

# Student Technology Handbook



North Montgomery  
Community School Corp.

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## **NMCSC Student Acceptable Use Policy**

Technology (as defined below) at North Montgomery Community School Corporation (NMCSC) is provided for instructional and administrative use to assist the district in more effectively fulfilling its educational mission. All students of NMCSC are expected to exercise good judgment, use the technology in a professional manner and adhere to this policy and all applicable laws and regulations. The following policy is provided in order to assure that the district's investment in technology is used in accordance with this purpose. Any violation of the acceptable use policy may result in disciplinary action and loss of use. When applicable, law enforcement agencies may be involved.

Technology includes, but is not limited to the following items: computers, tablets, laptops, software, files; electronic communication systems (e-mail, phone/voice), published web content, learning systems, network equipment (servers, routers, switches, gateways, and wireless access), television, fax, telecommunication equipment, and administrative systems.

### **Student Responsibilities:**

The use of technology is a privilege, not a right, and inappropriate use may result in cancellation of those privileges. Appropriate administrative staff members or the school principal will judge what inappropriate use is. Students must remember that they represent the North Montgomery Community School Corporation and as such, must respect the rights of others, protect the integrity of the networks and observe all relevant laws, regulations and contracts including software licensing agreements and copyright laws. Students should understand that computer accounts, data files (including, but not limited to those stored on retrievable mediums such as cd-roms, network drives, and cloud storage), e-mails are the exclusive property of the district and not the user's private property. NMCSC reserves the right to confiscate, remove, search or otherwise investigate any of the above mentioned items at its discretion as well as any personally owned storage device or media used on NMCSC property. Students are to utilize technology resources for school-related purposes. Students may not connect personal computer type devices to the NMCSC network. Secondary students may be permitted to access the guest wireless network with a personal device for school related work only. Any student device found to be in violation of the Student Acceptable Use Policy or determined to be detrimental will be denied access.

### **Unacceptable Uses**

Unacceptable uses include, but are not limited to the following:

- a) Violating any local, state, or federal statute or copyright law.
- b) Sharing personal information such as address or phone number online.
- c) Using profanity, vulgarities, inappropriate language, discriminatory remarks, or harassing statements in online communications.
- d) Using technology without appropriate supervision.
- e) Using technology to harass, cyberbully, or threaten another individual.
- f) Using the account or password of another user.
- g) Accessing, uploading, downloading, distributing or e-mailing inappropriate, obscene, pornographic or otherwise explicit material or literature.
- h) Attempting to circumvent NMCSC computer restrictions or security systems for any purpose.
- i) Violating copyright or otherwise use the intellectual, personal or physical property of another individual or organization without permission.
- j) Attempting to vandalize, damage, or disable the property of another individual or

- organization.
- k) Attempting to download, upload, reconfigure, install software or otherwise alter the property of NMCS.
  - l) Attempting to access wagering sites or using Internet access including e-mail for personal, financial, commercial or political gain.
  - m) Propagating "chain letters," computer viruses, "broadcasting" inappropriate messages to lists or individuals, "spamming", sending messages to large groups of individuals for which they have little interest or causing congestion on the network.
  - n) Disclosing e-mail addresses (school or personal) of others for the purpose of spam or financial gain.
  - o) Downloading or storing entertainment software, games or other files not related to the mission and objectives of NMCS.
  - p) Using social networks at school that are not approved for the curriculum.
  - q) Any conduct deemed contrary to the best interests of the NMCS, its students, employees and property.

### **Social Media Guidelines for Students**

Social media is user-created online content designed in a collaborative environment where users share opinions, knowledge, and information with each other. Tools include, but are not limited to: Blogs, Wikis, Social Networking Sites, Photo and Video Sharing Sites, Social Bookmarking Sites as well as Podcasting and Vodcasting.

Students should remember:

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 post others' 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's identify.

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.

### **Guarantees and Privacy**

NMCSC staff shall provide age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms and other Internet services. Such instruction shall include, but not be limited to, the dangers of posting personal information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying and how to respond when subjected to cyberbullying. NMCSC electronic information resources, the Internet, and use of e-mail are not inherently secure or private. Students shall have no expectation of privacy while using NMCSC electronic information resources. NMCSC reserves the right to search data or e-mail stored on all school-owned or leased computers or other electronic storage devices at any time for any reason. NMCSC reserves the right to monitor students' use of NMCSC electronic information resources and to take appropriate disciplinary action based on use that is in violation of this policy. NMCSC reserves the right to disclose any electronic message or data to law enforcement officials, and under some circumstances, may be required to disclose information to law enforcement officials, the public, or other third parties, e.g., in response to a document production request made in a lawsuit involving the NMCSC or by a third party against the user or pursuant to a public records disclosure request. NMCSC makes no warranties of any kind, whether expressed or implied, for the service it is providing. NMCSC will not be responsible for any damages incurred by users, including loss of data resulting from delays, non-delivery, service interruptions, or any other cause. NMCSC will not be responsible for any claims, losses, damages, costs, or other obligations arising from the unauthorized use of NMCSC's electronic information resources. Use of any information obtained via the Internet is at the user's risk. NMCSC specifically denies any responsibility for the accuracy or quality of information obtained through its service. Users are responsible for any losses sustained by NMCSC resulting from the user's intentional misuse of the NMCSC's electronic information resources.

## NMCSC Acceptable Use Policy

**Please sign and return the below portion to the school your child attends.**

### **Use Agreement Authorization Form**

#### **User Authorization:**

I hereby certify that I have read and understand the NMCSC Student Acceptable Use Policy and agree to abide by its terms and conditions. I understand that if I violate the NMCSC Student Acceptable Use Policy, my network/Internet access privilege will be revoked and I may be subject to disciplinary action. I further understand that a violation of this policy may subject me to criminal and/or civil liability.

User Name (please print): \_\_\_\_\_ Grade \_\_\_\_\_

User Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### **Parent or Guardian Authorization:**

(Must be completed if user is a student)

As the parent or guardian of the above-named user, I hereby certify that I have read and understand the NMCSC Student Acceptable Use Policy. I further understand that some materials accessible to network/Internet users may be offensive, illegal, defamatory, or inaccurate, and that although the North Montgomery Community School Corporation has taken reasonable precautions to restrict access to such materials, such exposure may nevertheless occur. With that understanding, I hereby give permission to the North Montgomery Community School Corporation to provide network/Internet access for my child. I further agree to indemnify and hold harmless the North Montgomery Community School Corporation, its employees and agents, from any and all claims arising from or related to my child's use or misuse of the network/Internet, and waive any and all claims I may have against the District for such use or misuse.

Parent or Guardian's Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

## **Student iPad Use Agreement**

Please read this entire section carefully.

This agreement is made effective upon receipt of an iPad between The North Montgomery Comm. School Corporation ("NMCS"), the student receiving an iPad ("Student"), and his/her parent(s) or legal guardian ("Parent"). This agreement is considered an addendum to the NMCS Student Acceptable Use Policy. The Student and Parent(s), in consideration of being provided with an iPad, including power adapter, charging cable, case and software ("accessories") for use while a student at NMCS, hereby agree as follows:

1. Equipment:
  - a. Ownership: NMCS retains sole right of possession of the iPad and grants permission to the student to use the iPad according to the guidelines set forth in this document and in conjunction with the NMCS Student Acceptable Use Policy. NMCS retains the right to collect and/or inspect the iPad and accessories at any time, including via electronic remote access; and to alter, add, erase or delete installed software (including the device iOS) or hardware.
  - b. Equipment Provided: Efforts are made to keep all iPad configurations the same. All systems include ample RAM, applications, and wireless network capability. NMCS will retain records of the serial numbers of provided equipment.
  - c. Substitution of Equipment: In the event the iPad is inoperable, NMCS has a limited number of spares for use while the iPad is repaired or replaced. This agreement remains in effect for such a substitute. The Student may NOT opt to keep an iPad or to avoid using the iPad due to loss or damage.
  - d. Responsibility for Electronic Data: It is the sole responsibility of the Student to backup indispensable data as necessary. NMCS does not accept responsibility for any such files or software.
  - e. Responsibility for Installed Software: The Student may not install any software which violates the NMCS Student Acceptable Use Policy. Uninstalling any school provided or iOS software or profiles from the iPad is not permitted. Operating System and Application updates will be run from a central location. Failure to comply will result in disciplinary action.
2. Damage, Loss or unreturned Equipment:
  - a. Warranty for Equipment Malfunction: NMCS has a limited manufacturer's warranty for the iPad. The warranty only covers damage to the iPad caused by manufacturer's defects.
  - b. Responsibility for Damage: The Student is responsible for maintaining a 100% working iPad and accessories at all times. The Student shall use reasonable care to ensure that the iPad and accessories are not damaged. Refer to the Standards for Proper Care document for a description of expected care. In the event of damage or Loss/Theft of the iPad or accessories, it is the Student's responsibility to notify the high school administrative office as soon as possible. In such cases, the Student and Parent will be billed a deductible according to the following schedule:

Damaged Screen –cost varies

Power adapter + cord -\$30

District assigned iPad case -\$48

Full replacement cost -\$399

In the event of Loss/Theft, a police report must be filed

Other charges may be determined at the discretion of the school administration

- c. If the iPad or accessories are stolen or vandalized while not at NMCSC or at an NMCSC sponsored event, the Parent shall file a police report.
  - d. Return of equipment: At the end of each school year all students will be required to return the iPad and all accessories to the school administrative office. NMCSC will charge the Student and Parent for any items not returned. Any items that are damaged will be charged to the Student or Parent as well.
  - e. Students who leave NMCSC during the school year must return the iPad and all accessories at the time they leave the corporation. The iPad and accessories must be returned to the administrative office of the high school. Failure to do so shall result in legal action.
  - f. Technical Support and Repair: NMCSC will provide technical support, maintenance and repair during school hours. Any attempt to repair outside of NMCSC may result in the Student and Parent being charged the full replacement cost of the device or accessories. A regular summer maintenance plan is scheduled and all devices will be collected at the end of school. The same serial # device will be re-issued at the start of school.
3. Legal and Ethical Use Policies:
- a. Monitoring: NMCSC will monitor iPad use using a variety of methods to ensure compliance with NMCSC's Student Acceptable Use Policy and this agreement. Any attempt to "jailbreak" the device or remove the NMCSC profiles will result in disciplinary action.
  - b. Legal and Ethical Use: All aspects of NMCSC's Student Acceptable Use Policy remain in effect during the use of the iPad. NMCSC will make every attempt to provide content filtering within the NMCSC network and outside the network. However, NMCSC does not have full control of the information on the Internet or incoming email while off campus.
  - c. File-sharing and File-sharing Programs: The installation and/or use of any Internet-based file-sharing tools are explicitly prohibited. File sharing programs and protocols like BitTorrent, Limewire, Kazaa, Acquisition and others may not be used to facilitate the illegal sharing of copyrighted material (music, video and images).
  - d. Allowable Customizations: The Student is permitted to alter or add files to customize the assigned iPad to their own working styles (i.e., wallpaper, default fonts, and other system enhancements). However, NMCSC reserves the right to insure all customizations follow the NMCSC Student Acceptable Use Policy and may periodically conduct maintenance that may configure the iPad back to the originally installed state. Pass codes may be used on Student iPads so long as they do not interfere with day to day operations of NMCSC and the iPad. Students may be required to share or remove pass codes.



## NMCSC Standards For Proper iPad Care

This document is an important addendum to the Student iPad Use Agreement Form. Read it carefully prior to signing. You are expected to follow all the specific guidelines listed in this document and take any additional common sense precautions to protect your assigned iPad.

***Loss or damage resulting in failure to abide by the details below may result in full financial responsibility.***

### Your Responsibilities

- Treat this equipment with as much care as if it were your own property.
- Bring the iPad and charging unit every school day.
- Keep the iPad either secured (i.e., locked in your locker, classroom or other secure place where others do not have access) or attended (with you or within your sight) at all times. For example, during athletic events, games, practices and trips, store the iPad in your school locker/classroom and arrange to return to school to retrieve it after the activity. iPads left unattended may be confiscated by school personnel as a protection against theft. Unattended and unlocked equipment, if stolen (even at school) will be your full financial responsibility.
- Avoid use in situations that are conducive to loss or damage. For example, never leave the iPad in school vans, in the gym, in a locker room, on playing fields or in other areas where it could be damaged or stolen. Avoid storing the iPad in a car other than in a locked trunk.
- Do not expose the iPad to extreme temperatures or elements including water.
- Do not let anyone use the iPad you have been assigned. Loss or damage that occurs when anyone else is using your assigned iPad or accessories will be your full responsibility.
- Adhere to NMCSCs Student iPad Use Agreement at all times and in all locations. When in doubt about acceptable use, ask a teacher, principal or member of the tech team staff.
- Back up your data. Never consider any electronic information safe when stored on only one device. Use your school-supplied accounts on a regular basis.
- Read and follow general maintenance alerts from school technology personnel.

### How to Handle Problems

- Promptly report any problems to a teacher or tech team member.
- Don't force anything (e.g., connections, charging cables, etc.). Seek help instead.
- When in doubt, ask for help.
- Do not go outside of NMCSC for repairs.

### General Care

- Do not attempt to remove or change the physical structure of the iPad, including the screen cover or school provided case. Doing so will void the warranty, and you will be responsible for 100 percent of the repair or replacement cost.
- Do not remove or interfere with the serial number or any identification placed on the iPad.
- Do not do anything to the iPad or accessories that will permanently alter it in any way.
- Keep the equipment clean. For example, avoid eating or drinking while using the iPad.

### **Carrying the iPad**

- Always leave the iPad in the school provided case.
- Do not grab and squeeze the iPad, as this can damage the screen and other components
- When moving with the iPad, be sure to hold it securely with both hands.

### **Screen Care**

- The iPad screen can be easily damaged if proper care is not taken. Screens are particularly sensitive to damage from excessive pressure.
- Do not touch the iPad screen with anything (e.g., pen, pencil, etc.) other than approved iPad screen cleaners & input devices.
- Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens only.
- Never leave any object on the device.

### **Battery Life and Charging**

- Arrive to school each day with a fully charged battery. Establish a routine at home whereby each evening you leave your iPad charging overnight.
- Avoid using the charger in any situation where you or another is likely to trip over the cord.
- Don't let the battery completely drain. Charge when the battery reaches 10% capacity. Immediately shutdown if you are unable to connect to the charger.
- iPads with no battery life must be charged in the tech team room. The student forfeits the use of the iPad for the entire time it takes to charge the iPad (no passes from class will be issued to pick up an iPad; the iPad may only be picked up during passing periods).
- The iPad must remain on (awake or sleep mode) at school at all times, with no exceptions.

### **Personal Health and Safety**

- Avoid lengthy use involving repetitive tasks (such as typing and use of the track-pad). Take frequent breaks as well as alter your physical position (typing while standing, sitting, leaning, etc.) to minimize discomfort.
- Read any safety warnings included with the device.

# Student iPad Program Acknowledgement Form

Board Approved 4-28-14

Review and initial each statement below.

The following items reiterate some of the most important points covered in the Student iPad Use Agreement and the Standards for Proper Care addendum.

	Student Initial	Parent Initial
I understand that I am responsible for backing up my own files and that important files should always be stored in at least two locations (such as on the device and cloud storage like My Big Campus or Google).		
I will not leave my device or accessories unattended unless it is locked in a secure place. I am fully responsible for the cost of deductible or replacement should my device or accessories become lost or stolen.		
I understand that I will report any damage, loss or theft of the iPad to NMCSK personnel immediately. In addition, I understand that my parent/guardian may be held responsible for reimbursement for loss, damage, or repair of the iPad issued to me, which may have occurred at school or at home, or while the mobile device was being transported, in accordance with the policies outlined in the NMCSK Student iPad Use Agreement.		
I have read and follow the Standards for Proper iPad Care.		
I will read and follow general maintenance alerts from school technology personnel.		
I will report any problems with my device to a teacher, principal, or member of the tech team staff immediately.		

## Terms of Agreement

The student is responsible at all times for the care and appropriate use of technology. I understand if my child violates the guidelines agreed to in the NMCSK Student iPad Use Agreement or Student Acceptable Use Policy, his/her privilege to use the technology may be restricted or removed and he/she may be subject to disciplinary action.

The iPad and accessories remain the property of NMCSK. At the end of the school year or upon transfer from the school district, parents and students agree to return the iPad device and accessories to the school in the same condition it was issued to the student less reasonable wear.

Student Name (printed clearly) \_\_\_\_\_

Student Signature + Date \_\_\_\_\_

Parent Name (printed clearly) \_\_\_\_\_

Parent/Guardian Signature + Date \_\_\_\_\_