

Tina-Avalon R-II School District *Technology Handbook*

The Tina-Avalon R-II School District's focus with *Technology Enhancement* is to prepare our students for their future, a world of endless technology and information. In today's education, excellence requires seamless integration of technology in the already rigorous curriculum. Increasing access to technology is essential for the future and providing our students with individual devices will help them learn at their full potential. Technology integration does not down-play the vital role of the teacher. It transforms the teacher from a director of learning to a facilitator of learning.

The Tina-Avalon *Technology Agreement* exists for the purpose of facilitating access to district technology and create a safe environment in which to use that technology. The mission of the Tina-Avalon *Technology Enhancement Agreement* is to provide appropriate, meaningful technologies that will offer vast, diverse, and unique resources to students, teachers, and staff. Technology enhancement increases student engagement of students' families and other district stakeholders. It also assists teachers and staff with professional enrichment, all of which positively impact student growth and achievement.

Because technology changes rapidly, students and staff will be guided in a way that is positive for individual and professional achievement. The Board of Education has created policies and procedures in order to keep students and staff safe while on district technology devices. The Tina-Avalon administration has policies and procedures in place to monitor student and staff usage on district devices. Any student or staff member not complying to district technology guidelines may be subject to consequences as pointed out in district handbooks.

Tina-Avalon R-II School District
Technology Enhancement Handbook

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Identifying the Device

All devices will be labeled in a manner that is specific to the device. Each student (and teacher) will be assigned a device with a unique label that matches student name and or teacher subject. Devices will also be identified via online management systems, serial numbers, school district asset tags, and individual user account names.

Reporting a lost or stolen device is crucial to the device management system. Students must communicate with a teacher or central office of a device that has been lost or stolen.

Caring for the Device

Students are responsible for the general care of the device they have been issued. Devices that are broken or fail to work properly must be reported to district central office. Listed below are some requirements & expectations:

- No food or drink near the device
- Cords, cables, etc. must be inserted and removed carefully
- Device should be shut down when not in use to conserve battery
- Device must not have any stickers, writing, etc. put on it
- Be cautious of device on the edge of a desk or table
- Device must be securely transferred from one class to the next

Screen Care:

- Do not lean on device
- Do not place anything on device that will put pressure on the screen
- Do not poke the screen OR put ANY item near the screen
- Do not place anything between the screen and keypad before closing the cover
- Clean the screen with a soft, dry cloth. DO NOT spray any liquid directly on the screen.

*Students will be subject to random selection to provide the device for inspection.

Using the Device

The device is intended to be used at school for educational purposes only. In addition to classroom teacher expectations for device use, online curriculum resources, school messages, announcements, etc. will be accessed with your device. Students will be responsible for returning their device prior to leaving for the day. **Students will not be allowed to take ChromeBooks home** unless given specific permission by school administration. If your device is being repaired, loaner devices are available to use.

Storing the Device

Students will be responsible for getting their device plugged in during their Dragon Hour. If a student must leave early from school, they are to leave their device at the office for them to be returned at a time that does not disrupt class. Under no circumstance, should a device be stored in an unsupervised area. Areas include but are not limited to the locker rooms, bathrooms, unlocked classrooms, etc. Any device left in these areas are at risk of being stolen or compromised. Students are responsible for the content on their device.

Device Protection Plan

The Tina-Avalon R-II School District understands that with the integration of student devices, there is a need to protect the investment by the school district. The Tina-Avalon R-II School District will make available an optional insurance plan that will protect student devices against accidental damage.

- **Device Protection Plan (Optional)** - The district will charge an annual protection fee for coverage of the device in the amount of \$10 per device. The payment is non-refundable. The annual protection coverage begins upon receipt of the payment and is finalized at the conclusion of the school year.

If a student/family wish to opt out of the optional coverage, they will assume full liability for any damage or loss of the device and will replace or repair the device at their own expense.

The following includes but does not limit the areas of accidental protection:

- Liquid Spills
- Accidental Drops
- Power Surges
- Natural Disasters

The coverage will also provide for theft and cosmetic damage(s). The district will assess the device damage and repair or replace the device at no cost if the damage is determined accidental.

If the damage is determined to be intentional, whether it be the students' own device or that of another student, the student/parent are responsible for full payment of the intentional damages to the device regardless of optional insurance coverage.

District administrators have the authority to file a criminal complaint regarding damage to district technology.

Content Filtering and Monitoring

The district will monitor the activity on each device. The technology protection measure (content filter) operates on all district technology, as required by law. The content filter will be used to protect against access to information that is obscene or inappropriate. Content filters are not foolproof, and the district cannot guarantee that users will *never* be able to access information that is deemed inappropriate for school. Teachers, parents, etc. must constantly talk to students about the importance of technology safety. Knowingly accessing information not suitable for the educational process will result in the possibility of technology privileges revoked and discipline according to the student handbook.

Online Safety, Security, and Confidentiality

The safety and security of our students is our number one priority. All students will be instructed and constantly monitored in regards to safety and security on district technology devices. Students must understand the importance of appropriate online behavior and the

dangers of sharing personal information. Safety measures shall include, but are not limited to, supervising and monitoring student technology use, careful technology planning in the curriculum, and appropriate instructional materials.

In addition to the content filters, teachers and staff will provide constant instructional guidance on being safe and secure. The teachers and staff will have procedures to provide users guidance on which materials and uses are inappropriate, including network etiquette guidelines. Students are required to follow all district rules when using district technology resources and are prohibited from sharing personal information online unless authorized by the district.

All district employees must abide by state, federal, and BOE policies when using district technology resources to communicate information about identifiable students to prevent unlawful disclosure of student information or records.

We ask that parents/guardians engage in conversations with their child(ren) about safety and security while using technology. The district technology devices and resources will be carefully monitored while at school. Although district resources will not go home with student(s), it is still encouraged that parents/guardians talk with their child(ren) about how to safely use online resources.

The Tina-Avalon staff will teach students about responsible technology use and inform them of their rights and privileges as “users” of the devices.

Technology User Rules (shall include but are not limited to):

All users are prohibited from using district technology to:

- gain unauthorized access to a technology system or information
- connect to other systems in evasion of the physical limitations of the remote system
- copy district files without authorization
- interfere with the ability of others to utilize technology
- secure a higher level of privilege with authorization
- install or introduce viruses, hacking tools, or other disruptive programs
- disable a content filter
- use or sharing another person’s user ID and/or password. *You will have full responsibility for the use on your account*
- delete, examine, copy, or modify files and/or data belonging to other users without prior consent. This includes, but not limited to, shared documents, group drives, and network folders
- print personal or educational documents without permission
- disobey laws, including criminal, copyright, privacy, defamation, and obscenity
- download software (system updates and domain downloads will be acceptable based on teacher recommendation and administration approval)
- inappropriately use language or include inappropriate references
- give out personal information about themselves or others

- access chat rooms or other forms of direct electronic messaging. This includes, but not limited to, facebook messenger, snapchat, hotmail, or yahoo.
- access social media websites such as facebook, twitter, snapchat, instagram, etc. unless approved by administration
- post anonymous or false information
- intentionally search for inappropriate material
- utilize personal email accounts

Consequences may apply if abuse or neglect of technology rules are detected. Student consequences are detailed below in the “*Violations of Technology Usage Policies and Procedures*” section.

Violations of Technology Usage Policies and Procedures

The use of district technology in a disruptive, inappropriate, or illegal manner hinders the educational process of resources available to students and staff. Actions detrimental to the proper use of district technology will not be tolerated. Students and staff must take additional actions to properly use district technology resources. A high level of personal responsibility is expected in caring for district resources and devices.

Any violation of district policies of procedures regarding technology use may result in temporary, long-term, or permanent suspension of user privileges. User privileges may be suspended pending investigation into the use of the district's technology resources. Employees and students are subject to discipline for violating the district’s technology policies and procedures. Any *attempted* violation of the district’s technology policies or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation. The district will cooperate with law enforcement in investigating any unlawful use of the district’s technology resources.

The Tina-Avalon Student Handbook technology discipline policy reads as followed:

Inappropriate Use of District Technology and/or Property - This includes, but is not limited to, inappropriate use of the Internet, district devices, phones, school address, videos or music. Inappropriate material will be confiscated.

The use of any computer or device is a privilege, not a right. This privilege may be revoked by the administration at any time upon violation of acceptable use.

Elementary (Lower & Upper)/Middle School/High School

First Offense: PPSC, restitution, verbal reprimand, suspension/revocation of technology privileges.

Second Offense: PPSC, 1-5 days ISS or 1-5 days OSS, and suspension/revocation of technology privileges.

Subsequent Offense(s): PPSC, 3-5 days ISS or 1-10 days OSS with a possible referral to the superintendent for consideration of a long-term suspension/expulsion, and referral to superintendent for long-term suspension from district technology use.