

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

NMCS 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. NMCS 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 NMCS electronic information resources. NMCS 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. NMCS reserves the right to monitor students' use of NMCS electronic information resources and to take appropriate disciplinary action based on use that is in violation of this policy. NMCS 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 NMCS or by a third party against the user or pursuant to a public records disclosure request. NMCS makes no warranties of any kind, whether expressed or implied, for the service it is providing. NMCS 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. NMCS will not be responsible for any claims, losses, damages, costs, or other obligations arising from the unauthorized use of NMCS's electronic information resources. Use of any information obtained via the Internet is at the user's risk. NMCS specifically denies any responsibility for the accuracy or quality of information obtained through its service. Users are responsible for any losses sustained by NMCS resulting from the user's intentional misuse of the NMCS'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 1:1 Device Use Agreement

Please read this entire section carefully.

This agreement is made effective upon receipt of a 1:1 device (i.e. Chromebook or iPad, depending on the school building) between The North Montgomery Comm. School Corporation (“NMCS”), the student receiving an 1:1 device (“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 a 1:1 device, 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 1:1 device and grants permission to the student to use the 1:1 device 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 1:1 device and accessories at any time, including via electronic remote access; and to alter, add, erase or delete installed software (including the device OS) or hardware.
 - b. Equipment Provided: Efforts are made to keep all 1:1 device 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 1:1 device is inoperable, NMCS has a limited number of spares for use while the 1:1 device is repaired or replaced. This agreement remains in effect for such a substitute. The Student may NOT opt to keep a 1:1 device or to avoid using the 1:1 device 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 OS software or profiles from the 1:1 device 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 1:1 device. The warranty only covers damage to the 1:1 device caused by manufacturer’s defects.
 - b. Responsibility for Damage: The Student is responsible for maintaining a 100% working 1:1 device and accessories at all times. The Student shall use reasonable care to ensure that the 1:1 device 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 1:1 device or accessories, it is the Student's responsibility to notify their school administrative office as soon as possible. In such cases, the Student and Parent will be billed according to the cost of

replacement parts. Devices that are unable to be repaired will result in full replacement cost of the 1:1 device being accessed. Devices that are lost/stolen or not returned will result in full replacement cost of the 1:1 device and accessories being accessed. Other charges may be determined at the discretion of the school administration

c. If the 1:1 device or accessories are stolen or vandalized while not at NMCSA or at an NMCSA 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 1:1 device and all accessories to the school administrative office. NMCSA 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 NMCSA during the school year must return the 1:1 device and all accessories at the time they leave the corporation. The 1:1 device and accessories must be returned to the administrative office of their school. Failure to do so shall result in legal action.

f. Technical Support and Repair: NMCSA will provide technical support, maintenance and repair during school hours. Any attempt to repair outside of NMCSA 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: NMCSA will monitor 1:1 device use using a variety of methods to ensure compliance with NMCSA's Student Acceptable Use Policy and this agreement. Any attempt to "jailbreak" the device or remove the NMCSA profiles will result in disciplinary action.

b. Legal and Ethical Use: All aspects of NMCSA's Student Acceptable Use Policy remain in effect during the use of the 1:1 device. NMCSA will make every attempt to provide content filtering within the NMCSA network and outside the network. However, NMCSA does not have full control of the information on the Internet or incoming email while off campus.

c. File-sharing and Proxy Apps/websites: The installation and/or use of any Internet-based file-sharing tools or Proxy Apps/websites designed to circumvent filtering software 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: Student are permitted to alter or add files to customize the assigned 1:1 device to their own working styles (i.e., wallpaper, default fonts, and other system enhancements). However, NMCSA reserves the right to insure all customizations follow the NMCSA Student Acceptable Use Policy and may periodically conduct maintenance that may configure the 1:1 device back to the originally installed state.

I. NMCS Standards For Proper 1:1 device Care

This document is an important addendum to the Student 1:1 device 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 1:1 device.

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

Your Responsibilities

- Treat the equipment with as much care as if it were your own property.
- Update the 1:1 device OS when directed by school staff.
- Bring the 1:1 device, case and charging unit every school day.
- Keep the 1:1 device 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 1:1 device in your school locker/classroom and arrange to return to school to retrieve it after the activity. 1:1 devices 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 1:1 device 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 1:1 device in a car other than in a locked trunk.
- Do not expose the 1:1 device to extreme temperatures or elements including water.
- Do not let anyone use the 1:1 device you have been assigned. Loss or damage that occurs when anyone else is using your assigned 1:1 device or accessories will be your full responsibility.
- Adhere to NMCS's Student 1:1 device 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 NMCS for repairs.

General Care

- Do not attempt to remove or change the physical structure of the 1:1 device, 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 1:1 device.
- Do not do anything to the 1:1 device or accessories that will permanently alter it in any way.
- Keep the equipment clean. For example, avoid eating or drinking while using the 1:1 device.

Carrying the 1:1 device

- Always leave the 1:1 device in the school provided case.

- Do not grab and squeeze the 1:1 device, as this can damage the screen and other components.
- When moving with the 1:1 device, be sure to hold it securely with both hands.

Screen Care

- The 1:1 device screen can be easily damaged if proper care is not taken. Screens are particularly sensitive to damage from excessive pressure.
- Do not touch the 1:1 device screen with anything (e.g., pen, pencil, etc.).
- Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens only.
- Always check to make sure no objects such as pencils, pens or head phone plugs have been left on the keyboard prior to closing the 1:1 device. Closing the 1:1 device with an object on the keyboard can damage the screen.

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 1:1 device 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.
- Students who bring a device to the tech staff to charge will forfeit the use of the 1:1 device for the entire time it takes to charge the 1:1 device (no passes from class will be issued to pick up an 1:1 device; the 1:1 device may only be picked up during passing periods).
- The 1:1 device 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. 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 1:1 device Program Acknowledement 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 1:1 device Use Agreement and the Standards for Proper Care addendum.

	Student Initial	Parent Initial
I understand that I will report any damage, loss or theft of the 1:1 device to NMCSC personnel immediately. In addition, I understand that my parent/guardian will be held responsible for reimbursement for loss, failure to return, damage, or repair of the 1:1 device 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 NMCSC Student 1:1 device Use Agreement.		
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 am responsible for backing up my own files and important files should always be stored in Google Drive.		
I will read and follow the Standards for Proper 1:1 device 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 NMCSC Student 1:1 device 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 1:1 device and accessories remain the property of NMCSC. At the end of the school year or upon transfer from the school district, parents and students agree to return the 1:1 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 _____