Kent County Public Schools

Growing a Community of Leaders

August 25, 2015

Dear KCMS Parents/ Guardians,

We are excited to continue our journey into digital learning! Kent County Middle's adoption of Discovery Education's Science, Social Studies, Math and Health Techbook essentially combined these four interactive textbooks onto one device.

In addition to being a tool to use for interactive textbooks, the laptop and iPads provide access to countless web-based applications. Many of these are currently available to support middle school curriculum and more are added each day. Some examples of these applications are Gizmos, highly interactive math and science demonstrations, and Google Classroom. We will leverage any other appropriate web-based apps to provide engaging content and personalize the learning for your child.

KCMS will provide 6th and 7th graders with iPads, and 8th graders with laptops, to use throughout the day.

KCMS staff and administrators have worked together to establish procedures for students to use the laptop assigned to them. Parents and guardians are required to sign the attached responsible use form for the equipment. Please review the form with your child and return to the homeroom teacher.

Please feel free to contact me by phone (410-778-7139) or email (dmacleod@kent.k12.md.us) if you have any questions or concerns. You may also contact KCMS Principal Janice Steffy at 410-778-8109 or by email at jsteffy@kent.k12.md.us.

Sincerely,

Daniel L. MacLeod
KCPS Supervisor of Technology

KCPS Responsible Use Procedures for Technology

A. KCPS-owned technology equipment must be located and maintained in a safe, secure physical environment to protect against theft and/or damage. Users may be liable for costs as a result of thefts or damages in certain cases.

B.   Network users are often allowed to access other networks and the computer systems attached to those networks. Each network or system has its own set of rules. Actions that are routinely allowed on one network or system may be controlled, or even forbidden, on other networks. It is the responsibility of the user to abide by the rules of every network or system.

C. It shall be the responsibility of all staff members to supervise and monitor usage of the online computer network access to the internet in accordance to this procedure and the Children's Internet Protection Act (CIPA).

D. Computer and network use is considered a privilege and inappropriate network use may result in termination or modification of network privileges, disciplinary actions, and/or other actions determined appropriate, including legal action.

E. KCPS is not responsible for all of the information found on networks outside of the KCPS organization, and KCPS does not have control over information residing on other systems to which there is access through KCPS. Some systems outside of KCPS may contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening racially offensive, or illegal material.
     1.   KCPS does not condone the use of or access to such information.
     2.   KCPS cannot completely eliminate access to information that is offensive or illegal and residing on networks outside of the KCPS organization.
     3.   KCPS limits access to objectionable material and visual objections that are obscene, child pornography, harmful to minors and forbids the importation or possession of such information or material on any computer or network within KCPS. Procedures for disabling or modifying technology protection measures shall be the responsibility of the Supervisor of Technology.
     4.   Users are responsible for their actions when accessing information on networks.
     5.   KCPS does not warrant network functionality or accuracy of information and is not responsible for information that may be lost due to system interruptions.

Responsibilities of Individuals

A. Students will not use KCPS technology unless directed to do so by an instructor or administrator.

B. Users are expected to keep their disk storage space at an acceptable level. Unnecessary files should be removed on a regular basis.
     1.   System administrators reserve the right to set quotas for disk usage on the system and to remove files if the user fails to maintain their storage area properly.

    2.   System administrators reserve the right to supervise, monitor online activities of all user, and modify the network hardware, software and communications.

C. Users are responsible for their own individual accounts. Any violations that can be traced to account name will be treated as the sole responsibility of the account owner.

D. Individuals are required to sign a technology responsible use form upon assignment of KCPS owned technology equipment.

E. Individuals will take reasonable precautions to protect KCPS owned technology equipment against damage, theft, and/or loss.

F. It is impossible to document all appropriate conduct and use of computer facilities. To help users determine appropriate use and conduct, the following guidelines are provided. They are not intended to be all inclusive, but should serve as a guide for appropriate use of computer facilities and network resources.

G. Individuals will not engage in unauthorized activities.
These include, but are not limited to:

1. Accessing or attempting to access or altering information for which the individuals are not authorized.
2. Knowingly deploying computer viruses or unauthorized software.
3. Violating copyright laws or privacy rights of others.
4. Plagiarizing.
5. Using another individual's account credentials, or permitting others to use your KCPS email address, account, or passwords
6. Damaging KCPS technology.
7. Circumventing or disabling technology protection measures put in place by KCPS.
8. Using the network for purposes other than educational purposes.
9. System tampering or "hacking" (any unauthorized alteration of operating systems, individual accounts, software, networking facilities, and/or other programs)
10. Using obscene, vulgar, abusive or inappropriate language, pictures, or other material
11. Vandalizing equipment, including defacing surfaces or removing keys.
12. Making statements or taking actions that are libelous, slanderous, or constitute cyberbullying, harassment and intimidation of others
13. Unauthorized copying or transferring copyrighted materials or any other violation of copyright law
14. Using networks for illegal activities
15. Using commercial advertising, chain letters, or non-educational games
16. Altering, removing, or copying any computer application or software settings found in the operating system or application software provided by KCPS
17. Removing, defacing, or altering any identifying tags or markings or any computer or peripheral device
18. Using a private email or social media account, messaging system,, telephone hardware/software from any device on KCPS property unless it is related to curricular or approved extracurricular activities. If KCPS email with human monitoring is available to a student, only that email account is permitted for students to use.

19. Individuals assume full responsibility for their non-KCPS technology devices.
20. Unauthorized access, disclosure, use and dissemination of student or personnel records such as financial, personal identification, academic performance and conduct information regarding minors.
21. Employees shall not use electronic means (email, social media, Short Message Service or SMS) to communicate with students during or after school hours unless it is related to curricular or approved extracurricular activities.

Adopted: 10/22/97
Revised: 10/2/00,1/14/02, 7/17/08, 5/6/13, 5/12/14, 7/13/15

Common Repairs to KCPS Student Equipment

iPads
- Broken screen repair- $99
- Head Phone Jack repair- $69

Laptops
- Broken screen repair- $199
- Keyboard replacement- $89

Students will be held responsible for damages due to negligence.

I have read and understood the above KCPS responsible use procedures for technology.

Parent/ Guardian Signature_____ Date_____
Student Signature_____Date_____
Grade Level_____Homeroom Teacher_____