Family Digital Device Guidelines

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Introduction

Madison Metropolitan School District (MMSD) is focused on ensuring that every school is a thriving school that prepares all students for college, career, and community. The MMSD Instructional Technology Plan sets the vision for technology use in the district.

We know that the day-to-day work of great teaching and learning in every classroom is what gets results for all students. Innovative technology use is crucial for the best possible instruction. Crafted through research and best practice review, with input from key stakeholders and technology experts, our vision for technology in the district is:

> Students, staff and families will engage in continuous digital literacy learning through discovery, collaboration and creation. Accessible, flexible and differentiated digital tools and environments for **every student at every school** will provide transformative learning opportunities. Ongoing professional learning for staff will strengthen high-quality instruction and provide a personalized learning experience for each learner. Engaged students, staff and families will create a thriving digital community to afford every student to graduate from high school, college, career and community ready.

In response to our digital students and today's workforce demands, 21st Century skills such as problem-solving, critical thinking, creativity, communication, and information literacy are integrated with content area standards while using digital devices.

"Most of the 80 million Americans who are part of the millennial generation—a group that comprises the lion's share of today's student population—can't remember a time when they didn't have instant access to the internet."
— *Mike Boderick, eSchool News March 2015*

In conjunction, MMSD recognizes that students will need to collect and synthesize information from a variety of electronic sources, as well as collaborate and communicate with peers and content experts in a global economy. MMSD will assist students in developing the necessary skills and knowledge to navigate this rapidly-changing world. Additionally, MMSD will introduce and reinforce the idea of digital citizenship and what it means to live responsibly in the digital age.

This guide contains details for the implementation of a digital device learning environment. A digital device is an educational tool which allows students to, but is not limited to:

- Engage in the inquiry process and access the Internet and educational resources;
- Formulate critical viewpoints digitally and share with authentic audiences;
- Create projects and presentations to demonstrate learning;
- Become change agents and communicate with other students across the globe.

Per the Information and Technology Plan, groups of schools have engaged in training to prepare teachers for personalized learning and the integration of digital mobile devices. Schools will continue to be supported and encourage to engage in professional learning that will allow them to increase their own understanding of technology so that they are able to integrate technology into their instructional practices. In addition, this professional development will also include building a safe and responsive digital school culture. This work will ensure that the device is used only when the learning target is best met with a digital tool.

Students will continue to participate in digital citizenship lessons to help guide best practice choices while utilizing devices and navigating the Internet.

The guidelines set forth in this document, as well as applicable Board policies, apply to any use of district technology, whether this access occurs on or off district property. After reviewing the document, both the student and parent/guardian must sign the *Student Agreement* (Appendix B), indicating their understanding of the guidelines.

Devices

Students attending MMSD have the opportunity to access the internet, create projects, and monitor their learning using digital devices. As stated above, the device is a learning tool that will be leveraged only when appropriate for meeting the learning target. We believe that students need balance and access to a variety of learning tools; this digital device is one of many.

Some devices will have protective cases and remain at school for grades K-3. Devices will be charged and locked in the cart located in the classroom. Each student will be assigned one device. Students are responsible for taking care of their device. This may include, but is not limited to:

- Taking it out of a charging station
- Storage at his/her area of learning
- Transporting the device to other classes
- Ensuring pictures, videos, and other content stored on the device is for instructional purposes only

Caring for the Digital Device

The digital device is the property of MMSD; therefore, users will follow these guidelines and the Madison Metropolitan School District Acceptable Use Policy, please see Appendix A, for technology.

Students are responsible for the general care of the digital device. Students must take any damaged device to their advisor/Library Media Technology Specialist for evaluation. If a repair or replacement is needed, a technology request will be submitted to the Technical Services Department. A replacement device will be issued, if available.

General care

- Use only a clean, soft cloth to clean the screen. Do not use cleansers of any type or spray liquid on the screen.
- Students may personalize the device with decals or labels on the back cover. At the end of the year, should the student be required to return the device, they will be responsible for removing all decals or labels, and returning the device as it was received.
- Always keep the device in a locked area. Never leave the device in an unlocked locker or any other unsupervised area.
- Carefully insert cords and cables into the device to prevent damage of the ports.

Carrying the Digital Device

If the district provides students with protective cases for the devices these cases will have sufficient protection for typical use. Students will keep their devices inside the protective cases at all times.

Screen Care

Screen damage will occur when pressure is applied to the screen. Users must avoid leaning on the top of the device or placing objects in a book bag or protective case in a way that it applies pressure to the screen. Of course, dropping your device could also cause screen damage so always hold with two hands and keep in the case/bag.

Never leave the device on the floor. Someone could step on it and break the screen. When finished using the device, place in safe area off of the floor.

Using the Digital Device

The devices are intended for use at school *each* day. Students are responsible for bringing their device to all classes, unless specifically instructed otherwise by the teacher.

Digital Devices Undergoing Repair

The school may issue a loaner device to a student while his/her device is being repaired or replaced.

Printing

Students will print only when necessary and when the teacher deems it appropriate. Students cannot print from their devices; instead, students will save files to Google Drive and print from another computer connected to a printer.

Camera Use

The device comes equipped with a camera and video capabilities. The camera is only used for instructional purposes such as documenting an activity for a school project. Students will not be allowed to use devices, including the camera, in designated areas of the buildings, such as locker rooms, bathrooms, etc. Students are allowed to take pictures of other students with prior permission.

Students' photographs and pictures may be considered student records, for this reason students must obtain permission to publish or make publicly available a photograph or video of any school-related activity. This includes social media of any type. Unauthorized recordings are subject to disciplinary action in accordance with the district's *Acceptable Use Policy* and *Behavior Education Plan*.

The Madison Metropolitan School District retains the rights to any recording and/or publishing of any student or staff member's work or image.

MMSD will not operate the cameras on any device remotely.

Managing and Saving Files/Applications

Google Apps

Each student has a Google Apps account, which includes a school email account. Students will use the digital classroom workflow cycle to manage his/her work. Device malfunctions are not an acceptable excuse for failure to submit work, as students will always have access to the Google Account with other devices and can obtain offline options.

Network Connectivity

MMSD has a robust Wi-Fi system but makes no assurance that the network will be operational at all times. In the rare instances that the network may be down, the district will not be responsible for lost or missing data.

Inspection

There is no expectation of privacy with district-owned devices. Staff may randomly select students and ask to inspect their device. Internet history logs will be viewed regularly, as well as photos/videos libraries.

Digital Citizenship

As students engage in the digital age, we will teach digital citizenship skills and responsibilities while using a device with access to the internet. This includes, and not limited to:

1. Proper device use,
2. Email etiquette,
3. Posting student work,
4. Appropriate communication,
5. Reporting of offensive material.

MMSD integrates appropriate digital citizenship lessons through our library programming or classroom setting to prepare students to participate safely and securely in a digital environment. We will help provide parents with materials and opportunities to learn about digital safety through school communications and activities.

For more information, visit commonsensemedia.org to find suggestions for parents and students to manage life in the digital age.

Uploading of Student Work

Students and parents/guardians may upload their work to the internet for public access. If a teacher would like to publicly display student work, the teacher will only upload with the permission of parents/guardians.

Creative Commons Copyright

The student owns the copyright to their original work(s). Students will learn about the Creative Commons Copyright licenses to include with their work. While working digitally, teachers and students will abide by the MMSD Copyright Policy 6500 as well as federal and state laws.

Digital Device Repair/Loss/Theft

MMSD understands that accidents may happen with devices. If a student damages a device due to lack of proper care or intentional misuse, the student/family will be responsible for the repair or replacement cost.

Examples of negligence or misuse include, but are not limited to:

1. Leaving devices unattended and unlocked. This includes damage or loss resulting from an unattended and unlocked device,
2. Lending devices to others after which damage or loss occurs,
3. Intentionally damaging or using in an unsafe manner,
4. Caring for and/or using a device in a manner that is prohibited in this document, the *Student Agreement*, or Board policies.

If a device is damaged or lost, the student's advisor/Library Media technology Specialist must be notified immediately. All MMSD device repairs and replacements will be handled through the Technical Services Department.

Device Fines

1st Offense	$50.00
2nd Offense	$100.00
3rd Offense	Price of Chromebook

Lost Device and Device Damaged Beyond Repair
Should a device become lost or damaged beyond repair students will be charged in accordance with Board Policy 3710.

Privacy

MMSD retains the sole right of possession and/or ownership of all devices, chargers, and network resources. The District grants permission to students and staff to use the devices for educational purposes only, according to the guidelines set forth in this document; Acceptable Use Policy; and all applicable state and federal laws. MMSD reserves the right to monitor and log the use of its devices and network to examine files when necessary. Also, MMSD reserves the right to collect, inspect, and update devices when appropriate.

The Family Educational Rights and Privacy Act (FERPA) and state student record laws protect the privacy of student records. Parents and eligible students can access student's educational records through Infinite Campus, which is safeguarded by a password.

Internet Safety

MMSD takes the privacy of student data very seriously, as in accordance to the *Children's Online Privacy Protection Act (COPPA)*. Therefore, MMSD has implemented internet procedures addressing:

- Access by minors to inappropriate matter in the Internet;
- Safety and security of minors when using electronic mail, discussion boards, and other forms of digital communications;
- Unauthorized access, including "hacking, and/or "jail breaking," and other unlawful activities by minors online;
- Measures restricting   minors' access to materials harmful and inappropriate.

In compliance with Children's Internet Protection Act (CIPA), MMSD is dedicated to keep students safe.

1. MMSD has implemented filtering/blocking software to restrict inappropriate or harmful content through MMSD's network and devices when the students are at school. This also applies to email, social media, and the like. However, no software is foolproof, and there is a risk of material that is defamatory, inaccurate, obscene, profane, or otherwise inconsistent with the vision of MMSD.
2. Students will not disclose personal information on the internet. Students are advised to carefully assess, keep, or send materials for educational use only.
3. Students will engage in Digital Citizenship lessons to deepen understanding about appropriate digital interaction and safety.
4. Students must abide by all laws, regulations, Acceptable Use Policy, and the Student Agreement.
5. The student is personally responsible for his or her actions in accessing and utilizing MMSD network and devices.

Take Home Guidelines

Students, staff and families will engage in digital literacy learning and application through discovery, collaboration, and creation. Accessible, flexible and individualized digital tools and environments for every student at every school will provide rich, diverse learning experiences. Ongoing personalized professional learning for staff will strengthen high-quality instruction and provide a relevant and engaging experience for each learner. Engaged students, staff and families will create a thriving digital community to support every student in graduating from high school college, career and community ready.

To realize this vision for all students, we will provide each student in grades 4 through 12 with access to essential digital learning resources anytime, anywhere by allowing students to bring their Chromebooks home for evenings and weekends.

This exciting learning opportunity comes with certain responsibilities and obligations. Most importantly, regardless of where a student is using their device - at home, school or a local coffee shop - they must be responsible digital citizens and users. All students must follow the requirements outlined in the District's Acceptable Use Policy - Board of Education Policy 3721 (Student Policy, Procedures, and Rules for Using Information Technology). A student may lose access to their device or be subject to other disciplinary action if they do not act in a safe, kind, and responsible manner while using their device

The Device
We will provide the following items and accessories to each student:
- Chromebook - transported daily between home and school.
- Charging Cord - stays at home and is used to charge the Chromebook nightly
- Protective Case: if provided will be used to protect Chromebook **at all times.**

Chromebook Care
Each student is responsible for the overall care of their Chromebook, charging cord and protective case. Take Chromebooks that are damaged or don't work properly to the Library Media Center as soon as possible to be evaluated for repairs. **Please do not attempt to fix it on your own or take it to an outside vendor for any type of repairs or maintenance.**

Chromebook Storage
When not in use, store the Chromebook in the district provided protective case and in a safe place where the student can monitor the Chromebook at all times. Chromebooks should never be left in a car, an area exposed to excessive heat or cold, or unsupervised.

Filtering

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In partnership with the community and families, we are continuously working to provide a safe and healthy online experience for our students. Along with teaching the students digital literacy skills and how to be responsible digital citizens, we ensure filtered internet searching within the district, as well as off district grounds through our district-wide firewall. This means that regardless of where the device is used, visited websites are school appropriate. MMSD regularly updates our filter, but at times inappropriate material can bypass our filter and should be reported to the Technical Services Department. If students or families find a website that is inappropriate, please report to the school's librarian to work with the school leadership and Technical Services Department to correct the issue.

Parental Usage
We encourage parents/guardians to actively monitor and supervise students as they use the Chromebook at home. Parents' usage of the student devices to communicate with teachers and schools officials, check and monitor grades, and assist students with assignments is welcomed and encouraged.

Damaged, Lost or Stolen Devices

MMSD understands that accidents may happen with devices. If a student damages a device due to lack of proper care or intentional misuse, the student/family will be responsible for the repair or replacement cost based upon the guidelines.

If a Chromebook is stolen, the student/family must submit a police report to the school Principal or Library Media Technology Specialist within 48 hours of discovering the theft. If the proper documentation is not submitted, student/family will be held responsible for the stolen Chromebook.

If the device is lost or damaged beyond repair, the district will **charge the student based on the fee schedule as stated above.**.

Cyberbullying

We strive to provide an environment where every student feels safe, respected and welcomed. Bullying of any kind is not allowed towards other individuals— this includes Cyberbullying.

Cyberbullying is bullying that takes place over digital devices like cell phones, computers and tablets. Cyberbullying can occur through texting and apps, or online in social media, forums, or gaming where people can view, participate in, or share content. Cyberbullying includes sending, posting, or sharing negative, harmful, false, or mean content about someone else. It can include sharing personal or private information about someone else causing embarrassment or humiliation. Some cyberbullying can cross the line into unlawful or criminal behavior.

MMSD students should follow the requirements as outlined in the District's Anti-Bullying policy - in Madison Metropolitan School District Board of Education [Policy 4510](#) (Anti-Bullying).

If cyberbullying is found on an MMSD device, parents/guardians can access "Report of Bullying/Harassment Incident" forms in their school's main office. The forms can be submitted to any staff member at your school and then turned into the principal for proper investigation.
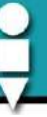
Shared Responsibilities

District Responsibilities

The school will provide Internet and email access for students.

School staff will help students conduct research and ensure student compliance with the district's Acceptable Use Policy.

Filtering/blocking of inappropriate Internet materials is done at the District level. Reinforcement of appropriate searching is completed at the classroom level.

MMSD reserves the right to investigate any inappropriate use of resources and to review, monitor and restrict information stored on or transmitted via MMSD owned equipment and resources.

MMSD and school-based teams will provide communication via the school website, newsletters, and social media about family meetings and learning opportunities, student celebrations, and special events.

Student Responsibilities

Students will abide by the district's Acceptable Use Policy and:
- contact an administrator about any security issue they encounter,
- monitor all activities on their school account(s),
- always shut down and secure their device after use to protect their work and information,
- report digital content containing inappropriate or abusive language, questionable subject matter, and/or cyberbullying to a teacher or administrator at school,
- return the device to the issuing school on the date they withdraw from school or transfer to another school.

Parent/Guardian Responsibilities

Talk to your children about the values and standards you expect as they use the digital devices. Ask students about their amazing days as digital learners!

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Appendix A

MMSD Acceptable Use Policy 3710

It is the policy of the BOARD to mandate and expect that students will use District-provided information technology in a responsible manner. Accordingly, the BOARD has established a policy and procedures for the use of District provided information technology along with rules governing the behavior of students who access such resources.

This Policy is intended to promote freedom of thought, expression and inquiry for students and staff members. It is intended to provide the protections necessary and usage guidelines for users of the Internet in the MMSD. Paramount is that the free expression of ideas is acknowledged and encouraged in the MMSD community.

Students who do not comply with the standards of behavior outlined in the Student Conduct and Discipline Plan or with the rules below may lose their privilege to use District-provided information technology resources and/or be subject to other disciplinary action.

PROCEDURE: STUDENT POLICY, PROCEDURES, AND RULES FOR USING INFORMATION TECHNOLOGY

1. Unless a student's right to access have been limited or withdrawn as a disciplinary sanction, students will be permitted to access the Internet using District technology resources. The use of the Internet may be integrated within academic curriculum. Such access by students is subject to various legal requirements, including the restriction of content that may be harmful to minors. The District will meet such legal requirements by, for example, using security controls and filters that are administered by the District and/or by service providers.

2. All MMSD user accounts are owned by the MMSD and therefore are **not private**. All messages and files created, sent, received or stored using MMSD equipment, networks or communication systems are the property of the District. MMSD retains the right to review, audit, intercept, access and disclose all messages created, received, or sent over the electronic communication systems as necessary. The ADMINISTRATION may access any message for reasons including, but not limited to:

A. to find lost messages;

B. to study the effectiveness of the communication system;

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C. to comply with investigations into suspected criminal acts or violations of BOARD policies, including investigations into allegations of electronic bullying using DISTRICT resources;

D. to recover from systems failures and other emergencies;

E. to respond to public records requests, subject to the limitations imposed by state and federal law and BOARD policy regarding the disclosure of personally identifiable student information;

F. to comply with discovery proceedings or to be used as evidence in legal actions, subject to the limitations imposed by state and federal law and BOARD policy regarding the disclosure of personally identifiable student information;

G. as may otherwise be required and/or permitted by state or federal law.

3. Each year, prior to use, each student shall receive and discuss information from his/her teacher regarding:

A. Internet safety and security, including:

- the importance of understanding what materials are inappropriate to minors
- safe use of electronic mail, chat rooms, web sites, web blogs, social network profiles and other direct forms of electronic communication and online fora including the importance of understanding that one should <u>never</u> provide personal information to a site on the Internet without the supervision of an adult; such personal information includes likeness, full name, address, phone number, credit card number, and Social Security number
- the procedures for reporting occurrences of computer-based bullying and/or harassment (See Policy 4510)

B. Responsible use of information technology, including:

- abiding by copyright laws
- understanding that unethical and unlawful activities include unauthorized access to any data or communications equipment without the owner's permission, "hacking," or unauthorized disclosure, use, or dissemination of anyone's personal information

C. Measures the District has taken to restrict access to materials harmful to minors, including:

- implementing Internet filtering requiring adult supervision during student use of the Internet

4. An online presence includes, but is not limited to, web pages, web sites, social network profiles, posted comments, posted images or videos or other media, blogs and microblogs and participation in online fora. A public online presence is one which can be accessed by people who are not staff or students of the MMSD. A

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public online presence created with District-provided resources or pursuant to the District's educational or business purposes must:

A. adhere to District policies and guidelines;

- maintain confidentiality
- only use assigned log in information unless instructed otherwise
- may not contain or link directly to inappropriate content
- obtain all required permissions and clearances
- set privacy settings and access restrictions appropriately to the content on your site

B. adhere to the "user agreement" or "terms of service" for the hosting site;

C. indicate that the views expressed are those of the student and do not necessarily reflect the opinions/views of the Madison Metropolitan School District;

D. D. not violate copyright or privacy laws;

E. be kept current and monitored on a regular basis

RULES: STUDENT POLICY, PROCEDURES, AND RULES FOR USING INFORMATION

Students shall:

- adhere to same standard of conduct expected and required in a classroom;
- follow rules for applying for password and e-mail accounts;
- follow rules for using resources, time limits and printing instructions ;
- log off the system as soon as finished to provide others with the opportunity to access the system;
- report violations of these rules.

Students shall not:

- lend their e-mail logins and passwords to anyone else;
- create a computer virus and place it on the network;
- send a message that is inconsistent with the school's code of conduct, written or implied;
- send messages that are inappropriate, obscene, sexist, contain obscenities, or contain inflammatory or abusive language (See Policy 8012);

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- send messages or use DISTRICT information technology resources to engage in bullying or harassing behavior (See Policy 4510)

- send any message with someone else's name on it;

- read mail or files without the owner's permission;

- interfere with the ability of other users to make effective use of school district computing and network resources.

Appendix B

Student Digital Device Agreement

1. I will only use the digital device for learning and follow the direction of the teacher at all times.
2. I will use the digital device for learning tasks appropriate for my needs.
3. I will abide by the district/teacher/ principal's judgment for approved learning applications, websites, or any other resources.
4. I will take responsibility for learning to use the digital device with the help of my teachers.
5. I will take great care of the digital device, always handling it with care.
6. I understand that the digital device is subject to inspection at any time without notice and remains the property of MMSD.
7. I will never leave my digital device unattended, nor give my assigned device to someone else.
8. I will keep food and beverages away from my digital device.
9. I will not use the digital device's camera to take and/or distribute inappropriate or unethical material.
10. I will not disassemble any part of the digital device, attempt any repairs, or modify (jailbreak) the operating system.
11. I will protect the device by leaving if case, if provided.
12. I will only personalize my device with appropriate decals that can be easily removed.
13. I will not remove or change any MMSD identifying marks or stickers that are on the digital device.
14. I will be responsible for all damages or loss caused by neglect or abuse.
15. If I have misplaced, lost, broken, or think the digital device has been stolen, I will report it to my advisor/Library Media Technology Specialist immediately. I understand the sooner I report the device missing, the better chance there is of recovering it.
16. When taking my device home, I agree to bring a charged laptop to school daily.
17. I agree to report any damaged or lost devices to my LMTS within 24 hours.

I agree to the stipulations set forth including the Family Digital Device Guidelines, the Acceptable Use Policy, and the Student Digital Device Agreement.

Student Name (please print): _____

Parent Signature:_____Date:_____

Student Signature:_____(Grades 4-12)