for three times the cost of the property plus attorney's fees.

FINANCIAL TERMS OF MOBILE TECHNOLOGY USE

Use and Maintenance Fees
Parents/guardians of all students that are assigned a mobile device will pay a non-refundable $95 fee through the textbook rental system. Device and textbook rental and fees are to be paid during registration times unless other arrangements are made through the bookstore prior to registration. Seniors must clear all records and pay all fees before participating in commencement exercises.

Mobile Device Costs – for Lost, Stolen or Full-Cost Damage
If the mobile device is lost, stolen, or totally damaged as a result of irresponsible behavior, the parent may be responsible for the full replacement cost.
Cost to the district:
- HP Stream 11 Pro laptop - $231.00
- Power cord - $12.00
- Power adapters - $29.00
- Case - $30.00

Damaged Mobile Device
Any damage must be reported to school authorities immediately. At that time school authorities will determine if damage is accidental or due to irresponsible behavior.

Deductibles:
- First accidental damage occurrence ($100.00): Student will get a replacement mobile device upon payment of the deductible.
- Second accidental damage occurrence: Cost to repair the mobile device or fair market value, possible loss of mobile device take-home privileges. The replacement mobile device will be checked in and out daily during the school day.
- Third accidental damage occurrence: Cost to repair the mobile device or fair market value and loss of take-home iPad privileges.

Table of Estimated Repair Pricing for Deductibles

Loss, Deliberate Damage or Neglect	Estimated Repair/Replacement Costs
Broken LCD Screen	$120.00
Power Adapter + Cord	$41.00
District Assigned Mobile Device Case	$30.00

MOBILE TECHNOLOGY PRECAUTIONS

Handling and Care of Your Mobile Device
- Keep the device in the district-issued or approved case.
- Keep your device and cases free of any writing, drawing, stickers, or labels that are not applied by TC.
- Use your device on a flat surface.
- Do not set books on your device.
- Do not have food or drinks around your device.
- Wipe surfaces with a clean, dry soft cloth.
- Avoid touching the screen with pens or pencils.
- Do not leave your device exposed to direct sunlight or near any heat or moisture sources for extended periods of time.
- If "find my device" software is installed it must be turned on at all times.

Power Management
- It is the user's responsibility to recharge his/her mobile device battery so it is fully charged by the start of the next school day.
- All class work missed because of uncharged batteries must be made up on students' own time.
- The device must remain on (awake or sleep mode) at school at all times, with no exceptions.
- Replacement of power cord and/or brick are at student's expense.

Transport of Your Mobile Device
- Transport the device in its protective case.
- Do not leave the device in a vehicle for extended periods of time or overnight.
- Do not leave the device in visible sight when left in a vehicle.

Monitoring and Supervision

- Do not leave your device unattended in an unlocked classroom or during an extracurricular activity.
- Do not lend your device to a classmate, friend, or family member.
- Any attempt to "jailbreak" or remove the TC profile could result in suspension.
- Students are expected to respect the web filter as a safety precaution, and shall not attempt to circumvent the web filter.
- Students are responsible for the safety and security of their device and any activity on the device.
- District may disable the device remotely to protect the device and/or data on the device.

NOTE: Failure to follow these precautions could result in a student being charged full replacement cost in the event of a lost, stolen or damaged mobile device.

Tri-Central Community Schools
Student Mobile Device User Agreement

As a borrower of a TC Mobile Device:
- I have signed and will follow the policies established in the TC Student Technology Handbook.
- I will follow the guidelines listed below for proper care of the mobile device.
- I will report to school authorities any problems/issues I encounter while using the mobile device.
- I understand that resetting the mobile device to factory settings may occur as a result of any repairs or modifications on the device, and this reset may result in the loss of data.
- I understand that it is my responsibility to turn in my mobile device for periodic updates throughout the school year.
- I understand that the primary use of the mobile device is as an instructional tool.

Guidelines for Proper Care of the Mobile Device
1. The mobile device will not be loaned to anyone.
2. I will not remove labels, stickers, or screen protectors already placed on the mobile device by the technology department.
3. I will not write on or place any labels or stickers on the mobile device.
4. Proper care is to be given to the mobile device at all times, including but not limited to the following:
   a. Keep food and drink away from the mobile device.
   b. Do not expose the mobile device to extreme heat or cold.
   c. Do not attempt to repair a damaged or malfunctioning mobile device.
   d. Do not upgrade the mobile device operating system
   unless directed by district IT staff.
   e. Use the appropriate mobile device A/C adapter to charge the mobile device.
5. Proper security is to be provided for the mobile device at all times, including, but not limited to, the following:
   a. Do not leave the mobile device unattended in an unlocked classroom or extra-curricular activity.
   b. Do not leave the mobile device in an unlocked vehicle.

Mobile Device Management
1. District-purchased apps will be installed on to student device using FileWave software.
2. Only apps approved by TC can be downloaded or installed on your device
(in compliance with the TC Student Technology Handbook policies).
3. We cannot guarantee apps that are not installed by TC, if we need to sync it or reset to factory settings.
4. To protect the students and the district from loss of a device, tracking software may be installed and must remain on at all times.

FORMS FOR SIGNITURES ON PAGES 15 & 16

Tri-Central Community Schools
Student/Parent Technology Agreement 2015 – 2016

Student Name: LAST		FIRST	
(Please Print)		**(Print)**	
Parent Name: LAST		FIRST	
(Please Print)		**(Print)**	

Address: _____ City: _____ Zip: _____

Parent Email: _____ Phone: _____

The Tri-Central Community Schools Responsible Use Policy allows students to use technology inside and/or outside of the classroom. Tri-Central Community Schools may provide Internet access, desktop computers, mobile devices, video conferencing capabilities, online collaboration capabilities, message boards, email, and more.

I have reviewed the TC Student Technology Handbook and understand the rules and guidelines for the following:

1. District Technology Goals
2. Responsible Use Policy
3. Mobile Device Policy
4. Financial Terms of Mobile Use
5. Mobile Technology Precautions
6. Student Mobile Device User Agreement
7. Student/Parent Technology Agreement
8. Student Mobile Device Acceptance Form

<u>Terms of Agreement</u>
The student is responsible at all times for the care and appropriate use of technology. I understand if my child violates the guidelines agreed to in the **TC Student Technology Handbook,** his/her privilege to use technology may be restricted or removed and he/she may be subject to disciplinary action.

I understand that I may be held responsible for reimbursement for loss, theft, damage, or repair of my child's mobile device, which may have occurred at school or at home, or while the mobile device was being transported.

The mobile device remains the property of Tri-Central Community Schools. At the end of the school year or upon transfer from the district, the parent/guardian and student agree to return the mobile device to the school in the same condition it was issued to the student less reasonable wear. Failure to return the mobile device constitutes theft of Tri-Central Community School's property.

Signatures

_____   _____   _____
Parent or Guardian Signature   *Student Signature*   *Date*

Tri-Central Community Schools

Technology Department

Student Mobile Device Acceptance Form

I understand that the mobile device, equipment, and/or accessories that TC has provided to me are the property of Tri-Central Community Schools. I agree to the terms outlined in the TC Mobile Device User Agreement and the TC Student Technology Handbook.

I understand that I will report any damage, loss, or theft of the mobile device to TC personnel immediately. In addition, I understand that my parent/guardian may be held responsible for reimbursement for loss, damage, or repair of the mobile device issued to me, which may have occurred at school or at home, or while the mobile device was being transported, in accordance with the policies outlined in the TC Student Technology Handbook. I understand that failing to return the mobile device, equipment, and/or accessories that TC has provided to me when I cease to be enrolled as a Student in TC constitutes Theft, a felony under state law.

I participated in a training session about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

I understand that a violation of the terms and conditions set out in the Student Mobile Device User Agreement and the TC Student Technology Handbook will result in the restriction and/or termination of my use of a TC mobile device, equipment, and/or accessories.

Items Received:

Item	Loaned		Condition		Item #
Mobile Device	Yes	No	New	Used	
Power Supply and Cable	Yes	No	New	Used	
Mobile Device Case	Yes	No	New	Used	
Other	Yes	No	New	Used	

_____Grade_____
Student Name **(Please print)**

_____ Date _____
Student Signature