CULVER SCHOOL DISTRICT

TECHNOLOGY USE HANDBOOK

PROCEDURES & PERMISSIONS

TABLE OF CONTENTS

SECTIONS:

Culver School District 4
Technology 1:1 Initiative

Dear Families:

As superintendent, I truly believe it is our responsibility to encourage and motivate students to be college and career ready upon graduation and to be lifelong learners. As parents, you are aware that the needs of the future will be much different from those of the past and this will require us to transform how we teach to ensure that all of our students have constant access to information, become critical thinkers, talented problem solvers, and efficient collaborators and communicators. To this end we are becoming a "1 to 1" district in the Fall of 2015. This essentially means each child will have a device. Kindergarten through second grade will have 15 iPads in each classroom to enhance the instruction and learning. In grades 3 through 12, each student will receive a Dell Chromebook and this is where we derive the term 1 to 1, every child will have a device in these grades.

Our teachers have been training extensively in how to best incorporate our new devices into the classroom setting to maximize the benefits for all students. They will continue to participate in ongoing professional development over the next 3 years. This new use of technology will never take the place of the teacher, but rather, will provide the teacher with another tool to enhance your student's educational experience and to provide opportunities to meet your student's individualized needs.

The district has purchased the devices for student use. Parents will not be paying for student device. However, it will be necessary for parents to purchase a mandatory Device Annual Protection Plan. This cost will cover damage, malfunction, and loss or theft protection for one year. This will ensure that if students were to accidently break their device or have it stolen from them that you, as the parent/guardian, will not be responsible for the cost of replacing the device.

We will have orientation sessions that parents will need to attend in order to learn the full details about the "1 to 1 Initiative" and to fill out all necessary paperwork before students are able to receive their district-owned device for grades 3 through 12. Dates and times will be published on your school website, on the district website, and in building newsletters. Should you have any questions before that time, please feel free to contact your child's school administration or the Culver School District office.

This is a very exciting time for students and staff!

Sincerely,

Stefanie Garber

Superintendent

ACCEPTABLE USE PROCEDURES

Acceptable Use Procedures-

Culver School District 4 recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st-century technology and communication skills. To that end, we provide access to technologies for student and staff use.

These Acceptable Use Procedures outline the guidelines and behaviors that users are expected to follow when using school technologies or when using personally-owned devices on the school campus.
- The Culver School District 4 network is intended for educational purposes.
- All activity over the network or using district technologies may be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action.
- Culver School District 4 makes a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- Users of the district network or other technologies are expected to alert the Building Administrator immediately of any concerns for safety or security.

Technologies Covered

Culver School District 4 may provide Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more. As new technologies emerge, Culver School District 4 will attempt to provide access to them. The policies outlined in this document are intended to cover all available technologies, not just those specifically listed. All technologies provided by the district are intended for education purposes. All users are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, respectful, and responsible; don't try to get around technological protection measures; use good common sense; and ask if you don't know.

Internet Access

Culver School District 4 provides its users with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with CIPA regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely.

Users are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a user believes it shouldn't be, the user should follow district protocol to alert the Technology Department to submit the site for review.

Internet and e-mail accounts are authorized and issued after students and parents review and sign the Internet Account Agreement Form. Your parent can withdraw approval at any time by filing out the Electronic Account Denial Form and placing it on file at your school.

Google Apps for Education (GAFE)

Culver School District 4 will provide students with Google Apps for Education accounts. GAFE includes free, web-based programs like email, document creation tools, shared calendars, and collaboration tools. This service is available through an agreement between Google and the State of Oregon. This agreement ensures Culver Google student accounts are protected and not marketed for commercial purposes. GAFE runs on an Internet domain purchased and owned by the district and is intended for educational use. Your student's teachers will be using Google Apps for lessons, assignments, and communication. GAFE is also available at home, the library, or anywhere with Internet access. School staff will monitor student use of Apps when students are at school. Parents are responsible for monitoring their child's use of Apps when accessing programs from home. Students are responsible for their own behavior at all times. GAFE usage may be monitored and archived.

GAFE is primarily for educational use. Students may use GAFE for personal use subject to the school rules and policies that may apply.

Social/Collaborative Content

Recognizing the benefits collaboration brings to education, Culver School District 4 may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally-identifying information online.

Mobile Devices Procedures

Culver School District 4 may provide users with mobile computers or other devices to promote learning outside of the classroom. Users should abide by the same acceptable use policies when using school devices off the school network as on the school network.
Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Users should report any loss, damage, or malfunction to the Main Office immediately. Users may be financially accountable for any damage resulting from negligence or misuse. Use of school-issued mobile devices off the school network may be monitored.

Personally-Owned Devices Procedures

Students should keep personally-owned devices (including laptops, tablets, smartphones, and cell phones) turned off and put away during school hours-unless in the event of an emergency or as instructed by a teacher or staff for educational purposes.
Because of security concerns, when personally-owned mobile devices are used on campus, they should not be used over the school network without express permission from the building administrator.

Security

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. If you believe a computer or mobile device you are using might be infected with a virus, please alert the Main Office. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

Netiquette

Users should always use the Internet, network resources, and online sites in a courteous and respectful manner. Users should also recognize that among the valuable content available online is unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet.
Users should also remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it's out there-and can sometimes be shared and spread in ways you never intended.

Plagiarism

Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

Personal Safety

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.

Cyberbullying

Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.

Examples of Acceptable Use

I will:
- Use school technologies for school-related activities.
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat school resources carefully, and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, and posts).
- Use school technologies at appropriate times, in approved places, for educational pursuits.
- Cite sources when using online sites and resources for research.
- Recognize that use of school technologies is a privilege and treat it as such.
- Be cautious to protect the safety of myself and others.
- Help to protect the security of school resources.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

Examples of Unacceptable Use

I will not:
- Use school technologies in a way that could be personally or physically harmful.
- Attempt to find inappropriate images or content.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- Try to find ways to circumvent the school's safety measures and filtering tools.
- Use school technologies to send spam or chain mail.
- Plagiarize content I find online.
- Post personally-identifying information, about myself or others.
- Use language online that would be unacceptable in the classroom.
- Use school technologies for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, servers, or content that isn't intended for my use.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

Limitation of Liability

Culver School District 4 will not be responsible for damage or harm to persons, files, data, or hardware. While Culver School District 4 employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.
Culver School District 4 will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

Violations of these Acceptable Use Procedures

Violations of these procedures may have disciplinary repercussions, including:
- Suspension of network, technology, or computer privileges
- Notification to parents
- Detention or suspension from school and school-related activities
- Legal action and/or prosecution

I have read and understood these Acceptable Use Procedures and agree to abide by them.

TECHNOLOGY DISCIPLINE & MISUSE

TECHNOLOGY DISCIPLINE AND MISUSE

Culver School District views the use of the technology device as central to the delivery of its educational program and expects that all students will use these devices as an essential part of their learning experiences. It is the policy of CSD to maintain an environment that promotes ethical and responsible conduct in all electronic resource activities. With this privilege and extraordinary opportunity to explore technological devices come responsibilities for the parent and for the student.

When signing the Student/Parent Responsible Use Agreement, you are acknowledging that you understand and accept the information in this document.

At Home Responsibilities

The parent/guardian must agree to monitor student use of the device at home and away from school. The best way to keep students safe and on-task is to have a parent/guardian present and involved.

Parent/Guardian Monitoring Suggestions:

● Investigate and apply parental controls available through your home based internet service provider and/or your wireless router.
● Develop a set of rules/expectations for device use at home. Some websites provide parent/child agreements for you to sign.
● Only allow device use in common rooms of the home (e.g. living room or kitchen) and not in bedrooms.
● Demonstrate a genuine interest in what your student is doing on the device. Ask questions and request that they show you his or her work often.

Device Rules and Guidelines

The rules and regulations are provided here so that students and parents/guardians are aware of the responsibilities students accept when using a district-owned device. In general, this requires efficient, ethical, and legal utilization of all technological devices.

Violations of these rules and guidelines will result in disciplinary action. Please reference the materials specific to each school or contact school directly for details.

Students will receive device-related training at school on proper use and digital citizenship. Below you will find a review of the rules and guidelines.

Electronic Resource Policy and Responsible Use Procedures:

All Use of Technology Must:
- Support learning
- Follow local, state, and federal laws
- Be school appropriate

Security Reminders:
- Do not share logins or passwords unless asked to do so by a parent/guardian or school personnel
- Do not develop programs to harass others, hack, bring in viruses, or change others' files
- Follow Internet Safety guidelines

Activities Requiring Teacher Permission During Instructional Time:
- Playing content-related games
- Sending email
- Using headphones in class, where related
- Use of camera for pictures or video

Activities PROHIBITED on School Property:
- Instant-messaging (e.g. Face Time, SnapChat, KIK, Yik Yak, etc.)
- Playing non-educational games
- Downloading programs, music, games, and/or videos
- Using a Hot Spot with a district-owned device

Inappropriate Content- All files must be school appropriate. Inappropriate materials include explicit or implicit references to:
- Alcohol, tobacco, or drugs
- Gangs
- Obscene language or nudity
- Bullying or harassment
- Discriminatory or prejudicial behavior
- Illegal activities

Email for Students Purpose

All CSD students are issued an email account. Email allows students to safely and effectively communicate and collaborate with CSD staff and classmates, giving them an authentic purpose for writing. The effective use of email is:
- A 21st Century communication tool.
- Used in careers and higher education settings.
- A way to meet the National Educational Technology Standards (NETS).

Guidelines and Reminders
- Email should be used for educational purposes only.
- Email transmissions may be monitored by the school at any time to ensure appropriate use. This means that any school personnel may check students ' email.
- All email and its/their contents are the property of the district.
- Email should only be used by the authorized owner of the account.
- Students need to protect their passwords.

Unacceptable Use Examples
- Non-education related forwards (e.g.jokes , chain letters, images, etc.)
- Harassment , profanity, obscenity, racist terms
- Cyber-bullying, hate mail, discriminatory remarks
- Email for individual profit or gain, advertisement , political activities, or illegal activities

Webcams Purpose
Each student device is equipped with a webcam. This equipment offers students an extraordinary opportunity to experience a 21st Century tool and to develop 21st Century communication skills.

Examples of Use
Webcams are to be used for educational purposes only, under the direction of a teacher. Examples include:
- Recording videos or taking pictures to include in a project
- Recording a student giving a speech and playing it back for rehearsal and improvement.

Important Note
CSD retains the rights concerning any recording and/or publishing of any student or staff member's work or image. Students must obtain permission to record, take, or publish a photograph or video of any person. Unauthorized recordings are subject to disciplinary action in accordance with School Board Policy.

Media
- Listening to music on your device is not allowed during school hours without permission, from the teacher. Permission will be given only for media used to complete a school assignment.
- Watching movies on your device is not allowed during school hours without permission from the teacher. Permission will be given only for media used to complete a school assignment.

Gaming
- Online gaming is not allowed during school hours unless you have been given permission by a teacher. Any games must be in support of education.

Printing
- Any documents that require printing should be submitted to your teacher.

Wallpaper
- Any images set as the wallpaper must be in line with the Acceptable Use of Technology Resources Policy. Inappropriate media may not be used as wallpaper. Presence of guns, weapons, pornographic material, inappropriate language, alcohol, drugs, or gang-related symbols will result in disciplinary action.

Copyright and Plagiarism

Students are expected to follow all copyright laws. Duplication and/or distribution of materials of educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law

Technology Discipline

Behaviors and Discipline Related to Student Device Use

The following behaviors will be treated as corresponding "traditional" behaviors and appropriate consequences will be assessed by the building administrators.

TECH-RELATED BEHAVIOR	EQUIVALENT "TRADITIONAL" BEHAVIORS
Email, instant-messaging, Internet surfing, games, or any other off-task behavior	Classroom Disruption
Removing Case/Damaging or Defacing Device	Defacing School Property
Cutting/Pasting without Citing Sources	Plagiarism
Cyber-bullying	Bullying/Harassment
Accessing pornographic material or inappropriate files	Bringing pornographic/inappropriate material to school
Accessing files potentially dangerous to network	Vandalism/Technology Policy Violation
Using electronic account authorized for another person without permission	Breaking into another student's locker

The following behaviors could result in the possible loss of device or loss of access to district network.

TECHNOLOGY VIOLATIONS CONTINUED Examples of potential behaviors unique to digital environment without "traditional" behavior equivalent
Chronic, tech-related behavior violations (see above)
Making use of electronic resources in a manner that serves to disrupt use of network by others
Unauthorized downloading or installing software
Attempts to defeat or bypass the district's Internet filter
Modification to district browser setting or any other techniques, designed to avoid being blocked from inappropriate content or to conceal Internet activity

School-Based Discipline

The discipline policies at each school encompass the one-to-one environment. Please reference the materials specific to each school or contact school directly for details.

Progressive Discipline Example

Discipline is progressive. Low-level, first-time infractions will have lesser consequences than infractions that are repetitive or more serious in nature.

- Warning
- Classroom Intervention
- Parent Contact
- Loss of Device for Class Period
- Lunch Detention
- Referral to Administrator
- Loss of Device for School Day(s)
- In-School Suspension
- Out-of-School Suspension
- Permanent Loss of Device
- Expulsion

Classroom Interventions

For low-level infractions, classroom intervention will be the first level of discipline. This includes, but is not limited to, verbal warnings, seating changes, and teacher contact with home.

Culver School District may remove a user's access to the network without notice at any time if the user is engaged in any type of unauthorized activity.

Examples of Unacceptable Use

Unacceptable conduct includes, but is not limited to, the following:

- Using the network for illegal activities, including copyright, license, or contract violation.
- Unauthorized downloading or installation of any software including shareware and freeware.
- Using the network for financial or commercial gain, advertising, political lobbying, or illegal activities.
- Accessing or exploring online locations or materials that do not support the curriculum and/or are inappropriate for school assignments.
- Vandalizing and/or tampering with equipment, programs, files, software, network performance or other components of the network; use or possession of hacking software is strictly prohibited.
- Gaining unauthorized access anywhere on the network.
- Revealing the home address or phone number of one's self or another person.
- Invading the privacy of other individuals.

- Using another user's account or password, or allowing another user to access your account or password.
- Coaching, helping, observing or joining any unauthorized activity on the network.
- Posting anonymous messages or unlawful information on the network.
- Participating in cyber-bullying or using objectionable language in public or private messages, e.g., racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning or slanderous
- Falsifying permission, authorization or identification documents.
- Obtaining copies of, or modifying files, data or passwords belonging to other users on the network.
- Knowingly placing a computer virus on a computer or other electronic device and/or network.
- Attempting to access or accessing sites blocked by the CSD filtering system.
- Downloading music, games, images, videos, or other media at school without permission of the teacher.
- Sending or forwarding social or non-school related email.

ASSURANCE PROGRAM

Culver Assurance Program

The educational program at your child's school, grades 3rd to 12th, includes a Chromebook that will be issued to your child for their use; 3rd to 8th at school and 9th to 12th at school and home. Utilizing the Chromebook in the Culver School District gives students the access to learn anywhere, anytime - both in classrooms and at home. This 1-to-1 personalized learning also narrows the digital divide between students and promotes responsible use of today's ever changing technologies.

We are very excited to be able to make these powerful tools available to our students. We also understand that both students and parents are naturally concerned about keeping these tools secure and in good working order.

Like textbooks, team uniforms and other school property issued to your child, there is a responsibility to take appropriate care of these valuable resources. The Chromebook is no different, but it does represent an increased cost to the district and liability to students and parents. Our experience with mobile technology has shown students take great care of these tools. But we know that loss and accidents will happen. District policies, regulations and practices require that a charge be levied to cover the repair or replacement cost of district property. With Chromebooks, the cost of loss or damage can be significant.

To respond to this concern, the district has developed the Culver Assurance Program for Chromebooks as a way for families to reduce the financial risk if a Chromebook is damaged or lost.

Assurance Program Works as Follows:
· Parents make an annual premium payment of $25 per student to enroll in the program.
· In the event a Chromebook is accidentally damaged (ex. cracked screen, broken keys or unit, etc.), the repair cost to parents will be as follows:
  o First Incident – protected by Assurance Program
  o Second Incident (base upon repair cost) – 50%
  o Third Incident (base upon repair cost) – 75%
  o Fourth Incident and Each Subsequent Incident – 100%

· In the event a Chromebook is intentionally damaged or destroyed the family is responsible for the full replacement cost.
· In the event a Chromebook is lost, the full replacement value will be the responsibility of the family.
· In the event a Chromebook is stolen, the family is responsible for the full replacement cost until a police report is filed, must be file within 24 hours, and a copy submitted to the school.
· The charger is not cover by the Assurance Program and a replacement cost of $25 will be issued.
· Culver School District will be responsible for the normal maintenance of the Chromebook including normal wear and tear or malfunction due to manufacturing.

If a family leaves the District, but does not return the Chromebook and its peripheral equipment, they will be charged for the full replacement costs, and standard rules for the restriction of records and transcripts would apply.

PERMISSIONS & AGREEMENTS

Culver Assurance Program

_____   _____
Student Name *(Please Print)*   **School**

STUDENT MUST READ AND SIGN BELOW:

I have read, understand and agree to abide by the terms of the Assurance Program. I agree it is ultimately my responsibility to make good choices when I use the Chromebook. Should I commit any violation or in any way misuse or abuse my Chromebook, I understand the extra protection afforded under the terms of the Assurance Program may be revoked and disciplinary action may be taken against me.

_____   _____
Student Signature   Date

Parent or Guardian Assurance Program Agreement
(to be read and signed by parents or guardians)

As the parent or legal guardian of this student, I have read, understand and agree that my child shall comply with the terms of the Assurance Program. In the case of a lost, stolen, or damaged Chromebook, I accept responsibility for the replacement cost as outlined in the Assurance Program.

PAYMENT SECTION:
Payment must be made prior to your student receiving their Chromebook. Checks should be made to Culver School District #4 and submitted to your school's office.

☐ **Standard Annual Premium of $25.00**

I have read and understand the rules and the financial responsibilities of the Culver Assurance Program for Chromebooks. I agree to all terms and conditions of the program and voluntarily enroll my student for the current school year.

_____
Parent/Guardian Name (*Please print clearly*)

_____   _____
Parent/Guardian Signature   **Date**

Please return this completed form to your child's school office.

Culver School District
Technology Responsible Use
Agreement Form

Student Name_____   Grade_____

School_____

Parent or Guardian Section

I have read the District's Technology Acceptable Use Policy, online at:
http://www.culver.k12.or.us/departments/it/technologyhandbook

I hereby release the district, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the district system, including, but not limited to, claims that may arise from the unauthorized use of the system to purchase products or services. I understand that I can be held liable for damages caused by my child's intentional misuse of the system.

I will instruct my child regarding restrictions against accessing material that are in addition to the restrictions set forth in the Technology Acceptable Use Policy. I also will emphasize to my child the importance of following the rules for personal safety.

I give permission for my child to access only those portions of the local and wide area network connections that are approved by the Culver School District, and to use personal electronic devices and services only as approved by the district.

Parent or Guardian Signature_____   Date_____

Parent or Guardian Name Printed_____   Phone_____

Home Address_____

E-Mail_____

Student Section

I have read the district's Technology Acceptable Use Policy (site address above). I agree to follow the rules contained in this policy. I understand that if I violate the rules my account can be terminated and I may face other disciplinary measures.

Student Signature_____   Date_____

__Please return this completed form to your child's school office.__