EACS Student Technology Handbook

EACS

EAST ALLEN COUNTY SCHOOLS

DREAM IT. DO IT.

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Revised July 20, 2020

1. Technology Goals

1. Equip all students to safely use technology to interact and impact the world around them. B. Teach the ethical use of technology.
2. Improve the quality of learning and promote greater academic achievement.
3. Develop a new set of digital skills required for the 21st Century Learner.
4. Provide greater access to educational opportunities, resources and differentiated instruction by using technology for anytime, anywhere learning.
5. Improve communication and widen our sense of community by expanding the ways teachers, students, and parents interact with each other.
6. Expand integration of digital resources.

2. Responsible Use Agreement for Students

A. Introduction

This Responsible Use Agreement (RUA) outlines the guidelines and behaviors that users are expected to follow when using school technologies. In addition to this agreement, the use of any district provided technology requires students and staff to abide by the EACS Acceptable Use Policy.

1. EACS technology is intended for educational purposes only.
2. All activity over the network or while using district technologies will be monitored and/or
3. retained.
4. Access to online content via the EACS network will be filtered in accordance with our
5. policies and federal regulations, including the Children's Internet Protection Act (CIPA).
6. Users are expected to follow the same rules for good behavior and respectful conduct online
7. as offline.
8. Misuse of school resources can result in disciplinary action.
9. EACS makes a reasonable effort to ensure users' safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
10. Users of the district network or other technologies are expected to immediately alert district
11. personnel of any concerns for safety or security. (duty to inform)

B. Technologies Covered

EACS may provide Internet access, desktop computers, iPads, video conferencing capabilities, online collaboration capabilities, message boards, and email. As new technologies emerge, EACS will attempt to provide access to them. The policies outlined in this document are intended to cover all available technologies, not just those specifically listed.

C. Usage Policies

All technologies provided by the district are intended for educational purposes. All users are expected to use good judgement and to follow the specifics of this document as well as the spirit of it: be safe, be appropriate, and be kind; use common sense, and ask if you do not know.

1. Users should abide by the same responsible use policies when using school devices off the school network as on the school network.
2. Users are expected to treat these devices with extreme care and caution; they are expensive devices that the school is entrusting to your care.
3. Users should report any lost/stolen, damaged, or malfunctioning devices to school personnel Immediately.
4. **Users will be financially accountable for any damage resulting from negligence or misuse.**

D. District Provided Internet Access

EACS provides its users with access to the Internet, including websites, resources, content, and online tools while on campus. That access will be restricted in compliance with CIPA regulations and school policies. Internet activity may be monitored and recorded, and may be retained indefinitely.

1. Users must understand that the Internet filter is a mandatory and vital safety precaution.
2. Users must not circumvent the Internet filter. c. Users should follow district protocol to alert the building administrator or submit a site for review, if a site is blocked, and the user believes it should not be.
3. Users should follow district protocol to report sites that are not blocked, but the user feels should be blocked.

E. Web 2.0 (Email and Collaboration Content)

Users of distance-learning video-collaboration tools, such as Zoom, Google Meets, Skype, Microsoft Teams, Canvas Conferences, and others, must follow certain protocols.

1. The use of video-collaboration tools is a privilege and students must follow teacher instructions regarding sign-in and use.
2. Video-collaboration tools are educational tools to be used as directed by teachers for educational and eLearning purposes, ONLY.
3. Users should not contact or chat with people, unless directed by the teacher.
4. District provided email accounts should be used with care.
5. Users' email, files, photographs, app usage, etc. will be monitored and archived to meet legal obligations.
6. Users should be careful not to share personally-identifying information online. Sharing inappropriate personal information or content is strictly prohibited.

7. Users should be aware when opening files or following links from unknown or untrusted origins.
8. Users should communicate with appropriate, safe, mindful, and courteous conduct.
9. Text messaging and instant messaging of any kind is prohibited.
10. Posts, discussions, and sharing will be monitored by the teacher on the district's Learning Management System.
11. Users should be aware of third-party, cloud-based storage tools, such as iCloud Drive, Google Drive, and Canvas are not owned nor controlled by EACS.

F. Personally-Owned Devices Policy

Students should keep personally owned devices (including iPads, tablets, smartphones, and cell phones) turned off and put away during school hours - unless in the event of an emergency or as instructed by a teacher or staff member for educational purposes. Personal cellular devices or hotspots should not be used to access the Internet at school.

G. Security

Users are expected to take reasonable safeguards against the transmission of security threats (viruses, worms, spyware, etc.) 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. If a device is believed to be infected with a virus, please alert school personnel immediately. The user should not attempt to remove the virus or download any programs to help remove the virus.

H. Downloads

Users may be able to download file types, such as images or videos; however, for the security of the District's network, such downloads should only be from reputable websites, and only for educational purposes. **Streaming non-school related video and audio is strictly prohibited during the school day. <u>Students may be selected at random to provide their device for monitoring and inspection.</u> Users must not attempt to download or utilize Virtual Private Network (VPN) Apps or software on district-owned devices. Such software is an obvious attempt to circumvent the Network filters and violate CIPA compliance. Downloading and using such Apps is subject to consequences outlined in Section P and Q below.**

I. Netiquette

1. Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.
2. Users should recognize that among the valuable content online, there is also unverified, incorrect, or inappropriate content.

J. Plagiarism

1. Users are prohibited from plagiarizing (use as their own, without citing the original creator) content, including words or images, from the Internet.
2. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online.
3. Research conducted via the Internet should be appropriately cited, giving credit to the original author.
4. Users are prohibited from accessing sites that promote plagiarism by providing pre-created content for the student to turn in as their own work. These sites should be reported to school personnel.

K. Personal Safety

1. Users should recognize that communicating over the Internet brings the risks associated with the lack of face to face contact.
2. Users should carefully safeguard the personal information of themselves and others.
3. Users should never share personal information, including phone numbers, address, social security number, birthday, or financial information over the Internet without permission.
4. Users should never agree to meet someone they meet online in real life.
5. If the user sees a message, comment, image, or anything else online that makes him/her concerned for his/her personal safety, it should be brought to the attention of school personnel or a parent immediately.

L. Cyberbullying

The National Crime Prevention Council defines cyberbullying as: "When the Internet, cell phones or other devices are used to send or post text or images intended to hurt or embarrass another person."
Types of Cyberbullying - Cyberbullying can take many forms. Properly identifying and preventing cyberbullying requires an understanding of the different ways technology can be used to hurt others.

1. Flaming - Online fights using electronic messages with angry or vulgar language.
2. Harassment - Repeatedly sending nasty, mean, and insulting messages.
3. Denigration - "Dissing" someone online. Sending or posting gossip or rumors about a person to damage his or her reputation or friendships.
4. Impersonation - Pretending to be someone else and sending or posting material to get that person in trouble or damage their reputation.
5. Outing - Sharing someone's secrets or embarrassing information or images online.
6. Trickery - Tricking someone into revealing secrets or embarrassing information and then sharing it online.
7. Exclusion - Intentionally and cruelly excluding someone.
8. Cyberstalking - Repeated, intense harassment and denigration that includes threats or creates significant fear.

* From "An Educator's Guide to Cyberbullying and Cyber-threats," by Nancy Willard.

EACS Position on Cyberbullying and Digital Citizenship
1. Students shall receive education including, but not limited to appropriate online behavior in social networking sites, chat rooms, electronic communications, etc.; the dangers inherent with the online disclosure of personally identifiable information; and, consequences of unlawful activities, including cyberbullying awareness and response, other unlawful or inappropriate online activities by students.
2. **Cyberbullying will not be tolerated and is strictly forbidden.** (see Student Code of Conduct pp. 19-21)
3. Engaging in cyberbullying to harm (physically or emotionally) another person will result in severe disciplinary action and loss of privileges.
4. In some cases, cyberbullying can be a crime.
5. The user should remember that digital activities are monitored and retained.
6. **Report cyberbullying immediately to school personnel.**

M. Examples of Responsible/Irresponsible Use
a. Responsible Use
1. Use school technologies for school-related activities.
2. Follow the same guidelines for respectful, responsible behavior online as offline.
3. Treat school resources carefully, and alert staff if there is any problem with their operation.
4. Encourage positive, constructive discussion when using communicative or collaborative technologies.
5. Alert school personnel of threatening, inappropriate, or harmful content online.
6. Use school technologies at appropriate times, in approved places, for educational pursuits.
7. Cite sources when using online sites and resources for research.
8. Recognize that use of school technologies is a privilege and treat it as such.
9. Be cautious to protect the safety of everybody.
10. Help to protect the security of school resources by reporting misuse or illegal activities.

b. Irresponsible Use
1. Use school technologies in a way that could be personally or physically harmful.
2. Attempt to find, create, or store inappropriate images or content.
3. Engage in cyberbullying, harassment, or disrespectful conduct toward others.
4. Try to find ways to circumvent the school's safety measures and filtering tools.
5. Downloading explicit material.

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6. Use school technologies to send spam or chain mail.

7. Plagiarize content found online.

8. Post personally-identifying information, about myself or others.

9. Agree to meet someone you met online in real life.

10. Use of chat rooms, sites selling term papers, book reports, and other forms of student work.

11. Use text and messaging services outside of the district's Learning Management System.

12. Illegal installation or transmission of copyrighted materials.

13. Use language online that would be irresponsible in the classroom.

14. Use school technologies for illegal activities or to pursue information on such activities.

15. Attempt to hack or access sites or servers.

16. Gaining access to other student's accounts, files, and/or data.

17. Listening or viewing media or books labeled "Explicit".

*This is not intended to be a complete list, just a few specific examples.

N. Limitation of Liability

1. EACS will not be responsible for damage or harm to persons, files, data, or hardware.

2. EACS employs CIPA compliant filtering and other safety and security mechanisms, and attempts to ensure their proper function; it makes no guarantees as to their effectiveness.

3. EACS will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network. (*We DO NOT recommend attaching a credit card account to a student Apple ID on a school owned iPad, and EACS is not responsible for charges made if this is done.*)

O. Social Media Use

Students are encouraged to engage in electronic communication with other students or staff via social media such as Facebook, Twitter, YouTube, blogs, etc., only when such communication is utilized for educational purposes or co-curricular events or activities.

1. Social media venues are very public. What you contribute leaves a digital footprint forever, usually even after it is deleted. Do not post anything you wouldn't want friends, enemies, parents, teachers, or a future employer to see. Make sure what you post promotes a positive image to the world.

2. Follow the EACS Code of Conduct when writing online. It is acceptable to disagree with someone else's opinions. However, do it in a respectful, constructive way.

3. Be safe online. Never give out personal information, including, but not limited to, last names, any phone numbers, addresses, birthdates, and pictures. Do not share your password with anyone besides your parents, and teachers if necessary.

4. 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 school.

5. Do your own work! Do not use other people's intellectual property, including pictures, without their permission. It is a violation of copyright law to copy and paste other's thoughts without proper attribution. When paraphrasing another's idea(s) be sure to cite your source with the specific web address. Verify you have permission to use the material or it is under Creative Commons attribution.

6. How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.

7. Blogs, wikis, and other online posts should be well written. Follow writing conventions, including proper grammar, capitalization, and punctuation. If you have permission to edit someone else's work, be sure it is in the spirit of improving the writing.

8. If you run across inappropriate material that makes you feel uncomfortable, or is not respectful, inform a teacher or building administrator immediately.

9. Cyberbullying is not tolerated. What constitutes cyberbullying, the actions you should take to document cyberbullying if you feel you are a victim, and the actions that may be taken against participating individuals are clearly outlined in the Student Technology Handbook.

10. Students who do not abide by these terms and conditions may lose their ability to access technology tools.

P. Violations of this Responsible Use Agreement

Violations of this policy may have disciplinary repercussions as decided upon by building administration, including, but not limited to:

1. Restrictions placed on iPads or computers
2. Notification of parents
3. Detention or suspension from school and school related activities
4. Loss of iPad privileges
5. Legal action and/or prosecution
6. Financial Consequences

Q. Processes and Consequences of a Violation of the Responsible Use Agreement

Violation of the responsible use agreement, depending upon severity, may result in legal action and/or prosecution. Recommended steps upon severe violations of the Responsible Use Agreement include:

1. Removal of the device from student possession. Device should be placed with School
2. Resource Officer (SRO) or building administrator. Parents should be informed by building administration.
3. SRO informed; data copied and removed from device.

4. Data stays in possession of SRO for possible legal action and/or prosecution.
5. Device permanently wiped of all content by Building Technician.
6. Device not re-assigned to the student for the duration of the school year. (To be determined by the building administrator or assistant superintendent.)
7. All appropriate teachers informed of device removal.

3. iPad Policy

A. Terms
1. For students in grades K-6 whose iPads are sent home: Parents will be offered optional iPad insurance, which includes a $30 premium payment for the year, and a deductible by incident.
2. For grades 7-12 iPads: Parents of students in grades 7-12 will be under the Apple Care+ insurance/warranty for SY2020-2021 through SY2022-2023. Apple Care+ warranty costs will be reflected in annual textbook rental fees.
3. The annual insurance/warranty includes a premium payment for the year, and a deductible by incident. Users will comply at all times with EACS Student Technology Handbook policies. Any failure to comply may terminate user rights of possession effective immediately and the district may repossess the property. **ANY LOST, STOLEN, OR DAMAGED iPad MUST BE REPORTED TO SCHOOL AUTHORITIES IMMEDIATELY, AND NO LATER THAN THE NEXT SCHOOL DAY.**

B. Title
Legal title to the property is in District and shall at all times remain with the District. The user's right of possession and use is limited to, and conditioned upon, full and complete compliance with this agreement and the EACS Student Technology Handbook policies.

C. Loss, Theft, or Damage
If the iPad is lost or stolen, or fully damaged, the user is responsible for the replacement cost of the iPad. Please see 4a-e below for details on lost, stolen, or damaged iPads.

D. Repossession
If the user does not fully comply with all terms of this agreement and the EACS Student Technology Handbook, including the timely return of the iPad when requested, the District shall be entitled to declare the use in default, and go to the student's place of residence, or other location of the device, to take possession of the property.

E. Terms of Agreement
The user's right to use and possess the device terminates not later than the last day of the school year unless earlier terminated by the District, upon withdrawal from the District, placement in the

alternative school, or out-of-school suspension. Exception: students may be given the opportunity to take the device home during the summer, as determined by district administration.

F. Unlawful Appropriation
Failure to return the device in a timely manner and the continued use of the device for non-school purposes without the District's consent will be considered unlawful use of the District's property, and subject to termination of this agreement and subject to legal action.

4. Financial Terms of Mobile Technology Use

A. Use and Maintenance Fees
1. For students in grades K-6 Parents/guardians may choose annual insurance that includes a $30 premium payment for the year, and deductible by incident. The parents/guardians must choose to accept or not accept the insurance prior to taking possession of the iPad. Please see part C, sections e-f below for details on insurance.
2. Parents/guardians of students in grades 7-12 are under the umbrella of the Apple Care+ insurance. Please see additional information below, and further information can be found here: http://www.apple.com/support/products/ipad.html.
3. The premium is by device and covers electrical surges, drops or falls, liquid spills, and parts damage.
4. The deductible is by incident, i.e., 1st incident, 2nd incident.
5. If the iPad is lost, stolen, or damaged due to negligence or misuse on the part of the user, the parent/guardian is responsible for the full replacement cost. If using insurance, follow the terms of the insurance agreement for costs.
6. EACS may disable the iPad remotely to protect the device and/or data on the device.
7. Seniors must clear all records and pay all fees before participating in graduation.

B. iPad Costs - Lost, Stolen, or Full-cost damage not covered by Apple Care+
1. For students in grades K-6: iPad 5 (32 GB) - $294.00
2. For students in grades 7-12: iPad 7 (32 GB) - $350, and required keyboard case $56

C. Damaged iPads for grades K-6 students:
1. **Any iPad LOST, STOLEN, OR DAMAGED MUST BE REPORTED TO SCHOOL AUTHORITIES IMMEDIATELY, OR BY THE NEXT SCHOOL DAY.**
2. If lost or stolen, parent/guardian or student must report loss/theft to police or School Resource Officer immediately or by the next school day.
3. Lost, stolen, or damaged power adapters, cords, and cases must be reported to teacher and replaced with equivalent accessory. See chart below.

4. **Optional Insurance**: EACS is offering optional insurance for K-6 students. Parents may pay a $30 premium payment for the year, protecting against the destruction of the iPad. The parents/guardians must choose to accept or not accept the insurance. To help explain, here are two scenarios (see chart D below for possible repair costs):
    1. If parent pays the optional $30 insurance premium, and damage occurs:
        a. iPad glass is broken, parent pays $85
        b. iPad is completely destroyed, parent pays $100
    2. 2. If parent DOES NOT pay the optional $30 insurance premium, and damage occurs:
        a. iPad glass is broken, parent pays $85
        b. iPad is completely destroyed, parent pays the full replacement cost of $294.
    3. IF INSURED - Incident Deductible Cost:
        1. First incident: Student will be issued a repaired or replacement iPad, and billed the repair cost (see chart D below for possible repair costs).
        2. Second incident: Student will be issued a repaired or replacement iPad, and billed the repair cost. (see chart D below for possible repair costs).
        3. Third incident: Student will be issued a repaired or replacement iPad, and billed the repair cost. (see chart D below for possible repair costs). Building principal reserves the right to remove iPad privileges.

D. Table of Estimated Repair Pricing for grades 4-6 students, where iPad goes home with students, and grades 7-12 students reaching step 3 of damages.

Lost/Stolen/Damaged	Estimated Repair/Replacement Costs
Screen	$85
Volume Button/Rocker Switch Repair/Replace	$75
Headphone Jack Repair/Replace	$75
Camera (Front/Rear) Repair/Replace	$75
Aluminum Housing Replacement	$100
Broken Charge Port Repair/Replace	$100
Broken Home Button Repair/Replace	$75
Broken Power Button Repair/Replace	$75
LCD Repair/Replace	$100

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Power Adapter (charging brick/cord)	$19 each
District Assigned iPad Case (grades K-6)	$19.00
District Assigned iPad Case (grades 7-12)	$56.00
Replacement Cost of 32 GB iPad 5 (grades K-6)	$294
Replacement Cost of 32 GB iPad 7 (grades 7-12)	$350

*These are common examples of damage, but not a complete list.

E. Damaged iPads for grades 7-12 students, for Apple Care+ warranty
1. ANY LOST OR DAMAGED iPad MUST BE REPORTED TO SCHOOL AUTHORITIES IMMEDIATELY, OR BY THE NEXT SCHOOL DAY. In grades 7-12 buildings, see the media specialist.
2. If lost or stolen, parent/guardian or student must report loss/theft to police or School Resource Officer immediately or by the next school day.
3. Damaged power adapters and cords will be replaced by Apple Care+; please see Media Specialist.
4. If case damage is determined to be purposeful, the cost to replace the case is $56. Please see the media specialist.
5. Incident Steps concerning Apple Care+ and deductible costs
   - First incident of damage: Student will be billed $49 and a replacement iPad issued.
   - Second incident of damage: Student will be billed $49 and a replacement iPad issued.
   - Third or each subsequent incident of damage within a school year: Full repair cost, with cost being dependent upon damage type (see chart in section D for possible repair costs), or full replacement cost of $399. Building principal reserves the right to remove iPad privileges.
6. If payment is not received within 90 days of billing, parents will be sent to EACS's collection agency.

5. Mobile Technology Precautions
A. Handling and Care of the iPad
1. The user must keep the iPad in the district provided protective case, or within a district-approved alternate case. (In grades K-6, please see the building secretary or media specialist for an approved list of alternate cases.) In grades 7-12, there are no alternate cases; the iPad must stay in the Logitech keyboard case.
2. iPads and cases must remain free of any writing, drawing, stickers, or labels that are not applied by EACS.

3. Use the iPad on a flat, stable surface.
4. Do not set books on the iPad.
5. Do not have food or drinks around the iPad.
6. Wipe surfaces with a clean, dry soft cloth.
7. Avoid touching the screen with pens or pencils.
8. Do not leave the iPad exposed to direct sunlight or near any heat or moisture sources for extended periods of time.

B. Power Management
1. It is the user's responsibility to recharge the iPad's battery so it is fully charged by the start of the next school day.
2. iPads with no battery life must be charged in the library. The student forfeits use of the iPad for the entire time it takes to charge the iPad (no passes from class to pick up iPad; the iPad may only be picked up during passing periods).
3. If district administration chooses to allow students to take devices home during the summer months, users in all grades will be responsible for the iPad, the charging brick and charging cord while school is not in session.
4. All missed class work must be made up on the student's own time.
5. The iPad must remain ON (awake or sleep mode) at school at all times. NO EXCEPTIONS.

C. Transport
1. In all grades, the iPad should be transported with the magnetic cover closed.
2. Do not leave the iPad in a vehicle for extended periods of time or overnight.
3. Do not leave the iPad in visible sight when left in a vehicle.

D. Monitoring and Supervision
1. Do not leave the iPad unattended in an unlocked classroom, a bathroom, or during an extracurricular activity.
2. Do not lend your iPad, or its accessories, to a classmate, friend, or family member. The student is responsible for the device and its accessories.
3. The student is responsible for the safety and security of the iPad and any activity on the device at all times.