



**Student Procedures for Technology
and Device Usage
2017-2018**

The Hendry County School District (HCSD) is taking innovative steps to dramatically transform teaching and learning. By infusing, integrating and making technology accessible to every student, the HCSD will become a model for K-12 education in the 21st Century. Technology is an integral component in the lives of students; technology also directly impacts the future of students. All students must have access to technology and technology must be a safe and appropriate tool for learning. A sound technology foundation for each and every student needs to be based on continual professional development, appropriate acquisition and maintenance of technological resources.

HCSD uses technology as one way of enhancing its mission to teach the skills, knowledge and behaviors students will need as successful and responsible adults in the community and as lifelong learners. Technology includes, but is not limited to, the electronic transfer of voice, video, data, and internet connectivity. Technology provides unequalled opportunities to explore and use a varied and exciting set of resources. In order to make these resources available to everyone, those who use the school's available technology must do so in a way that is consistent with the District's educational mission.

As described in the overall mission of the Hendry County School District, the purpose of education is to prepare students to be productive and caring adults that contribute to the community. Within this context, we believe that technology is a tool for learning that expands our instructional repertoire and is the vehicle that maximizes the capacity of all teachers and learners. It is the vision of Hendry County Schools that students be engaged in a stimulating academic environment and a challenging curriculum that is student-centered and focused on inquiry-based learning.

Specifically, we envision that technology is available and effectively supported for all students and staff:

- To provide global access to information
- To meet the curricular needs of all learners
- To provide access to the general curriculum
- To refine critical thinking skills and foster creativity
- To provide a medium for expression and communication
- To collect, assess, and share performance information
- To improve the effectiveness of administrative tasks
- To provide skills and proficiencies necessary for the workforce

The HCSD utilizes electronic systems which are Children’s Internet Protection Act (CIPA) compliant and other methods to regulate student and employee technology use. These monitoring methods do not guarantee compliance with this policy. **The user understands that their activities may be monitored when logging onto district owned technology.** The District assumes no responsibility for the accuracy of information found on the internet or for any unauthorized charges made by users, including but not limited to credit card charges, long distance telephone charges, equipment and line costs, or for any illegal use of its computers such as copyright violations.

The HCSD will, within the curriculum currently being offered, include age-appropriate content related to children’s use of the internet. This may include anti-bullying and harassment considerations, social networking considerations and other considerations involving internet usage.

The security of the school’s technology resources including computers, networks and Internet services is a high priority. Any user who identifies a security problem must notify his/her teacher or network administrator immediately. The user shall not demonstrate the problem to others or access unauthorized material. Any user who attempts to breach system security, causes a breach of system security or fails to report a system security problem shall be subject to disciplinary and/or legal action in addition to having his/her computer privileges limited, suspended or revoked.

Equipment Ownership

HCSD retains sole right of possession and ownership of all Devices utilized in the 1:1 initiative, and grants permission to the student to use the Device according to the rules and guidelines set forth in this handbook and the District’s Acceptable Use Policy. Failure to follow the terms of this policy will result in disciplinary action, including but not limited to confiscation of any and all Devices lent to the student and revocation of student access to HCSD technology, as well as any other disciplinary action deemed appropriate by HCSD policy. HCSD reserves the right to monitor and log the use of its technology and network by users and examine user files and materials as necessary. Moreover, HCSD administrative staff retains the right to collect and/or inspect the Device at any time, including via electronic remote access; and to alter, add, or delete installed software or hardware. There is no reasonable expectation of privacy while using HCSD computers, networks, or technology.

Equipment Provided

Students may be issued the following items: Chromebook, protective carrying case, and AC charger (hereinafter collectively referred to as the “Device”). HCSD will retain records of the serial numbers and HCSD asset tags of provided equipment.

Content Filtering

HCSD monitoring of Devices, in compliance with the Children’s Internet Protection Act (“CIPA”), is and will continue to do everything practicable to keep students safe when using technology. This includes installing content filtering on all Devices. Filtering technology is not perfect, it is possible that restricted content may not always be stopped by filtering technology. HCSD does not have control of content posted on the Internet, nor does it have control of incoming email. Sites and content 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 HCSD. HCSD expects students to use technology appropriately and follow all policies when using the Internet, and believes that parent/or legal guardian supervision of technology use outside of school is of critical importance to ensuring student safety and compliance with District policies and federal, state, and local law. Students found in violation of the Acceptable Use Policy will be subject to disciplinary action.

District Monitoring

HCSD has the right, but not the duty, to monitor any and all aspects of its computers, computer network systems, and Internet access including, but not limited to, monitoring sites students visit on the Internet and reviewing email. The Administration and technology staff shall have both the authority and the right to review or monitor, with or without prior notice, the content of electronic communication for any reason, including but not limited to retrieval of information, investigation or resolution of network or communications problems, prevention of system misuse, ensuring compliance with policies for use of third-party software and information, ensuring compliance with legal and regulatory requests and enforcement of this Policy. HCSD also reserves the right to review, inspect the content of, and monitor all information residing on all computers and file servers for such purposes.

Students waive any right to privacy in anything they create, store, send, disseminate or receive on HCSD’s computers and computer network systems, including the Internet.

Users may not engage in activities that consume excessive amounts of network bandwidth, such as downloading, uploading and/or live streaming non-school-related content. If network administrators suspect high utilization of bandwidth or inappropriate use of district technology resources, a user may be asked to turn over a device and any passwords needed to verify the suspicions.

Disclaimer / No Warranties

HCSD account holders take full responsibility for their access to HCSD’s network resources and the Internet. Specifically, HCSD makes no representations or 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

3. Any consequences of service interruptions, loss of data, or delivery failures/miss-deliveries, for whatever reason.

Privileges & Responsibilities

Usage of HCSD's network and the Internet computer networking capabilities must be directly related to education consistent with the instructional objectives of this district. Access to these facilities imposes certain responsibilities and obligations. Users are expected to abide by the generally accepted rules of digital etiquette and district policies. Users are not to modify the standard configuration of any computer or other technologies. Users should report any malfunction, inappropriate material or improper usage to the appropriate staff. Users should not use technology in any way that disrupts use by others or creates a hostile learning environment. Examples of prohibited conduct include but are not limited to the following:

- Use of another user's account.
- Attempting to breach the desktop security of a computer.
- Attempting to break into password protected areas of a network or tampering with network systems.
- Use of technology to engage in behavior prohibited by HCSD's anti-harassment/bullying policy.
- Accessing HCSD blocked web sites.
- Activity that is likely to cause a substantial disruption to the orderly operation of the school and/or learning environment.
- Activity that is prohibited under state, federal, or local law. Examples may include but are not limited to:
 - Use of the technology infrastructure to obtain or distribute racially, religiously or sexually offensive material, pornographic or sexually explicit materials, to participate in hate groups or similar groups, or to engage or enable others to engage in gambling or any other illegal activity.

Any user who violates the acceptable use policy may be denied access to the school's technology resources.

Digital Citizenship

Individuals who utilize HCSD's technology resources are expected to abide by the principles of digital citizenship, which are part of the HCSD curriculum. Users must respect the intellectual property of others by crediting sources and following all copyright laws.

Reasonable efforts will be made to make sure students will be under supervision while on the network. However, it is not possible to constantly monitor all individual network use at all times. Students may encounter information that may be inappropriate or illegal. If a student encounters such information, the student should close the lid immediately and notify supervisory personnel or other appropriate personnel of what occurred.

Privacy

Electronically Stored Data

Users shall not have a reasonable expectation of privacy while using district computers, networks, or technology. Examples of this include, but are not limited to the following:

- HCSD Google Apps domain
- Cloud technology such as files stored on third party servers
- Email
- District computers, devices, network, and servers

Student Access to the Internet

- At school, students will have access to the Internet through the school network. When not at school, students can access the Internet on district Devices if they have Internet access available to them in their home or other locations. HCSD will not provide students with Internet access outside of school. The Device's content filter will also be in place when students access the Internet outside of the school. Therefore, sites that are "blocked" at school could also be "blocked" in other locations where students access the Internet.
- Students may access the Internet on their district Device at any time outside of school if they have been issued a district Device to take home. As with any other Internet-enabled Device, HCSD recommends that parents/or legal guardians monitor their student's time and activities on the Internet. Students should understand that their parent's/guardian's rules about Internet usage outside of school are applicable even when the student is using their district Device.

Students will avoid:

- Bringing in their own laptops from home to use at school.
- Attempting to change any HCSD network or server configuration or the configuration of the Device.
- Ever using any option that "remembers" your password. The easiest way to breach security is to allow someone else to use your login account. Anyone who has access to your account, even for a few minutes, has access to your email, your local data, your server account, and any website to which you saved your password.
- Changing or alter usernames or passwords that are assigned by HCSD.
- Video tape staff or students without their consent or knowledge, this includes (but is not limited to):
 - Webcams.
 - Laptops.
 - Cameras.
 - Cell phones.

- or any other digital devices.
- Forwarding email commonly known as “SPAM,” Unsolicited Commercial Email (UCE), or “junk email.”
- I.M. (instant messaging) or chatting during class unless related to academic expectations set forth by the instructor.

Education of Students in Safe and Appropriate Use of Technology

- Students will receive instruction in safe, ethical, and appropriate use of technology prior to the use or issuance of a Device. It is important that students are aware of safe and appropriate use of technology for their own protection, and to ensure the safety of others.

If devices are assigned to take home:

- It is imperative students have their Device and charging unit in school each day for their learning as needed. Teachers will be designing many of their lessons and classrooms based on students having access to their Device.
- The Device should not be put in another bag for transporting ie: backpack, athletic bag, etc.
- Students who have been issued a Device who accidentally leave their Device at home will **NOT** have access to a Device that day.

Charging of Devices

- It is the student's responsibility to have their Devices charged each day according to school procedures.
- It is the student’s responsibility to maintain the power adapter and cord.
- The Device should only be charged with the issued charger.

Loss or Theft of Devices

- Devices that are lost, stolen, or vandalized need to be reported to the school’s main office immediately. In addition, stolen or vandalized Devices should be reported to the police.
- The Device should never be taken into the locker rooms, bathrooms, or other changing areas. The Device is also not allowed in the cafeteria when food or drink is being served. It is required to keep the Device in your locked school issued locker, or in the appropriate charging cart at all times when not in your possession.
- If the Chromebook is lost or stolen, the full replacement value is **\$250.00**. Upon payment, the student will be issued a replacement Chromebook.

Downloading Programs & Personalizing the Device

- No student may download, install, or use any software in violation of applicable copyrights and license agreements.
- Approved applications will be installed by HCS D’s Technology Department or will be made available for students download through internal resources on student Devices.
- All students will be able to personalize their Device. All items must be appropriate and not violate any HCS D policy or rule.
- Stickers and other markings on the outside of the Device will not be allowed. Each

Device is easily identified by a specific numbering system (“Asset Tag”) that is placed on the Device by the Technology Department or Media Specialist and may NOT be removed.

Devices from Home

- Students are not allowed to bring their own computers from home to use or connect to HCSD’s network. Devices at HCSD are all provisioned with the same basic programs and structures.

Ear Buds/Headphones

- The uses of ear buds/headphones in class and/or during study times are at the teacher/supervisor’s discretion.
- Ear buds/Headphones will not be provided by the HCSD.

Student Printer Use

- Students may have access to designated printers in the building as appropriate and determined by Admin.
- HCSD expects that the need to print materials on paper will be reduced as a result of students’ ability to send assignments and other materials to their teachers through their Device.

Legal Issues and Jurisdiction

- Because the HCSD owns and operates the equipment and software that compose our network resources, the school is obligated to take steps to insure that all equipment and facilities are used legally. Any illegal use of network resources is prohibited. All content created, sent, accessed or downloaded using any part of HCSD’s network resources is subject to the rules stated in this policy. HCSD monitors its network and may investigate electronic incidents even if they happen after school hours and outside of school. HCSD reserves the right, if needed, and at its sole discretion, to remotely access, open, examine, and/or delete electronic files that violate this or any other District Policy.

Device Damages

If a Device is damaged (either accidental or intentional), the school must be notified immediately. HCSD administration will determine if the damages were due to accidental or intentional conduct as well as the severity of the incident. Negligence may be considered intentional conduct. The examples listed include but are not limited to the following:

- a. Leaving equipment unattended and unlocked. This includes damage or loss resulting from an unattended and unlocked Device while at school.

- b. Lending equipment to others.
- c. Using equipment in an unsafe environment.
- d. Using the equipment in an unsafe manner.
- e. Not adhering to the care reminders listed in this usage procedures.

A student whose Device is being repaired will have access to a loaner Device in most cases. If it is determined that the Device was damaged intentionally, the student will NOT be able to take the loaner Device home. If the student leaves the school district and does not turn in the Device, HCSD will make a reasonable effort to obtain the Device. If those efforts are unsuccessful, HCSD will treat it like a stolen Device and will notify the appropriate authorities. If the student did not exercise proper care and/or take appropriate precautions, as described in the the Student Procedures and AUP, and this behavior resulted in damage to or loss of the Chromebook, the cost of the repair or replacement will be the responsibility of the student/parent.

If the Chromebook is lost or stolen, the full replacement value is **\$250.00**. Upon payment, the student will be issued a replacement Chromebook.

Discipline

Any student who violates the rules and expectations relative to these procedures and/or Acceptable Use Policy will be subject to disciplinary action. If there is evidence that a violation has occurred, then a HCSD administrator or designee will decide appropriate consequences in accordance with school policy and the law. Disciplinary action could include but is not limited to, verbal warnings, loss of technology privileges, and up to and including suspension or expulsion from school. In addition, inappropriate use of the machine may result in the user losing his/her right to use the device and/or take it home and/or fine(s) assessed due to intentional/negligent damage or lost/stolen devices or accessories. The school will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the school's electronic system or Devices. The interpretation, application, and modification of these procedures are within the sole discretion of HCSD. Any questions or issues regarding these procedures should be directed to the building principal.

Device Problems

- If the Device is not working properly the student needs to first talk to the teacher in the class to determine if some minor troubleshooting will take care of the problem. If the problem still exists, the student must take the Device to the appointed technical support location as soon as possible after discovery of the problem. If the Device cannot be fixed immediately, the student may be issued a different Device to use on a temporary basis.
- Even though response may not be immediate, district personnel capable of finding a solution will be notified and the problem taken care of in as timely a manner as possible.
- Do not attempt to remove or change the physical structure of the computer, including keys, screen cover or plastic/aluminum casing.
- When in doubt, ask for help.

Only One User

- NEVER allow anyone else to use your Device.

Cleaning the Device

- Device screens show fingerprints and smudges easily, but be sure to follow proper cleaning procedures to keep your screen looking new. Never use a chemical to clean the screen. Use a soft, dry, lint-free cloth in most cases when cleaning the Device.
- Correct cleaning measures will be addressed during the rollout process.
- If you are not able to completely clean the machine using the above methods please contact the HCSD Technology Department and they can assist with the cleaning.

Shutting Down the Device

- Fully shutdown the Device when it won't be used for an extended duration. Simply 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.
- It is a best practice to shutdown your computer at the end of the day, connect the charger, and then power on again in the morning when needed.