

## APPROPRIATE USE OF SCHOOL ISSUED ELECTRONIC DEVICES, COMPUTER NETWORK SYSTEMS AND THE INTERNET

### The Vision for Teaching and Learning in the Midland Community School District

While technology has always been important and utilized in the district, the 1:1 initiative is allowing students more access to age appropriate electronic devices. While K-12 grade students will have the opportunity to “have their own device,” other students will also benefit from having more devices available. The goal is to infuse and integrate more technology into the students learning, as technology is an integral component in the lives of students.

The 1:1 laptop initiative gives students the tools to have instant access to the world of information and also to become producers rather than just consumers of information that is available through the use of technology. The goal of the initiative is to provide each secondary (grades K-12) school student in the district a school issued electronic device (*hereafter referred to as device*), and more device and technology opportunities to all students.

Students will become producers of knowledge instead of only consumers of knowledge. Research shows that the 1:1 initiative “levels the playing field” for all students, regardless of any families’ economic situation.

The Midland Community School District is taking an aggressive initiative to transform teaching and learning within the district. The 1:1 Initiative allows several things to occur for the benefit of student learning, and some of these include...

- I. Promoting student engagement and enthusiasm for learning
- II. Encouraging collaboration among students, teachers, parents, community members and people throughout the nation and world through interactive capabilities and opportunities.
- III. Reduces the use of worksheets and workbooks
- IV. Guides students in their learning and production of knowledge
- V. Allows students access to information, along with an opportunity to connect it to their learning in a meaningful manner.

The use of technology has been found to be beneficial in allowing educators to give students opportunities to demonstrate their higher level thinking skills. In schools where the 1:1 initiative and technology is most successful, educators have come to appreciate the higher level thinking behind projects which involves the time, energy and depth of knowledge students use to produce evidence of learning.

### School Issued Electronic Device Use and Conduct Policy

The primary goal of the Midland Community School District’s available technology is to enrich the learning that takes place in and out of classrooms. In particular, technology offers opportunities for exploration and analysis of academic subjects in ways that traditional instruction cannot replicate. However, certain legal and ethical restrictions apply. Also, the limited supply of both hardware and software requires us to set priorities for use. Academic work for courses always takes priority over any other use of the electronic device equipment. Library equipment are reserved exclusively for academic use.

The following is a list of rules and guidelines that govern the use of the Midland Community School District’s devices and network resources.

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*Network Resources* refers to all aspects of the school's owned or leased equipment, including devices, printers, scanners and other peripherals, as well as email, Internet services, servers, network files and folders, and all other technology related equipment and services. These rules apply to any use of the school's network resources whether this access occurs while on or off campus.

**Students may not use network resources:**

- A. to create, send, access or download material which is abusive, hateful, harassing or sexually explicit;
- to alter, add or delete any files that affect the configuration of a school device;
  - to conduct any commercial business;
  - to conduct any illegal activity (this includes adhering to copyright laws);
  - to access the data or account of another user (altering files of another user is considered vandalism);
  - to copy Midland Community School District's school software (copying school owned software programs is considered theft).

**In addition, students may not:**

- give out their home address or phone number to anyone on the Internet (this protects users from becoming potential victims of those with criminal intent);
- give password(s) to anyone;
- post anonymous messages;
- forward email commonly known as "SPAM," Unsolicited Commercial Email (UCE), or "junk email."

**Equipment Lending Agreement**

The signed agreement is part of the Student Electronic Device Program Acknowledgement Form.

The Midland CSD grants the user permission to borrow technology equipment for school and home use based on mutual agreement of the following:

**Agreements**

1. Students will return the equipment at the established due dates and times and understand that I will be billed for replacement costs if equipment is not returned promptly. Approximate replacement cost of a laptop is \$650, other devices will vary.
2. Students will treat this equipment with the same care as if it were my own property.
3. Students will maintain the equipment in clean condition.
4. Students will avoid use in situations that are conducive to loss or damage.
5. Students will heed general maintenance alerts and advice from school technology personnel.
6. Students will promptly report any malfunction, loss, damage or theft to the Technology Coordinator.
7. Students will always transport the equipment within the case provided in the school building and whenever leaving the school building.

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**Damage or Loss**

Students are responsible for any costs incurred due to loss or damage of equipment as determined by the school. In addition, students may not be permitted to checkout school equipment in the future and may be billed for any costs incurred by the school.

**Disclaimer**

The Midland Community School District does not have control of the information on the Internet or incoming email, nor does it provide any technical barriers to account holders accessing the full range of information available. Sites accessible via the Internet may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal or otherwise inconsistent with the mission of the Midland Community School District. While the Midland Community School District's intent is to make Internet access available for educational goals and objectives, account holders will have the ability to access other materials as well. The Midland Community School District expects students to use technology appropriately and follow all policies when using the Internet. Students found in violation of the policy will be disciplined.

In addition, Midland Community School District account holders take full responsibility for their access to the district's network resources and the Internet. Specifically, the Midland Community School District makes no warranties with respect to school network resources nor does it take responsibility for:

1. The content of any advice or information received by an account holder.
2. The costs, liability or damages incurred as a result of access to school network resources or the Internet; any consequences of service interruptions.

**Device Use and Policies for Students**

**1. Device Damages and Care**

**Device Damages**

- If a device is damaged the school needs to be notified immediately. Each student is required to be involved in the school's **Cooperative Loss Program** (explained below). If a student damages a device, the student/student's family is responsible for paying repair costs according to the Cooperative Loss Agreement.
- In the event of damage to the device not covered by the warranty and within the student's control, the student and parent will be billed a fee based on damage incurred.
- If a device is intentionally damaged, judged by the administration to be intentionally damaged, or is severely damaged due to the student's negligent or irresponsible behavior, the student will be responsible for paying the entire cost of repair or replacement.
- A student who does not have a device at the time due to a device being damaged accidentally will be allowed to use a device from school and be allowed to take it home. A student who does not have a device due to a device being damaged intentionally may be allowed to use a device from the office that is available for situations similar to this if judged appropriate by Midland Administration. The student will not be allowed to take the device home.

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**Technology Insurance Program**

Parents are offered participation in Technology Insurance Program as an option each school year. For a \$25 fee the student issued device is covered for a one time unintentional damage claim. If this occurs there would be no charge to the parent for repair/replacement. At that time the parent could purchase a second Technology Insurance for another \$25 for that school year. If a second damage issue occurs, the third device insurance in the same year would increase to \$50.

The Device Insurance Program does NOT cover intentional damage to any device. That would be charged out to the parent at full repair/replacement value.

**2. Student Use in Classrooms**

- Students will be required to take their device to each classroom each day, unless told differently by the teacher for that specific day. When the device is not being used in class it is to be closed or at a 45 degree angle.

**3. Student Access to Internet**

- At school, students will have access to the Internet through the school server. When not at school students can access the internet if they have internet access available to them in their home or other locations.
- Students are allowed 24/7 device access, and parents are recommended to monitor their student's time on the device along with their activities on the device.

**4. Appropriate Use Education**

- Students will have ethical and appropriate use of technology lessons presented to them during the first full week of school in one of their classes or in a separate session. It is important that students are aware of appropriate use of technology for their own protection, security and in order to effectively use technology in the 21<sup>st</sup> Century.
- Topics covered in these learning sessions will include information on cyber bullying, inappropriate web sites, online safety, plagiarism, and misuse of the equipment.

**5. Students Access & Monitoring**

- Ultimately the device is the property of the school, and the school has the right to determine what is appropriate and to search the device if necessary at any time.
- The district's website monitoring software that allows the district to block websites which are inappropriate for students whether they are accessing the web via the district wireless network.
- Students who access inappropriate sites during the school day or are accessing sites that are not related to the class that they are in will face disciplinary action from the teacher and/or the administration. Consequences may vary from a warning to not being allowed to take the device home with them at the end of the school day as initial steps.
- If sites are accessed by accident (which does occur at times) it is recommended that the student immediately move to another site within a few seconds.
- This being said, the best filtering software in the world cannot match the combination of education and supervision at school and home. The Midland CSD is working hard to establish a quality curriculum of "digital citizenship" in which students are educated on acceptable standards of online behavior.

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## **6. Bringing the Device to School**

- It is imperative that students bring their devices and charging unit to school each day for their learning. Teachers will be designing their lessons and classrooms based on students having access to their device. The device must be kept in the carrying bag, if issued, at all times when it is not being used.
- Students who accidentally leave their device at home may have access to a limited amount of devices that are available at school. Students will be able to “sign-in” to their account on the server, but would not be able to take this device home with them.

## **7. Charging of Devices**

- It is the student’s responsibility to have their device charged each day when they come to school. During a normal school day a typical device fully charged (through a normal electrical outlet) can be used the entire day for classes with no additional charging required. Students must be responsible and charge their device before coming to school. The school cannot allow “one student” to charge their device during class due to the disruption to the learning environment that this may cause. If a student comes to class with a device that is not charged, specific consequences may occur for the student.
- The school will allow students to charge devices in the classroom that they are departing prior to lunch if needed. The room will be locked so that the devices are in a safe and secure location.
- Establish a routine at home for the charging of the device so that it can charge overnight. The charging time of the device and responsibility is very similar to the charging of a cell phone.

## **8. Lost Devices**

- Devices that are lost or stolen need to be reported to the school office immediately.
- If a device is lost the student will be financially responsible for its replacement.

## **9. Downloading Programs & Personalizing the Device**

- All students will be able to personalize their device through the legal downloading of music from iTunes, CD’s, and other similar methods. In addition, screen savers, wallpaper and other pictures may be placed on the device. All items must be appropriate and not violate any school policies.
- Stickers and other markings on the outside of the device will not be allowed. Each device and bag (if issued) will be identified.
- “Skins” are not considered a protective covering, and are considered stickers.

## **10. Devices from Home**

- Students are not allowed to bring their devices from home to use. Devices at Midland CSD are all formatted with the same basic programs and structures, and many of these are not possible on other devices.

## **11. Ear Buds**

- With permission from the teacher or room monitor (typically during student work time in the room), students may listen to music or other educationally-related material on their device. The basic rule is the “One Bud Rule”, which indicates that students will have one ear bud in and one ear bud out, and students must have the volume at a level that allows for students to hear the instructor in the room.

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- The use of ear buds in study hall and study table is at the teacher/supervisor's discretion. iPods can also be used in study hall and study table with the supervisor's permission.

**12. School "Server"**

- We encourage students to use a flash drive for backups, as well as, web based tools such as Google Apps and Dropbox for additional back up.

**13. Student Printer Use**

- Students will have access to print to the printers.
- It is hoped that less material will need to be printed as a result of the opportunities to communicate learning to the teacher by sending assignments and other materials to them through their device.
- Printing is discouraged in most cases.

**14. Read all Safety Warnings and Information**

- The device comes with some general information for its user. Reading this will allow you to understand more about the device and its capabilities, along with general hints and reminders for the care of the device.

**15. Legal and Ethical Use**

**Monitoring:** During School hours only, Midland CSD will randomly monitor devices for proper use of the device by the students while in the classroom. An electronic remote access software will allow the Technology Director to take control of the device and fix any issues the student may have during its use without the student leaving class. Midland CSD will NOT be installing any type of software that would allow them to monitor students through laptop webcams. The device should not be turned on, used, or out of its case while in the restroom or locker room to ensure privacy to all of our students and staff.

**Device Care Reminders**

**1. Keep Your Device in a Safe Place**

- The device bag, if issued, with the device and other equipment, must be stored in a safe place (lockers at school during non-class times). Don't leave the device on the floor where it might be stepped on, or within reach of small children or pets. Don't leave it in a car or anywhere it might be exposed to extreme temperatures.
- Devices left in bags in unattended classrooms or other areas are considered "unattended" and may be confiscated by faculty or staff as a protection against theft. If confiscated, the student will receive a warning before getting the device back. If the device is confiscated a second time, the student may be required to get a parent signature acknowledging financial responsibility before getting the device back, along with other potential appropriate consequences. Unattended and unlocked equipment, if stolen – including at school – will be the student's responsibility.

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**2. Device Bags, If Issued**

- Each student that is issued a device bag that they are required to use to carry their device in during the school day and outside of school. This is the only bag that is approved for the device to be placed in. It is specially designed for the device that students are using. It is important to keep the bag clean, and take time to remove any items like paper clips that can scratch the exterior of your device. Static electricity may develop in the bag during the cold, dry winter months, and a simple solution to reduce this problem and to keep your bag smelling fresher is to put a dryer sheet in your bag.

**3. Keep Your Device Away From All Liquids**

- Exposure to liquids will severely damage a device and will result in large repair costs. Water, pop, juice, power drinks, coffee, etc. will all ruin your device completely. Keep your friends' food and liquid away from your device. Open cans of pop and cups of coffee (even those with lids) are especially dangerous. Do not put a bottle of water/pop/etc. in your backpack with your device--even if it is sealed.

**4. Device Problems**

- It is a student's responsibility to maintain a 100% working device at all times.
- If the student's device is not working properly the student needs to take the device to the office or technology room where it can be examined. If the device cannot be fixed immediately, the student will be issued a different device to use on a temporary basis.
- Do not attempt to remove or change the physical structure of the device, including keys, screen cover or plastic casing. Doing so will void the warranty, and the student/family will be responsible for 100% of the repair or replacement cost.

**5. Only One User**

- Do not allow anyone else to use your device other than your parent or guardian. Loss or damage that occurs when anyone else is using it will be your responsibility.

**6. Cleaning the Device**

- Use a soft, dry, lint-free cloth in most cases when cleaning the device. If necessary, the cloth may be dampened slightly to assist in the cleaning areas that do not appear to be coming clean with the dry cloth. Device screens show fingerprints and smudges easily, but be sure to follow proper cleaning procedures to keep your screen looking new. Never use cleaning products with acetone or ammonia. Screens cost over \$100 to replace, so it is imperative that they are cleaned appropriately (as listed above) or with cleaners that have been approved by the school technology coordinator or administration office.
- Read and follow any maintenance alerts from the school technology personnel or the administration office.

**7. Shutting Down the Device**

- Shut down the device when it won't be used for an extended duration. Putting your device to sleep and not using it for several days can drain the battery to a point where it may no longer accept a charge. Wait until the sleep light on the front of the device pulses before moving it.

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**8. Closing the Device**

- The device lid/screen needs to be completely closed when moving it from one point to another in a classroom.

**9. Violations, Consequences and Notifications**

- Students who do not follow the outlined Guidelines and Policy shall be subject to the appropriate action described in board policy, and /or decided upon between teacher, technology staff, administration, and parents/guardians. Administration has the authority to create appropriate consequences as needed based on individual circumstances.
- **First Violation: Student will lose the right to take home the device for one week.**
- **Second Violation: Student will lose the right to take home the laptop device for one month.**
- **Third Violation: There will be a parent meeting scheduled, and a plan will be implemented.**
- Written "Acceptable Use Policy Violation Notice" will be issued and given to the technology staff, building principal, and parent/guardian.

<p><b>Midland Community School District – 2021-22 school year Student Electronic Device Program Acknowledgement Form</b></p>
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Parents and students are asked to electronically sign this statement using their PowerSchool account permissions before being issued a device. Each statement below that focuses on some of the most important points covered in the Student Electronic Device Program Policy Handbook.

Student Name (*print clearly*) \_\_\_\_\_ Grade Level \_\_\_\_\_

- *I understand that my family is financially responsible for up to the full cost if damage occurs to the laptop. Please refer to the "Device Damages", "Cooperative Loss Program" sections. (Page 3)*
- *I understand that the school owns the device and has the right to search the device at any time if they believe that inappropriate use is taking place or has taken place. (Page 4)*
- *I will not install or use file-sharing programs to download other programs, or duplicate nor distribute copyrighted materials other than a back-up copy of those items I legally own.*
- *I understand that I am responsible for backing up my own files and that important files should always be stored in at least two locations (such as on the laptop, flash drive, Google Apps, Dropbox). (Page 6)*
- *I will not leave my laptop unattended unless it is locked in a secure place. My family is fully responsible for the cost of replacement should my laptop become lost or stolen due to "negligent or irresponsible behavior." (Page 6)*
- *I will read and follow general maintenance alerts from school technology personnel, and report any problems with my laptop to a member of the tech support staff or administrative office in a timely manner. (Page 7)*
- *I will keep the laptop lid fully closed and in its case whenever it is moved from one point to another. (Page 8)*
- *My student has my permission to check out the laptop when academically necessary.*

I have read and agree to all terms of Midland's **APPROPRIATE USE OF SCHOOL ISSUED ELECTRONIC DEVICES, COMPUTER NETWORK SYSTEMS AND THE INTERNET**

Student \_\_\_\_\_ Parent \_\_\_\_\_ Date \_\_\_\_\_  
*Sign via PowerSchool Permissions* *Sign via PowerSchool Permissions*