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Policies	

Technology Handbook and Acceptable Use Agreement

Technology Handbook

*Britton-Hecla School
Britton, South Dakota*

Britton-Hecla School Tablet/Laptop Program

The focus of the 1 to 1 Computer Project at Britton-Hecla School is to prepare students for their future, a world of digital technology and information. Excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and the learning tool of these twenty-first century students is the tablet/laptop computer. The individual use of tablets/laptops is a way to empower students to learn at their full potential. Tablets/laptops encourage students to solve problems and think critically by stimulating analytical thinking. Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Learning with tablets/laptops integrates technology into the curriculum anytime, anyplace.

The policies, procedures and information within this document apply to all computers used at Britton-Hecla School, including any other device considered by the Administration to come under this policy.

Teachers may set additional requirements for computer use in their classroom.

1. RECEIVING YOUR TABLET/LAPTOP

Tablets/Laptops will be distributed each fall. **Parents & students must sign and return the Computer Protection plan and Student Pledge documents before the tablet/laptop will be issued to their child.** The Computer Protection plan outlines the coverage and obligations of students regarding damage or loss of the computer and its components. Please review the Computer Protection plan included in this handbook.

Computers will be collected periodically throughout the school year and at the end for maintenance, cleaning and software installations. Students will retain their original tablet/laptop each year while enrolled at BH-S. The exception to this is for 5-8 graders. The machines they use will be contained in those grade levels.

2. TAKING CARE OF YOUR TABLET/LAPTOP

Students are responsible for the general care of the tablet/laptop they have been issued by the school. Tablets/laptops that are broken or fail to work properly must be taken to the Network Administrator or Principal's Office ***immediately***. **Failure to do so timely may result in voiding the accidental damage coverage. This may result in an additional fee charged to the student.**

2.1 General Precautions

- No food or drink is allowed next to your tablet/laptop.
- Cords, cables, and removable storage devices must be inserted carefully into the tablet/laptop.

- Any writing, drawing, stickers, or labels placed on the laptop must be school-appropriate. These are to be removed and the computer cleaned prior to the computer being checked in for the school year.
- Tablets/laptops must **never be left in a car or any unsupervised area**.
- Students are responsible for keeping their tablet's/laptop's battery charged for school each day.

2.2 Carrying Tablets/Laptops

The protective case provided with each tablet/laptop has sufficient padding to protect the tablet/laptop from normal treatment and provide a suitable means for carrying the computer within the school. The guidelines below should be followed:

- Computers should always be within the protective case when carried.
- Some carrying cases can hold other objects (such as folders and workbooks), **but these must be kept to a minimum** to avoid placing too much pressure and weight on the tablet/laptop screen. Junior high bags are intended for only the computer and the cord.
- The computer must be turned off before placing it in the carrying case at the end of the school day. Hibernate or standby mode is allowed between classes during the day. Be advised that hibernate consumes less battery than standby.
- Carrying cases may be purchased by individual high school students. All cases must be approved by school personnel.

2.3 Screen Care

The screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the computer when it is closed.
- Do not place anything near the computer that could put pressure on the screen.
- ****Do not place anything in the carrying case that will press against the cover.**
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Clean the screen with a soft, dry cloth or anti-static cloth. Do not use any type of liquid cleaner on the screens. **You can use a slightly dampened, lint-free cloth.**
- Carrying the laptop by the screen-only is prohibited.

3. USING YOUR TABLET/LAPTOP AT SCHOOL

Tablets/laptops are intended for use at school each day. In addition to teacher expectations for computer use, school messages, announcements, calendars and schedules will be accessed using the computer. Students must be responsible to bring their tablet/laptop to all classes, unless specifically advised not to do so by their teacher.

3.1 Tablet/laptop Undergoing Repair

Loaner tablets/laptops may be issued to students when they leave their tablets/laptops for repair with the Network Administrators.

3.2 Charging Your Computer's Battery

Tablets/laptops must be brought to school each day in a fully charged condition. Students need to charge their computers each evening. Repeat violations of this policy will result in disciplinary action.

In cases where use of the computer has caused batteries to become discharged, students may be able to

connect their computers to a power outlet in class or in the computer lab area.

3.3 Screensavers

- Inappropriate media may not be used as a screensaver.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures will result in disciplinary actions.
- Passwords on screensavers are not to be used.

3.4 Sound

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

3.5 Printing

Students may use printers in classrooms, the library, and computer lab. If a student wishes to have a home printer installed on their school laptop, he/she should bring the installation files (CD/DVD) to the Technology Coordinator for installation.

4. MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving to the Home Directory

We are no longer using Home Directories for file storage. The students will be utilizing Office 365 and OneDrive as their storage space.

4.2 Saving data to Removable storage devices

Students are encouraged to backup information onto removable media (i.e. thumbdrive/USB drive/CD/DVD) or Cloud-based storage spaces such as Google Drive, Dropbox, etc., especially when working from home.

It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Computer malfunctions are not an acceptable excuse for not submitting work.

5. SOFTWARE ON TABLETS/LAPTOPS

5.1 Originally Installed Software

The software originally installed by the District must remain on the computer in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular course. There will be no additional software installed by students.

5.2 Virus Protection

The tablet/laptop has anti-virus protection software. This software will scan the hard drive and other storage devices for known viruses on boot up. The virus software will be upgraded from the network. The school's storage server is also installed with virus protection software and hardware.

5.3 Inspection

Students may be selected at random to provide their tablet/laptop for inspection.

5.4 Procedure for re-loading software

If technical difficulties occur or a software violation is discovered, the technicians will **re-format** (or re-image) the hard drive of the tablet/laptop. BHHS will not be held responsible for any lost data.

5.5 Software upgrades

Upgrade versions of licensed software are available from time to time. Any upgrades will be done by the Network Administrator.

6. ACCEPTABLE USE

6.1 General Guidelines

- (1) Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of the Britton-Hecla School District.
- (2) Students are responsible for their ethical and educational use of the technology resources of the Britton-Hecla School District.
- (3) Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- (4) Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, campus administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action.
- (5) Computers that malfunction or are damaged must first be immediately reported to the Network Administrator or Principal's Office. The school district will be responsible for repairing computers that malfunction. Students will be entirely responsible for the cost of replacement or repair for computers that are lost, damaged intentionally or with reckless disregard. Students are also responsible for replacing damaged items due to accidents.

Fees for replacement/fixing of computer parts:

First Incident:

See Signature sheet for costs.

Subsequent incidents per item—fines will double.

- (6) Individual school tablet/laptop computers and accessories must be returned to BHHS at the end of each school year. Students who withdraw, are suspended or expelled, or terminate enrollment at BHHS for any other reason must return their individual school tablet/laptop computer on the date of termination.

**If a student fails to return the computer at the end of the school year or upon termination of enrollment at BHHS, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the computer, or if applicable, any insurance deductible. Failure to return the computer will result in a grand theft report being filed with the local police department.

Furthermore, the student will be responsible for any damage to the computer, consistent with the District's Tablet/Laptop Computer Protection plan and must return the computer and accessories to the school in satisfactory condition. The student may be charged a fee for any needed repairs not to exceed the replacement cost of the computer.

6.3 Legal Propriety

- Students must comply with trademark and copyright laws and all license agreements. If you are unsure ask a teacher, network administrator, or principal.
- Plagiarism is a violation of BH-S school policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics,

movies, music, and text.

- Use or possession of hacking software is strictly prohibited and violators will be subject to disciplinary action. Violation of applicable state or federal law, including the South Dakota Penal Code, Computer Crimes, will result in criminal prosecution or disciplinary action by the District.

6.4 E-mail and Blackboard/D2L

- Always use appropriate language.
- Do not transmit language/ material that is profane, obscene, abusive, or offensive to others.
- Do not send mass e-mails, chain letters or spam.
- Students should maintain high integrity with regard to email content.
- No private chatting during class without permission.
- K12 state e-mail is subject to inspection by the school and/or K12 Data Center. K12 email accounts are provided for all high school students and all staff members. Other students needing email for school-related assignments or projects will need to request an account through their classroom teacher.

6.5 Consequences

The student in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the policies will result in disciplinary action.

Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use. The District cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of e-mail and network communications are governed by the South Dakota Open Records Act; proper authorities will be given access to their content.

7. PROTECTING & STORING YOUR TABLET/LAPTOP COMPUTER

7.1 Tablet/Laptop Identification

Student tablets/laptops will be labeled in the manner specified by the school. Tablets/laptops can be identified by record of serial number, asset tag, and MAC address.

7.2 Storing Your Tablet/Laptop

When students are not monitoring their tablets/laptops, the tablet/laptop should be stored in the student's locker with the lock securely fastened. Nothing should be placed on top of the tablet/laptop, when stored in the locker. Students are encouraged to take their tablets/laptops home every day after school, regardless of whether or not they are needed. Tablets/Laptops should not be stored in a student's vehicle at school or at home.

7.3 Tablets/Laptops Left Unattended

Under no circumstances should tablets/laptops be left unsupervised. Any tablet/laptop left unattended will be taken to the Principal's Office. Students who leave tablets/laptops unattended may be subject to disciplinary action.

8. REPAIRING OR REPLACING YOUR TABLET/LAPTOP COMPUTER

8.1 Replacement and Repairs

The school district will provide repairs to all tablets/laptops. Some parts are subject to the student/parent payment. See Protection Choices sheet.

8.2 School District Protection

School District Protection is available for students and parents to cover tablet/laptop replacement in the event of theft, loss, or accidental damage by fire. Also, the protection plan allows the school to keep prices for replacement at a lower level.

8.3 Claims

All claims must be reported to the network administrator or principal's office. Students or parents must file a police or fire report immediately and bring a copy of the report to the network administrators or principal's office before a tablet/laptop can be repaired or replaced with School District Protection.

Fraudulent reporting of theft, loss, or accidental damage by fire will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action.

The District will work with the local police department to alert pawnshops and police departments in the area to be aware of Britton-Hecla School District-owned equipment.

Legal References:

Adopted:

Revised/Reviewed: **11/13/17**

Britton-Hecla School
Acceptable use of District Computers/Network

Purpose

The Britton-Hecla School District offers students access to technology resources for educational activities. The purpose of the Britton-Hecla School District's technology resources is to provide additional educational resources and communication tools for students. These resources will help teachers to facilitate education and research consistent with the objectives of the Britton-Hecla School District.

Definition – Technology Resources

The Britton-Hecla School District's technology resources include but are not limited to the following resources: network, Internet, computer hardware, software, printers, servers, stored text, data files, electronic mail, optical media, digital images, and new technologies as they become available.

User Terms and Conditions

The use of Britton-Hecla School District's technology resources is subject to the following terms and conditions:

1. The use of technology resources must be for educational purposes consistent with the mission, goals, and objectives of the Britton-Hecla School District along with State & Federal regulations. **In compliance with federal law, the school district shall make reasonable effort to restrict access to inappropriate materials and shall monitor students and staff while engaged in on-line and off-line activities while using school-provided equipment.**
2. User accounts are considered the property of the school district. Administrators may review school computers and other equipment to maintain system integrity and to insure that users are using the system responsibly. While user files will not be examined without reasonable cause, users should not expect that anything stored on school computers or other equipment will be private.
3. Privacy and Safety
 - Do not open, use, or change computer files that do not belong to you.
 - Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people.
 - Remember that storage is not guaranteed to be private or confidential.
 - If you inadvertently access a web site that contains obscene, pornographic or otherwise offensive material, notify a teacher, Network Administrator, or Principal immediately. This is not a request; this is an expectation.
 - If you witness misuse of confidential information, such as usernames and passwords, please alert a staff member immediately.
4. Prohibited technology resources activities include, but are not limited to, the following:
 - a. Sending, accessing, uploading, downloading, creating or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
 - b. Downloading or transmitting multi-player game, music, or video files using the school network except for classroom use.
 - c. Vandalizing, damaging, or disabling any computer equipment belonging to the school or another individual or organization.

- d. Accessing another individual's materials, information, or files.
 - e. Accessing social networking sites (i.e. Facebook, Twitter) during the school day.
 - f. Using the network or Internet for commercial, political campaign, or financial gain purposes.
 - g. Promoting or soliciting for illegal activities.
 - h. Attempting to repair, remove or install hardware components reserved for an authorized service technician.
 - i. Plagiarizing, violating copyright or other protected material laws.
 - j. Sending mass e-mail messages.
 - k. Non-educational online games or other services that can slow the system, such as streaming radio or video and/or waste users' time and access.
 - l. Intentionally wasting school resources, such as excessive printing.
 - m. Attempting to log on or logging on to the Internet or network as a system administrator.
 - n. Installing, enabling, launching, or creating programs that interfere with the performance of the network or internet.
 - o. Creating, uploading, or transmitting computer viruses.
 - p. Attempting to defeat computer or network security including attempts to bypass the school's firewall.
5. Britton-Hecla School District/State of South Dakota does not guarantee that its technology resources will be uninterrupted or error-free; nor does it make any warranty as to the results to be obtained from use of the service or the accuracy or quality of the information obtained on or by the network. Access to the network is provided on an "as is" basis without warranties of any kind. Neither the school district nor any of its agents or employees shall be liable for any direct, indirect, incidental, special, or consequential damages arising out of the use of or inability to use the network or Internet.
6. Users shall be responsible for any costs, fees, charges, or expenses incurred under the person's account in connection with the use of the network or Internet, such as Ebay, iTunes, Craigslist, etc.
7. Any security or equipment problems arising from the use of technology resources must be reported to the Network Administrators or Principal's Office.

Consequences:

Violations will result in a loss of access to technology resources. Additional disciplinary action will be determined by administration. When applicable, law enforcement agencies may be involved.

ALL K-12 Students = 1 signature form

Full policy available on school's website: britton.k12.sd.us
Printed copy available upon request.

FOR FAMILIES WITH MORE THAN 1 STUDENT; PLEASE LIST ALL OF YOUR CHILDREN'S NAMES BELOW.

Please sign the following form and turn it in to the **principal's office**.

We have read, understand, and will abide by the terms and conditions of the acceptable use policy. We also understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I (the student) commit any violation, my access privileges may be revoked; school disciplinary and/or appropriate legal action may also be taken.

Student(s) Name: _____

Parent/Guardian Signature _____

Date _____

PARENT/GUARDIAN

Please note

There are multiple sections that need to be marked. You must accept or reject each section by marking the box at the end of the line. Please sign above.

REGARDING ONLINE USAGE:	Accept	Reject
I agree to allow my child to participate in video-conferences that the class may choose to view throughout the school year.		
I agree to allow my child's picture to be used as part of a group such as a team photo.		
I agree to allow my child's individual picture to be used.		
I agree to allow my child's work to be used.		
I agree to allow my child's first name to be used. (<u>last names are not used for any students</u> with pictures or work)		
I agree to allow my child to be included in a digital media (such as video) project that is uploaded to such sites as YouTube or TeacherTube.		