Technology Take Home Guidelines

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1:1 Technology Responsible Use Principles

The focus of learning with laptops at the Community School Corporation of Southern Hancock County (CSCSHC) is to prepare students for their future, a world of digital technology and information. Excellence in education requires that technology be seamlessly integrated throughout the curriculum. Increasing access to technology is essential for that future, and one important learning tool for our students is the laptop computer. The individual use of a laptop is a way to empower students to learn at their fullest potential and to prepare them for the real world of college and the workplace. Technology immersion enables the classroom teacher to integrate technology into the curriculum and foster lifelong learning. As with any new initiative, there will be constant assessment and necessary changes to make this project work to the maximum benefit of our students.

We recognize that there are guidelines for students to use new technologies in a meaningful, safe, and responsible way. But with these new opportunities come new responsibilities. We want students to embrace the following principles so they may become responsible, digital citizens.

In accepting these principles, students and parents acknowledge the following rules and conditions:

Internet Safety

There are many sites on the Internet that can be potentially dangerous to minors. These sites are blocked while students are logged on to the CSCSHC network. Our district filtering system will be at work even when students are off site and using other Internet services. Students are in violation of district policy if they access these sites through other proxies. Parents should oversee their home network to avoid access to sites that are not appropriate and that are not intended for educational use.

FBI Parent's Guide to Online Safety:
http://www.fbi.gov/publications/pguide/pguide.htm

Internet Safety Tips for Parents

Online tips for parents:

- The laptop should be in a central location in the home where you can see the computer screen and monitor use.
- Limit Internet, email, instant messaging, and chat room access and remind your child that the computer is to be used for educational purposes.
- Make sure you understand how your child is using the computer, what web sites they are visiting, and who they are communicating with online.

- Always maintain access to your child's online account and randomly check his/her email. Be upfront with them about your access and the reasons why.
- Communicate with your child about your expectations and what you consider appropriate for him/her while they are online.

Online tips to discuss with your student

- Never give out any type of personal information to anyone on the Internet. (Including name, address, phone, age, family income, friend's names, school location, photos, etc.)
- Never use your parent's credit card on the Internet without their permission and supervision. Credit cards should never be used on sites that are not secure.
- Never share passwords with anyone. When selecting passwords to use on the Internet, do not pick something that could easily be figured out or deciphered or is a common term.
- Never arrange a face-to-face meeting with anyone you have met on the Internet. People you meet in a chat room may not be who they appear to be; Sally who says she's 15 can really be Bob who is 45.
- Never open emails if you do not know who they are from or if they make you feel uncomfortable in any way. Unsolicited email could cause a virus on your laptop.
- Never click on banner ads in a site. Most of the time, they will add your address to a database and you will receive unwanted spam mail.
- Never use bad language or send mean or threatening email. Never joke around about inappropriate things when emailing others. Likewise, never respond to messages or bulletin board postings that are suggestive, obscene, belligerent, or harassing.
- Never upload (post) pictures of yourself or your friends/family to the Internet or online service to people you do not personally know.

General Care

- Students will be reissued their laptop each year.
- Treat the laptop with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby. Students should protect their laptop from extreme heat or cold. Laptops should never be left in a car, even if the car is locked. Do not leave your laptop in an unsecured area. This includes an unlocked locker.
- Never leave your laptop unattended. Know where your computer is at all times. During after-school activities, students are still expected to maintain the security of their laptops.
- Never loan your laptop computer to other individuals.
- Protect the laptop by unplugging the power supply and other peripherals when transporting the laptop.

- Keep your laptop closed and in its case when transporting it from class to class and to and from school. Never carry your laptop when the display is open.
- Treat your laptop and case with care and respect. The computer and case are the property of CSCSHC and should be kept clean and free of marks at all times. Placing stickers, writing or drawing on, engraving or otherwise defacing the laptop or carrying case are not allowed and will result in loss of privileges and disciplinary consequences. Do not use any cleaners of any kind on the display or the keyboard.
- Computers should not be placed on or under soft items such as pillows, chairs or sofa cushions, or blankets. This will cause the computer to overheat, and could result in damage to the computer.
- Students should not use their laptop while walking, on the bus, or otherwise being transported. Laptops should only be used while they are on a flat, stable surface such as a table.
- Heavy objects should never be placed or stacked on top of your laptop. This includes books, musical instruments, sports equipment, etc.
- Do not attempt to take the computer apart or to make any repairs. Report any hardware or software problems to a school staff member immediately. Students should not download any software or attempt to bypass security measures.
- Students are responsible for all damages or loss caused by negligence or abuse. The replacement of the laptop, in the event that it is lost or damaged, is the responsibility of the student.
- Laptop insurance is available through Worth Avenue Group at any time during the year. Please follow the links below:
  Doe Creek Parents: https://my.worthavegroup.com/doecreek
  New Palestine High School Parents: https://my.worthavegroup.com/newpalestine

Daily Preparation Tasks

- Recharge the laptop battery every night. Bring the laptop to school everyday and have it ready to work at the beginning of each class. An otherwise functional laptop with a dead battery is not an excuse for late or missing work.
- Students are expected to only access teacher authorized sites at the appropriate times.
- Inappropriate media may not be used as a screensaver or background on your computer. Presence of weapons, pornographic materials, inappropriate language, alcohol, drugs, R-rated, or gang-related symbols or pictures, will result in disciplinary actions. Any material that is deemed inappropriate by school personnel will result in disciplinary actions. Passwords on screensavers are not to be used.

Using the Computer for Internet and Email

- Students may not use their MacBook to engage in unethical, hacking, or any other unlawful activities that would be considered a violation of any federal or state law. This includes, but is not limited to the following: copyrighted material or images, threatening, obscene, or pornographic material, and computer worms or viruses.
- Every student has an email account, which should be used for educational purposes. Email transmissions, stored data, transmitted data, or any other use of the computer online services by students shall not be considered confidential and will be monitored at any time by staff to ensure appropriate use.
- Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the corporation's computers/network. Do not use obscene, profane, vulgar, sexually explicit, defamatory, or abusive language in your messages.
- Students should be aware that Internet access and email, and other media that are accessed, created or stored on their computers are the sole property of the district. The district has the right to review these items for appropriateness, and to limit or revoke a student's access to them at any time, and for any reason.
- Students need to refrain from copyright infringement or violation of applicable trademarks and follow the district's acceptable use policy.
- Students are not to download any applications or software onto their computers from their home network. You should not download any updates for your computer's operating system, applications, or software.

Technology Responsibility & Consequences

Includes but is not limited to:

- Leaving your laptop unattended (per grading period)
    - 1st referral- Laptop will be turned in to the front office, student warning
    - 2nd referral- Laptop will be turned in to the front office, student warning, parent contact
    - 3rd referral- Laptop will be turned in to the front office, student will earn a Discipline Detention, parent contact

  *Additional referrals will result in loss of laptop use and parent conference.

- Using someone else's laptop or allowing someone else to use your laptop
    - 1st referral- DCMS Infraction; NPHS warning
    - 2nd referral- Automatic Discipline Detention

  *Additional referrals will result in office referral and loss of laptop use.

Laptop Care

Includes but is not limited to:

- Storing items in laptop bag other than computer related equipment. You may not place writing utensils, books, folders, paper or other non-computer equipment in bag.
    - 1st offense- warning
    - 2nd offense- DCMS infraction; NPHS warning
    - 3rd offense- automatic Discipline Detention

  *Additional referrals will result in office referral and loss of laptop use.

***Student is responsible for cost of laptop bag or damage repair cost to computer caused by items in laptop bag.**

- Intentional actions that are harmful or potentially harmful to computer and/or laptop case (i.e. throwing laptop or case on the floor or desk or defacing them in any way)
    - 1st referral- loss of laptop for five days and cost of damages. Parent contacted.
    - 2nd referral- loss of laptop until the end of the grading period or up to 30 days and cost of damages. Parent conference.
    - 3rd referral- loss of laptop as designated by administrator and cost of damages. Parent conference.

Technology Misuse & Consequences

Inappropriate Use

Includes but is not limited to:

- Inappropriate use of websites, software, or applications
- Videoing on school property when not related to an assignment
- Video chatting, emailing, or online chatting during class time (when not related to an assignment)
- Profanity

Consequences

- 1st referral- Parent contact and automatic Discipline Detention
- 2nd referral- Parent contact and Friday School
- 3rd referral- Parent contact and loss of computer for a number of days

  *Additional referrals will result in loss of laptop use and parent conference.

Unacceptable Use

Includes but not limited to:

- Pornography (real life or cartoon)- Pornography can be a felony offense and if so will be turned over to the authorities. This includes: possession, manufacturing

(using the camera to create pictures/movies), and distributing (sending to someone via email, iChat, flash drive, etc.).

- Inappropriate use of images of weapons- these will be turned over to authorities and will be taken seriously. Weapon referral will result in an automatic counseling referral.
- Gang related files
- Creating bootleg movies or music
- Logging into a computer application using someone else's login information
- Cheating
- Using computer to plan a fight
- Profanity directed at faculty or staff
- Threats and/or cyber bullying
- Hacking the laptop and/ or the network
- Any other actions deemed inappropriate by staff

Consequences

- 1st referral- Parent contact, loss of laptop for number of days to be determined by administrator, Internet loss not to exceed 30 days, up to 3 days at the School Suspension Program at NPHS
- 2nd referral- Parent contact, loss of laptop for number of days to be determined by administrator, Internet loss not to exceed 30 days, up to 5 days at the School Suspension Program at NPHS
- 3rd referral- Parent conference, loss of laptop as designated by the administrator, Internet loss for the remainder of the grading period or at least 30 days, and up to 5 days of OSS

PLEASE REMEMBER: Administration reserves the right to take computers at any time if they suspect misuse. Teachers may also suspend use of computers during their class times if they suspect misuse. Computers will be monitored to determine Internet violations and misuse. **Serious and/or habitual offenses may result in more severe consequences as the situation warrants.**