Greenfield-Central High School
Digital Learning Technology Handbook

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Receiving/Returning the Device

Distribution:

Distribution of devices and paperwork will occur one week prior to school starting in the G-CHS Library. All new and returning students must complete the school registration process before being assigned a device. Distribution dates and times will be posted publicly on the school website starting the first week of July.

Collection:

All devices, cases, and charging supplies will be examined for misuse, faults, and breakage during the last week of school. For any student not enrolled in summer school courses, or if a student is only enrolled in summer PE, the device will be collected for the summer. Students who are enrolled in a summer school course other than PE will be returned their device after inspection for use until the end of the summer school course,

Caring for the Device

Student Responsibilities:

Each G-CHS student will receive a school issued device for the school year. Any student issued a device or other technology equipment is responsible for it.

- Students are expected to use school technology in a responsible, ethical, and legal manner.
- No food or drink should be next to the device.
- Cords, cables, and removable storage devices must be inserted carefully into the device.
- Devices should not be used or stored near pets, water or other liquid, food, and potential weather hazards.
- Devices should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Devices must remain free of any writing, drawing, stickers, labels, etc.
- Objects should never be placed on top of devices.
- Never swap or share your device. You are responsible for your assigned device.
- Devices are NOT to be taken inside a locker room. Leave computers locked in your school locker or a locker in the athletic/fine arts area and pick them up after class, practice, game, etc. The student must provide his or her own padlock for the lockers in the athletic/fine arts area.
- Students are only allowed to download/install software or other materials provided by the school.
- Devices should only be used while they are on a flat and stable surface.
- Keep the device secured and attended at all times.
- Charging is done at home unless you have teacher permission to charge at school.
- Students are not to record video or audio without the permission of the teacher and must be of educational purpose.
- Always transport the device with care inside the school issued case.
- Do not put any other items other than the school issued device in the main part of the of the assigned case.
- Never open the device by pushing on the screen.
- Never pick up the device with the screen open.
- Devices may not be used in the cafeteria during lunch. They must remain in the device case at all times.
- Students attending or participating in physical education class and/or extracurricular activities should leave devices in their school locker or a locker in the athletic/fine arts area, which must be locked, when not in use. The student must provide his or her own padlock for lockers in the athletic/fine arts area.
- Student attending or participating in activities outside of school should exercise extreme caution to protect the device from harm. Students are liable for all damages and theft.
- School lockers are available to students both before and after practice, games, meets, etc. Monday through Friday when school is in session.

Screen Care:
- The device screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, other liquids, etc. The screens are particularly sensitive to damage from excessive pressure.
- Do not put pressure on the top of a device case when it is closed.
- Do not store a device with the screen exposed (case open).

- Do not place anything on the outside that will press against the cover.
- Make sure there is nothing on the keyboard before closing the case (e.g. pens, pencils, etc.).
- Only clean the screen with soft, dry microfiber cloth or anti-static cloth.

Asset Code Tag:
- All devices and cases will be labeled with a school asset code sticker. These stickers may NOT be modified or tampered with in any way.
- Students may be charged up to the full replacement cost of a device for tampering with an assigned asset code sticker or turning in a device and/or case without an assigned asset code sticker.

Using the Device

Using your Device at School:
- Students are expected to bring their assigned device fully charged to school each day. Students are also expected to bring their devices to class unless specifically advised not to do so by their teacher.

Logging onto a Device:
- Students will login to their device using their school issued username and password.
- Students should never share their passwords with others, unless requested by an administrator or tech team member.

Use of Media:
- Inappropriate media may not be used as device backgrounds. The presence of such will result in disciplinary action.
- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphone/earbuds may be used only at the discretion of the teacher.
- Cameras installed on the device cannot be uninstalled. Appropriate and responsible use of the camera is expected.

Printing:
- Students are encouraged to digitally publish and share their work with teachers and peers when appropriate.
- Students may be able to print through their teacher, when necessary, on a limited basis.
- Students are not able to print on their home printer.

Using Devices Outside School:
- If taking home, students are encouraged to use their device at home and other locations outside of school. Wi-Fi connection is encouraged, but not mandatory. Some applications can be used while not connected to the internet. All content is sent to the G-C CSC content filter no matter the location of the device.

Privacy:
- There is no expectation of privacy. Students have no expectation of confidentiality or privacy with respect to any usage of a device, regardless of whether that use is for school related purposes or not, other than as specifically provided by law. G-C CSC may, without prior notice or consent, log, supervise, access, view, monitor, and record use of a student device at any time for any reason related to the operation of the district. Teachers, school administrators, and the Technology Department may use monitoring software that allows them to view the student screens and activity.

Managing your Work

File Management:
It is recommended to save work in Google Drive. Some files may be stored on the device itself, but this is not recommended. Students should always remember to save frequently when working on digital media. G-CHS is not responsible for the loss of any student work. Students are also encouraged to maintain backups of their important work.

- Student accounts for Google Apps for Education have the following login:
  - studentID#@students.gcsc.k12.in.us (typical student login number)
  - passwordpassword (typical device login doubled)

Applications on the Device

Originally Installed Applications:
The applications originally installed by the school on each device must remain on the device in usable condition and readily accessible at all times. Only staff members are allowed add or remove applications. Also, staff may periodically check devices to ensure that students have not added or removed any applications. The school may also add other applications periodically. Some licenses for applications require that the application be deleted from the devices at the completion of a course.

Procedure for Reloading Applications or Extensions:
If technical difficulties occur or unauthorized applications are discovered, technology staff will resync the devices. The school does not accept responsibility for the loss of applications or documents deleted due to a re-sync.

Application or Extension Upgrades:
The district will distribute upgraded versions of licensed applications from time to time through network processes or manually by a technician.

Device Damage or Loss

Damage:
- G-C CSC will pay for the normal wear and tear.
- The G-C CSC Technology Department will work with the device distributor to determine normal wear & tear.
- Student/Parents will pay for any other damage to the device.
- Parents will have the opportunity to purchase device insurance. Information about the insurance policy will is available by contacting the school.

Devices being Repaired:
- All devices in need of repair must be brought to the classroom teacher as soon as possible.
- Technology Staff will analyze and fix the problems they can and escalate the issues they cannot fix to the other staff members.
- Do not attempt to remove or change the physical structure of any devices, including the keyboard keys, screen, casing, etc. Doing so will void the warranty on normal wear and tear, and families will be responsible for the cost of repair or replacement.
- Loaner devices may be issued to students when their school-issued device is being repaired.
- A student borrowing a device will be responsible for any damage to or loss of the loaned device. All rules in this policy apply to the loaner equipment.
- Devices on loan to students having their school-issued device repaired may be taken home on a case-by-case basis.
- A member of the Technology Department will contact the teacher when a student's device is repaired and available to be picked-up.
- All repair and replacements must go through the G-C CSC Technology Department. Students should report all problems, issues, etc. to the classroom teacher.

Digital Citizenship

Guidelines of a Responsible Digital Citizen:
While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate. l will use caution with the information, images, and other media that I post online. l will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.

2. **Protect Yourself.** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate

behavior directed at me while online. I will protect passwords, accounts, and resources.

3. **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. l will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.

4. **Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.

5. **Respect Intellectual Property.** I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources; I will validate information. l will use and abide by the fair use rules.

6. **Protect Intellectual Property.** I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

Appendix A - Device Agreement

Greenfield-Central Community School Corporation
Device Loan Agreement

The Greenfield-Central Community School Corporation (G-C CSC) has implemented its Digital Learning Initiative program involving one-to-one student device loaning for students enrolled at G-CHS with devices as well as related peripherals including a case and charger cable.

Participation in this program is subject to the following terms and conditions:
- The device and related peripherals are on loan and remain property of G-C CSC.
- Both student and parent/guardian agree to adhere to the terms and conditions of the *Greenfield-Central High School Digital Learning Technology Handbook.*
- The student shall be the exclusive user of this device and shall not grant access to any other individual.
- The student must comply with all applicable technology-based license agreements.
- The device and related peripherals must be returned to G-C CSC at the end of each school year, or at the time of transfer or withdrawal from any of the Greenfield-Central Schools.
- The device and related peripherals will be returned in good condition with reasonable wear and tear as outlined in the *Greenfield-Central High School Digital Learning Technology Handbook.*
- G-C CSC may charge a late fee and/or take disciplinary measures if the device and related peripherals are not returned on or before the return date.
- The care and maintenance of the device and related peripherals are the responsibility of the student and parent/guardian while in their care. There will be a fee assessed if the device and related peripherals are broken, lost, or damaged.

I have read the G-C CSC Responsible Use Policy and the *Greenfield-Central High School Digital Learning Technology Handbook* included with this agreement and agree to abide by the terms and conditions contained within these documents.

Parent/Guardian Name (Please Print): _____

Parent/Guardian Signature: _____ Date: _____

Student Name (Please Print): _____

Student Signature: _____ Date: _____

Appendix B - Student Pledge for Use of the Device

Student Pledge for Use of the Device

- I will take proper care of the device.
- I will not loan the device device or charger or cords to others.
- I will be accountable for the device at all times.
- I will charge the device's battery daily.
- I will not leave the device in an automobile.
- I will keep food and beverages away from the device.
- I will not disassemble any part of the device, nor will I attempt to repair the device.
- I will not remove district-required applications, including, but not limited to FileWave.
- I will not install inappropriate applications on the device.
- I will protect the device by closing it, storing it, and carrying it in the case provided.
- I will respond to all alerts from my school's help desk regarding unauthorized applications in a timely fashion.
- I will protect the device by carrying it in the case provided.
- I will not stack objects on top of the device nor force it into tight areas.
- I will not leave the device outside or use it near water as it is not waterproof or water resistant.
- I will save data to the cloud storage specified by the district. (Greenfield-Central Community School Corporation will at times re-sync device. All files not saved to server or other storage media will be deleted during this process. The student is ultimately responsible for regularly backing up the device assigned to that student. The district is not responsible for lost data.)
- I will not place decorations (such as stickers, markings, paint, etc.) on the device or device case.
- I will not deface the serial number, manufacturer labels or district labels on any device.
- I will follow district policies outlined in the Technology 1:1 Handbook and the district's Responsible Use Policy.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to return the device, case and power cords in good working order.
- I agree to return the device, case and power cords when I transfer or leave the district for any reason.

I agree to the stipulations set forth in the Technology Handbook, the district's Responsible Use Policy, and the Student Pledge for Use of the Device. I understand the device is subject to inspection at any time without notice and remains the property of Greenfield-Central Community School Corporation.

Student Name (Please Print): _____

Student Signature: _____ Date: _____

Parent/Guardian Name (Please Print): _____

Parent/Guardian Signature: _____ Date: _____

Appendix C - Greenfield-Central Community School Corporation Responsible Use Policy

Greenfield-Central Community School Corporation
Responsible Use Policy for Technology Resources

Introduction:
Greenfield-Central Community School Corporation (G-C CSC) recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop progressive technology and communication skills.

G-C CSC is committed to providing educational opportunities for all students and maintains compliance with the Individuals with Disabilities Education Act 2004 (20 U.S.C. 1400 et seq.).

To that end, we provide the privilege of access to technologies for student and staff use.

This Responsible Use Policy outlines the guidelines and behaviors that all users are expected to follow when using school technologies or when using personally-owned devices on the school campus, as every member of the G-C CSC community is responsible for their actions and activities involving the school district's tablets, electronic devices, network and Internet services, regardless of how these are accessed, and for their tablet files, passwords and accounts. These guidelines and behaviors provide general guidance concerning the use of school tablets and other electronic devices and provide examples of prohibited uses.

The rules do not attempt to describe every possible prohibited activity. Users must comply with all Board policies, the student handbook, and school rules and expectations concerning conduct and communications when using school tablets or school-issued electronic resources, whether on or off school property. Students also must comply with all specific instructions from school staff. To that end, guidelines and behaviors within this RUP include:

- The G-C CSC network is intended for educational purposes.
- All activity over the network or using district technologies may be monitored, documented and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's internet Protection Act (CIPA) and confidentiality of student data in accordance with the Family Education Rights and Privacy Act (FERPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action.
- Using an internet filter and other technologies, G-C Schools makes a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- Users of the district network or other technologies are expected to alert school corporation staff immediately of any concerns for safety or security.

Students, parents and school staff who have questions about whether a particular activity is prohibited are encouraged to contact a building administrator.

Technologies Covered:
This Responsible Use Policy applies to both school-owned technology equipment utilizing the G-C CSC network, the G-C CSC internet connection, and/or private networks/internet connections accessed from school-owned devices at any time. This Responsible Use Policy also applies to privately-owned devices accessing the G-C CSC network, the G-C CSC internet connection, and/or private networks/internet connections while on school property. As relevant new technologies emerge, G-C

CSC will seek to provide access to them. The policies outlined in this document cover *all* available technologies now and in the future, not just those specifically listed or currently available.

Usage Policies:
All technologies provided by the district are intended for education purposes. Staff members on leave may be asked to leave tablet equipment for their substitute. All users are expected to use good judgment and to follow the specifics as well as the spirit of this document. Users should be safe, appropriate, careful and kind; not try to get around technological protection measures; use good common sense; and ask if they don't know.

Web Access:
G-C CSC provides its users the privilege of access to the internet, including web sites, resources, content, and online tools. Access to the internet will be restricted as required to comply with CIPA regulations and school policies. Web browsing may be monitored, and web activity records may be retained indefinitely.

Users are expected to respect the web filter as a safety precaution, and shall not attempt to circumvent the web filter when browsing the internet. The determination of whether material is appropriate or inappropriate is based solely on the content of the material and the intended use of the material, not on whether a website has been blocked or not.   If a user believes a site is unnecessarily blocked, the user should submit a request for website review through the G-C CSC Technology Help Desk Service Ticket or restricted access screen.

Email and other Education Accounts including Social/Web 2.0/Collaborative Content:
Users, including Students, may be issued a school email address and other education accounts to improve staff/student communication and collaboration on school projects. All accounts shall be used only for educational purposes that directly relates to a school project or assignment. If users are provided with accounts, the account(s) should be used with care. Users should be careful not to share personally identifying information online; should not attempt to open files or follow links from unknown or untrusted origins; should use appropriate language; and should only communicate with other people as allowed by the district policy or the teacher. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived. In other education accounts, posts, chats, sharing, and messaging may be monitored. Please refer to the **Greenfield-Central Community School Corporation Social Media Policy** for additional information on social communication.

Social Media Policy:
G-C CSC will filter public facing social media for students on any of our networks and/or corporation-issued mobile devices. Students should not attempt to bypass these filter settings. There are social media guidelines in place for staff and students, should users take part in internal educational activities that simulate the collaborative nature of social media (i.e blogs, back-channel chats, newsfeeds, etc). These guidelines are suggested for use of social media outside corporation use as well, to help protect our staff and students while online.

Personally Owned Devices Policy:
All users are bound to policies stated in the student handbook regarding electronic devices in their school.

In some cases, a separate network may be provided for personally owned devices. Please remember, this Responsible Use Policy applies to privately owned devices accessing the G-C CSC network, the G-C CSC internet connection, and private networks/internet connections while on school property. Please refer to Greenfield Central School Corporation's **BYOD Policy** for additional details.

Mobile Devices Policy:
G-C CSC may provide users with mobile tablets or other devices to promote learning outside of the classroom. Users should abide by the same Responsible Use Policies when using school devices off the school network as on the school network.

Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to users care. Users should immediately report any loss, damage, or malfunction to staff. Users may be financially accountable for any damage resulting from negligence or misuse. See the additional rules for tablets, iPads, or other Electronic Devices Issued to Students or Staff as listed in the Greenfield-Central Community School Corporation Digital Learning Technology Handbook for 1:1 iPad Devices. Use of school-issued mobile devices off the school network may still be monitored.

Security:
Users are expected to take reasonable safeguards against the transmission of security threats 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. Users should never share personal information.

If users believe a tablet or mobile device they are using might be infected with a virus, they should alert their classroom teacher. Users should not attempt to remove the virus themselves or download any programs to help remove the virus.

Any user who identifies a security problem must notify his/her teacher or building administrator immediately. The user shall not demonstrate the problem to others or access unauthorized material. Staff shall immediately report any potential security breaches to the G-C CSC Technology Department.

Downloads:
Users should not download or attempt to download or run programs over the school network or onto school resources without express permission from IT staff.

Users may be able to download other file types, such as images of videos. For the security of the network users should download such files only from reputable sites, and only for education purposes.

Netiquette:
Users should always use the internet, network resources, and online sites in a courteous and respectful manner.

Users should recognize that among the valuable content online there is also unverified, incorrect, or inappropriate content. Users should only use trusted sources when conducting research via the internet.

Users should remember not to post anything online that they wouldn't want students, parents, teachers, or future colleges or employers to see. Once something is online, it cannot be completely retracted and can sometimes be shared and spread in ways the user never intended.

Cyberbullying
Cyberbullying will not be tolerated. Harassing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Users should not be mean or send emails or post comments with the intent of scaring, hurting, or intimidating someone else.

Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that online activities may be monitored and retained.

All students will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

Examples of Responsible Use:
I will:
- Use school technologies for school-related activities.
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat school resources carefully and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.
- Use school technologies at appropriate times, in approved places, for educational pursuits.
- Cite sources when using online sites and resources for research.
- Recognize that use of school technologies is a privilege and treat it as such.
- Be cautious to protect the safety of others and myself. For example, staff may post student pictures on district/ school/classroom "public" websites as long as information included is public directory information, including a student's first and last name, grade level, school building, honors or awards, and participation in officially recognized activities or athletics. However, students must obtain permission from a G-C CSC staff member to publish a photograph or video of any school-related activity. It is best practice and common courtesy to ask permission before recording an individual or groups. G-C CSC retains all rights concerning any recording and/or publishing of any student's or staff member's work(s) or image(s).
- Help to protect the security of school resources. For example, students' grades, test results, or identifying pictures may be stored only on district-approved secure sites that require a username and password for authorized individuals to access.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

Examples of Irresponsible and Prohibited Use:
I will **NOT**:
- Use school technologies in a way that could be personally or physically harmful.
- Distribute personally identifying information, about others or myself, including a home address and phone number.
- Use school technologies for non-school related purposes, unless the incidental personal use (use by an individual for occasional personal communications) does not interfere with the user's responsibilities and performance, does not interfere with the system operations or other system users, or does not violate this policy with its accompanying rules or other Board policy/procedure/rules.
- Attempt to find inappropriate images or content.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- Try to find ways to circumvent the school's safety measures and filtering tools.
- Use school technologies to send spam or chain mail.
- Plagiarize content I find online. Plagiarizing content occurs when users use content as their own, without citing the original creator, including words or images, from the internet. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Information obtained via the internet should be appropriately cited, giving credit to the original author.
- Use cameras in any type of electronic device in locker rooms or restrooms.
- Agree to meet in person someone I meet online.
- Use language online that would be inappropriate in the classroom.
- Use school technologies for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, servers, or content that isn't intended for my use.
- Waste system resources, such as but not limited to excessive printing through the tech cadets, online gaming, video/audio streaming not directly related to educational projects as determined by the supervising instructor or building principal.
- Attach unauthorized equipment, including personal mobile devices, to the district's secured network without permission from the G-C CSC Technology Department.

This is **not** intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

Disclaimer of Limitation of Liability – G-C CSC, its employees and agents, make no warranties of any kind, neither expressed nor implied, concerning the network, Internet access, and electronic resources it is providing. Furthermore, G-C CSC is not responsible for:
1. The accuracy, nature, quality, or privacy of information stored on local servers or devices or information gathered through Internet access.
2. Any damages suffered by a user (whether the cause is accidental or not) including but not limited to, loss of data, delays or interruptions in service, and the infection of viruses or other malware on personal tablets or other devices.
3. Unauthorized financial obligations resulting from the use of G-C CSC electronic resources.

Terms of Use:
G-C CSC reserves the right to deny, revoke or suspend specific user privileges and/or take other disciplinary action, such as suspensions or expulsion from school, for violations of this policy. Additionally, all handbook regulations apply to the use of the G-C CSC network, Internet, and electronic resources.

Appendix D - Greenfield-Central High School Discipline Policy

Greenfield-Central High School Discipline Policy

Consequences:
- If you forget to bring your device to school, it is just like forgetting a textbook (same rules — student's responsibility)
- Failure to use the computer in an appropriate manner will result in consequences.

Restrictions & Limitations:
- There will be content filtering and this will apply outside of school as well. For example, if you cannot access Facebook at school, then you will not be able to access it at home.
- G-C CSC Personnel will have a program to be able to monitor every device.
- Devices are NOT allowed in a locker room. Leave devices in a hallway locker or locked with a teacher.

Unprepared for Class: i.e. Device is either not charged or not brought to class:
- Students are expected to bring their device to school fully charged for the day and to every class. Devices can be charged in the classroom (at teacher discretion),during lunch (left in classroom to charge), and during EB (at teacher discretion). If a student needs to charge the device during class or the student left his/her device in a locker or another classroom, teachers may assign the following consequences during that particular class for each semester:
  - <u>First Time</u> — Warning and notation in teacher grade book.
  - <u>Second Time</u> — Warning and notation in teacher grade book.
  - <u>Third Time</u> — Teacher may assign a Morning Detention. Teacher will contact parent/guardian.
  - <u>Fourth Time</u> — Teacher may assign a Tuesday School.
  - <u>Fifth Time</u> — Referral made to the office. Student may be assigned a Thursday School.
  - <u>Sixth Time</u> — Referral made to the office. Student may be assigned 1 day of ISD. Parent/guardian will be notified. A non-take home policy can be implemented.
  - <u>Seventh Time</u> — Referral made to the office. Student may be assigned 2 days of ISD.
  - <u>Eighth Time</u> — Conference with parent/guardian, student, administrator and/or counselor. Student may be assigned 2 days OCP.

Possession of Device and Appropriate Use of the Computer Case:
- Student does not have possession of the device at school during the day (i.e. left at home); OR Student does not have possession of the device case, and/or misuses it when transporting the device.
  - <u>First Time</u> — Student sent to the office. Parent/guardian contact made. Detention may be assigned.
  - <u>Second Time</u> — Student sent to the office. Parent/guardian contact made. Tuesday School may be assigned.
  - <u>Third Time</u> — Student sent to the office. Thursday School may be assigned.
  - <u>Fourth Time</u> — Student sent to the office. Student sent to ISD for the day. Parent will be notified. A conference will be held to discuss a non-take home computer policy.

Security:
- Illegal use of a proxy and/or a breach of security:
  - <u>First Time</u> — The student can be assigned ISD. Parent will be notified. Possible loss of device privileges, suspension, and/or expulsion.
  - <u>Second Time</u> — The student can be assigned OCP. Parent will be notified. A conference will be held to discuss removal of computer privileges. Possible suspension and/or expulsion.

Inappropriate Content:
- Inappropriate content on the student device will be handled on a case-by-case basis. Based on the severity of the content, the consequences may change and/or be escalated.
  - <u>First Time</u> — Student receives a disciplinary referral. The office can assign a Tuesday School.
  - <u>Second Time</u> — Student receives a disciplinary referral. The office can assign Thursday School.
  - <u>Third Time</u> — Student receives a disciplinary referral. The student can be assigned two to four days ISD. Parent

will be notified through discipline referral.

- ○ <u>Fourth Time</u> — Student receives a disciplinary referral. The student can be assigned two to four days OCP. Parent will be notified through discipline referral.
- ○ <u>Fifth Time</u> — Student receives a disciplinary referral. The student can be suspended and/or expelled. Parent will be contacted for a conference to discuss policy and consequences.

Asset Code Tags:
- ● Asset Code Tags has been removed from a piece of equipment that is not normal wear-&-tear. In addition to the student consequences listed below, the student will incur the cost of replacement items:
    - ○ <u>First Time</u> — Student receives a disciplinary referral. The office can assign a Tuesday School.
    - ○ <u>Second Time</u> — Student receives a disciplinary referral. The office can assign Thursday School.
    - ○ <u>Third Time</u> — Student receives a disciplinary referral. The student can be assigned two to four days ISD. Parent will be notified through discipline referral.
    - ○ <u>Fourth Time</u> — Student receives a disciplinary referral. The student can be assigned two to four days OCP. Parent will be notified through discipline referral.
    - ○ <u>Fifth Time</u> — Student receives a disciplinary referral. The student can be suspended and/or expelled. Parent will be contacted for a conference to discuss policy and consequences.

Writing, Drawing, Adding Stickers, etc. on the computer and/or computer case:
- ● We are considering offering cases for purchase, which the students could decorate (would still need to see the barcode for scanning without having to remove decorations. However, the computer itself and the corporation-issued computer case may at no time be altered. The damage costs will be paid by the student as this is viewed as vandalism of school property.

Swapping or Sharing the Computer:
- ● <u>First Time</u> — Student receives a disciplinary referral. The office can assign a Tuesday School.
- ● <u>Second Time</u> — Student receives a disciplinary referral. The office can assign Thursday School.
- ● <u>Third Time</u> — Student receives a disciplinary referral. The student can be assigned two to four days ISD. Parent will be notified through discipline referral.
- ● <u>Fourth Time</u> — Student receives a disciplinary referral. The student can be assigned two to four days OCP. Parent will be notified through discipline referral.
- ● <u>Fifth Time</u> — Student receives a disciplinary referral. The student can be suspended and/or expelled. Parent will be contacted for a conference to discuss policy and consequences.

Downloading/Installing External Software:
- ● <u>First Time</u> — The student can be assigned ISD. Parent will be notified. Possible loss of device privileges, suspension, and/or expulsion.
- ● <u>Second Time</u> — The student can be assigned OCP. Parent will be notified. A conference will be held to discuss removal of computer privileges. Possible suspension and/or expulsion.

Off Task:
- ● Student is using the device and is off task:
    - ○ See the classroom management plan for the specific teacher.
    - ○ A disciplinary referral may be issued to the student for insubordination and failure to follow school rules.

Mishandling/Not taking care of the computer:
- ● <u>First Time</u> – Student receives a disciplinary referral. The office assigns Thursday School.
- ● <u>Second Time</u> – Student receives a disciplinary referral. The student is assigned ISD. Parent will be notified through discipline referral.
- ● <u>Third Time</u> – Student receives a disciplinary referral. The student is assigned OCP. Parent will be notified through discipline referral. A conference will be held with parent.

Bullying:
- Take a screenshot.
- Email it to a building administrator.
- Do not reply or share with other students.
- Continue your work until the office calls for an interview.
- Reports can also be filled out with an administrator.

Appendix E – Greenfield-Central Community School Corporation Social Media Guidelines

Social Media Guidelines for Students

1. Be aware of what you post online. Social media venues, including wikis, blogs, photo and video sharing sites, are very public. Do not post anything you wouldn't want friends, enemies, parents, teachers, or a future employer to see.
2. Follow the school's code of conduct when writing online. It is acceptable to disagree with someone else's opinions; however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
3. Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, birthdates, and pictures. Do not share your password with anyone besides your teachers and parents.
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 a school setting.
5. Do your own work! Do not use other people's intellectual property without their permission. It is a violation of copyright law to copy and paste other's thoughts without giving credit. When paraphrasing another's idea(s) be sure to cite your source with the URL. It is good practice to hyperlink to your sources.
6. Be aware that pictures may also be protected under copyright laws. Verify you have permission to use the image or it is under Creative Commons attribution.
7. How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.
8. Blog and wiki posts should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work, be sure it is in the spirit of improving the writing.
9. If you run across inappropriate material that makes you feel uncomfortable or is not respectful, tell your teacher right away.
10. Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or access to future use of online tools.

Appendix F – Greenfield-Central High School Athletics and Extracurricular Activity Technology Policy

G-CHS Athletics and ECA Technology Policy

Computer Usage:

G-C CSC acknowledges the importance of both student academic success and student involvement in Athletics and/or other ECAs. If a student makes the decision to take the school-issued device to an on- or off- campus event, the responsibility for the device is solely the student's. No staff member or coach is responsible for the security of the devices, providing a safe spot, etc. It is the responsibility of each parent/guardian and student to come up with a plan to keep the device safe and secure. Just like a textbook, the parent will be responsible for any financial obligation.

Suggested Guidelines for secure storage include:
- Secure the device in the student's academic locker.
- Secure the device in the bank of lockers in the Athletic/Music Wing. The student must provide his or her own padlock.
- Send the device home with parent/guardian prior to the event, or give it to them at the event upon arrival.
- Keep the device at home if the event falls on the weekend or occurs after school hours have ended.

Appendix G - Greenfield-Central High School Device Insurance Agreement

Greenfield-Central Device Insurance Agreement

Student Name: _____   Grade: _____

Parent/Guardian Name: _____

Email: _____

Home Address: _____

City:_____   Zip: _____

Proper Care and Precautions
- By signing this insurance agreement, you acknowledge that you have read, understand, and agree with the information outlined in the *iPad Device Agreement* and the *Student Pledge for Use of the iPad* document (Appendix A and B of G-C CSC Digital Learning iPad Handbook).

Insurance *(the insured iPad will be referred to as "Device" or "device" or "devices" below)*
- I/we understand that any repair costs of devices not covered under this Insurance must be paid by the Student/Parent/Guardian.
- I/we understand that a new Insurance agreement must be purchased for each device assigned to a household and that a new agreement must be purchased each school year.
- I/we understand unused Insurance coverage *does not* roll over to the next school year; nor is unused insurance reimbursed.
- I/we understand that purchased Insurance coverage only applies to the device linked to this agreement and cannot be used as coverage if the student is held responsible for damaging someone else's device.
- ***Insurance may be purchased from the school's office for $40*** - there is a no deductible.

Insurance Coverage:
- Device breakage not resulting from misuse or intentional damage.
- Device loss after an administrator, the Technology Department, and proper authority channels have been contacted and a police report has been filed and certified as factual.
- The assigned device, keyboard case, and charger are covered by this Insurance agreement.

Signing below signifies the student/parent/guardian have read, understand, and agree to the information detailed in this agreement.

Student Name: _____

Student Signature (if able, can print): _____   Date:_____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____   Date:_____

Device Asset #: _____   **For Office Use Only: Paid Date:_____**

Charger Asset #: _____   **Check _____ Ez-Pay_____   Cash_____**

**Payment can be made to each building's office via cash or check.

**For more information, please contact the Technology Help Desk between 8-4 at G-CHS at 317-462-9211 ext. 424357.