Montezuma Community School District
Student 1:1 Handbook
2018-2019

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The Vision for Teaching and Learning in the Montezuma Community School District

The Montezuma Community School District ("MCSD") is committed to making available to all students and staff members access to a wide range of electronic learning facilities, equipment, and software, including computers, computer network systems, and the Internet connection. The goal in providing this technology and access is to support the educational objectives and mission of the Montezuma Community School District to ensure excellence in education for every student. MCSD has the right to place reasonable restriction on the material accessed and/or posted through the use of its computers, computer network, and/or Internet connection.

MCSD is taking innovative steps to dramatically transform teaching and learning by implementing a 1:1 initiative. This initiative will provide students the tools to have instant access to the world of information and also to become producers rather than just consumers of information. A sound technology foundation for each and every student needs to be based on continual professional development, appropriate acquisition and maintenance of technological resources.

The 1:1 initiative allows students to **explore** and **excel** for the benefit of student learning, some of these include the following:

- Helping students attain the goals of the district which include.
  - ***Become a person of integrity and personal balance:*** *Students will manage their physical, emotional, and social health. Students will demonstrate and practice the pillars of character in a safe learning environment.*
  - ***Improve academic proficiency:*** *All students will make growth regarding established standards and performance expectations. In addition, all students will achieve identified proficiency levels.*
  - ***Develop complex thinking skills:*** *All students will increase proficiency in problem solving models in all subject areas.*
  - ***Become an effective communicator:*** *All students will communicate effectively with others in a variety of contexts and formats including reading, writing, speaking, listening and interpersonal skills.*
  - ***Demonstrate teamwork/collaboration:*** *All students will demonstrate the ability to work effectively with others to achieve a common goal.*
  - ***Exhibit global awareness:*** *All students will analyze ways their actions, as well as the actions of others, impact the world environmentally, socially, culturally, politically, and economically.*
- Promoting student engagement and enthusiasm for learning.
- Allowing students access to information, along with an opportunity to connect it to their learning in a meaningful manner.

Equipment Ownership

MCSD 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, the student Device Acceptance Policy, 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 MCSD technology, as well as any other disciplinary action deemed appropriate by MCSD policy. MCSD 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, MCSD 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 MCSD computers, networks, or technology.

Equipment Provided

Each student will be issued the following items: HP Chromebook 14 G4, a protective bag and strap, AC charger, identification tag, and software (hereinafter collectively referred to as the "Device"). MCSD will retain records of the serial numbers and MCSD asset tags of provided equipment.

Responsibility for Electronic Data

It is the sole responsibility of the student to backup data as necessary.

Part One: Device Use and Conduct

The following is a list of rules and guidelines that govern the use of MCSD's Devices and network resources. Students must follow these rules and guidelines at all times when using MCSD technology.

Network Resources in this document refers to all aspects of the school's owned or leased equipment, including, but not limited to, computers, printers, scanners and other peripherals, as well as email, Internet services, servers, network files and folders, and all other technology-related equipment and services. These rules apply to any use of the school's Network Resources whether this access occurs while on or off campus.

Students will:

- Only access the system for educational purposes during school hours (this includes the use of networked printers in the building).
- Use appropriate language and be respectful of others.
- Not use devices to engage in harassment, bullying, or cyber-bullying of any individual as defined by MCSD Board Policy 502.10 and 403.5 and Iowa Code Section 280.28.
- Observe and respect license and copyright agreements.
- Keep usernames and passwords and personal information confidential (Student names, telephone numbers, and addresses should NEVER be revealed over the system).
- Return the Devices to MCSD at the end of the school year for system updates and re-imaging of the Device.

Students may not use network resources:

- For accessing, viewing, downloading, displaying, transmitting, creating, or otherwise possessing or disseminating material that contains pornography, child pornography, obscenity, or sexually explicit, pervasively lewd and vulgar, indecent or inappropriate language, text, sounds or visual depictions;
- To download, stream or listen to Internet-based music, video and large image files not for school work, as this slows the performance of the network for all users. MCSD will monitor the network for violations;
- To access Web sites or other content blocked by the District, via codes or any other method.
- To alter, add or delete any files that affect the configuration of a school Device other than the Device assigned for personal use;
- To conduct any commercial business that is not directly related to a course offered by MCSD in which the student is enrolled, e.g., Marketing, Foods class;
- To conduct any activity that violates school rules, MCSD Board Policy, or the law (this includes adhering to copyright laws);
- To access the data or account of another user (altering files of another user is considered vandalism);
- To install any non-approved software onto MCSD Devices; or,
- To copy MCSD school software (copying school owned software programs is considered theft).

In addition, students will avoid:

- Bringing in their own laptops from home to use at school.
- Attempting to change any MCSD 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, and any website to which you saved your password.
- Changing or alter usernames or passwords that are assigned by MCSD.
- 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.

Content Filtering

MCSD 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. MCSD 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 MCSD. MCSD 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

MCSD 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. MCSD 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 MCSD'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

MCSD account holders take full responsibility for their access to MCSD's network resources and the Internet. Specifically, MCSD 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 MCSD'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 MCSD's anti-harassment/bullying policy.
- Accessing MCSD 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 MCSD's technology resources are expected to abide by the principles of digital citizenship, which are part of the MCSD 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:
- Montezuma CSD 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. MCSD 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. As with any other Internet-enabled Device, MCSD 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.

Education of Students in Safe and Appropriate Use of Technology

- Students will receive instruction in safe, ethical, and appropriate use of technology prior to 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.

Student Access & Monitoring

- There is no reasonable expectation of privacy while using MCSD computers, networks, or technology. Ultimately the Device is the property of MCSD, and MCSD has the right to determine what is appropriate and to search the Device if necessary at any time.

- MCSD's filtering software allows MCSD to block websites that are inappropriate for students whether they are accessing the web via MCSD wireless network or if they are connected to the Internet at other locations.
- Software also allows for screen monitoring while at school, which makes it possible for appointed MCSD personnel to monitor student Device screens.
- Students who access inappropriate sites, or are accessing sites during the school day that are not related to a class they are in will be subject to disciplinary action.
- If prohibited or inappropriate Web sites or content are accessed by accident, the student should immediately leave the site and report the incident to a staff member. NOTE: The Montezuma Community School District will continue to expand "digital citizenship" in which students are educated on acceptable standards of online behavior. The best filtering software in the world cannot match the combination of education and supervision at school and home*.*

Bringing the Device to School

- It is imperative students bring their Device and charging unit to school each day for their learning. Teachers will be designing their lessons and classrooms based on students having access to their Device.
- The Device must be kept in the carrying bag provided by MCSD at all times.
- The Device should not be put in another bag for transporting ie: backpack, athletic bag, etc.
- Students who accidentally leave their Device at home will **NOT** have access to a Device that day.

Charging of Devices

- It is student responsibility to have their Devices charged each day when they come to school.
- It is student 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 at all times when not in your possession.

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 MCSD'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 MCSD 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 and may NOT be removed.
- Removable protective coverings may be purchased from third party vendors, at the student's sole expense. Please check with the Technology Department regarding specific models.

Devices from Home

- Students are not allowed to bring their own computers from home to use or connect to MCSD's network. Devices at MCSD 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 MCSD.

Student Printer Use
- Students may have access to designated printers in the building.
- MCSD 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 MCSD 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 MCSD's network resources is subject to the rules stated in this policy. MCSD monitors its network and may investigate electronic incidents even if they happen after school hours and outside of school. MCSD 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.

Read all Safety Warnings and Information
- Students and their parents/or legal guardians are strongly encouraged to review the user information for this Device to understand more about the Device, its capabilities, and required care. The information is available at: http://h10032.www1.hp.com/ctg/Manual/c04850345

Parent's/Legal Guardian's Right To Waive 24/7 Access
- Parents/Legal Guardians have the right to waive their child's 24/7 access to the Device by filing a written waiver with the school's main office. The student will still have access to the Device while at school, but will not be allowed to remove the Device from school. A location will be provided to store and charge the Device at school. The decision to either waive the right to 24/7 access or to participate in 24/7 access to the Device can be made at any time during the school year.

Part Two: Device Damages and Consequences
Device Damages
If a Device is damaged (either accidental or intentional), the school must be notified immediately. MCSD 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 other than one's parents/or legal guardians.
    c. Using equipment in an unsafe environment.
    d. Using the equipment in an unsafe manner.
    e. Not adhering to the care reminders listed in Part III of this handbook

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 or the fine is not paid, 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, MCSD will make a reasonable effort to obtain the Device. If those efforts are unsuccessful, MCSD will treat it like a stolen Device and will notify the appropriate authorities.

Discipline
Any student who violates the rules and expectations relative to this Handbook and/or Acceptable Use Policy will be

subject to disciplinary action. If there is evidence that a violation has occurred, then a MCSD 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 this policy are within the sole discretion of MCSD. Any questions or issues regarding this policy should be directed to the building principal.

Fines for Damages

In the event of damage, lost, or stolen Device within the student's control, it will be at the administration's discretion to determine if the damage was intentional or accidental. The district reserves the right to assess a fine not to exceed the full cost of the repair or replacement cost for any damages due to negligence or intentional misuse. Damages will be charged to the student at the following rate:

- Missing or damaged bag strap ($5)
- Missing or damaged bag ($20)
- Damaged Computer Display ($100)
- Damaged keyboard case ($100)
- Damaged track pad ($25)
- Missing or damaged computer beyond repair ($260)
    - Liquid spills are considered to be negligent care of the device
- Missing/damaged charger ($30)

* For any fee not listed above, it will be the discretion of the administration and/or IT department to determine appropriate fine

Part Three: Device Care Reminders

Students are expected to follow all the specific guidelines listed in this document and take any additional common sense precautions to protect their assigned Device. Loss or damage resulting from failure to abide by the details below may result in limited use of the Device. Please refer to the **Consequences for Damages** section.

General Care

- Treat this equipment with as much care as you would your own property.
- Do not attempt to remove or change the physical structure of the Device, including the keys, screen cover or plastic casing.
- Do not remove or interfere with the serial number or any identification placed on the Device.
- Keep the equipment clean. For example, don't eat or drink while using the Device.
- Do not do anything to the Device that will permanently alter it in any way.
- Backup your data. Never consider any electronic information safe when stored on only one device.
- Do not put stickers or use any type of markers on the Device.
- Close the lid of the computer when it is not in use, in order to save battery life and protect the screen.
- NEVER walk from one location to another with an open computer. This is applicable at school and at home.

Keep The Device in a Safe Place

- It is required to keep the Device in your locked school issued locker at all times when not in your possession.
- The Device should not be left on the floor where it might be stepped on, or within reach of small children or pets.
- The Device should not be left in a car or anywhere it might be exposed to extreme temperatures.
- Devices left in bags in unattended classrooms or other areas are considered "unattended" and will be

confiscated by faculty or staff as a protection against theft. If confiscated, the student will receive a warning before getting the Device back. If the Device is confiscated a second time, the student may be subject to consequences detailed in "Consequences for Damages." Unattended and unlocked equipment, if stolen – including at school – will be the student's responsibility.
● If a student participates on an athletic team and/or other school sponsored activity, the Device should never be left in school vehicles, in the gym, in a locker room, on playing field, or in other areas where it could be damaged or stolen.
● Avoid storing the Device in a car other than in a locked trunk. The locked trunk of a car would be an acceptable storage place as long as it's not excessively hot or cold.

Device Bags

● Each student will be given a protective bag that they are required to use to carry their Device in during the school day and outside of school. The device should remain in the bag at all times, even when in use. It is important to keep the bag clean, and take time to remove any items like paper clips that can scratch the exterior of your Device.

Keep the Device Away from All Liquids.

● Exposure to liquids will severely damage a Device and will result in large repair costs. Water, pop, juice, coffee, etc. can all ruin your Device completely. Open cans of pop and cups of coffee (even those with lids) are especially dangerous. Do not put a bottle of water/pop/etc. in your backpack with your Device–even if it is sealed.

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 technology coordinator 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. Parents or guardians may utilize the Device for the sole purpose of monitoring a student's use or classwork; personal or business use of a Device by a parent or guardian is prohibited.

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 MCSD 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 night, connect the charger, and then power on again in the morning when needed.

Carrying the Device

- The Device should remain in the protective bag at all times.
- Do not store anything (e.g., cords, papers or disks) in the area within the case designed for the Device other than the Device itself as this may damage the screen.
- The Device bag should be fully zipped shut before transporting the device.
- The bag should always be carried over the head and across your chest (*"Messenger Style"*).
- No books should be placed on your Device.
- Never carry your Device by the screen.

Personal Health and Safety

- Parents/or legal guardians and students should review the safety warnings included in the HP user guide which can be found and downloaded at
  - *http://h10032.www1.hp.com/ctg/Manual/c04850345*