ARLINGTON CENTRAL SCHOOL DISTRICT

Arlington Central School District
Student/Parent/Guardian
1:1 Technology Device Handbook

Contents

Overview

The Arlington Central School District (ACSD) views the use of electronic resources as central to the delivery of its educational program and expects that all students will use electronic resources as an essential part of their learning experiences. It is the policy of ACSD to maintain an environment that promotes ethical and responsible conduct in all electronic resource activities. With this privilege and extraordinary opportunity to explore resources, there are responsibilities for the parent and for the student.

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

Agreements

ACSD students and families must understand that:

1. All students are allowed access to electronic resources unless the school is notified in writing by the parent/guardian.
2. All users of the ACSD network and equipment must comply at all times with the ACSD Acceptable Use Policy.
3. Devices are on loan to students and remain the property of ACSD.
4. All users are accountable to all school, district, local, state, and federal laws.
5. Use of the device and network must support learning.
6. Students and families must follow all guidelines set forth in this document and by ACSD staff.
7. All rules and guidelines are in effect before, during, and after school hours, for all ACSD computers whether on or off the school campus.
8. All files stored on ACSD equipment or the network are property of the district and may be subject to review and monitoring.
9. The term "device" or "equipment" or "technology" refers to computers, tablets, phones, batteries, power cord/chargers and cases. Each piece of equipment is issued as a learning resource. The conditions surrounding this equipment can be equated to those of a textbook or a school issued calculator
10. Students are expected to keep the device in good condition.
11. The device manufacturer's warranty will cover normal use and manufacturing defects during normal use of the device.
12. Students are expected to report any damage to their device as soon as possible. This means no later than the next school day.
13. Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students.

15. Students are expected to notify a staff member immediately if they come across information, images, or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
16. All users are expected to follow existing copyright laws and educational fair use policies.
17. Students may only log in under their assigned username. Students may not share their password with other students.
18. Students may not loan their assigned device to other students for any reason. Students who do so are responsible for any loss of components.
19. Any failure to comply may result in disciplinary action. ACSD may remove a user's access to the network without notice at any time if the user is engaged in any unauthorized activity.
20. ACSD reserves the right to confiscate the device at any time.

Parent/Guardian Responsibilities

Sign the Student/Parent/Guardian Device Agreement

Parent/Guardian Responsibility: In order for students to be allowed to take their device home, a student and their parent/guardian must sign the Student/Parent Device Agreement.

Accept Liability

The parent/guardian/student are responsible for the cost of repair or replacement as the date of loss if the property is:
- Not returned
- Damaged
- Lost because of negligence
- Stolen, but not reported to the school and/or police in a timely manner

Monitor Student Use

The parent/guardian must agree to monitor student use 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.

Suggestions:
- Investigate and apply parental controls available through your 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 they use a district-owned device. In general, this requires efficient, ethical and legal utilization of all technology resources. Violations of these rules and guidelines will result in disciplinary action. Students will receive one district issued device. For students with disabilities or accommodation needs, the CSE or 504 Committees will determine assistive technology and/or accessibility needs and consider the type of device necessary for software application and student use.

Acceptable Use Policy

General Guidelines: All technology must

- Support learning
- Follow local, state, and federal laws
- Be school appropriate

Security Reminders

- Do not share logins or passwords
  - Exception: students are asked to share passwords with parents or guardians
- Do not develop programs that harass others, hack, bring in viruses, or change others' files
- Follow internet safety guidelines

Activities Requiring Teacher Permission

- Using headphones in class
- Playing games

Appropriate 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

Device Use, Care, and Classroom Routines

Lockers

- Device should be stored on its side standing up, or on top of the books.
- Never pile things on top of the device or hang from locker hooks.
- Lockers should remain fully locked at all times.

Hallways

- Always use two hands to carry the device or place in a backpack or protective case.
- Never leave the device unattended for any reason.
- Log-off or lock the computer before you change classes.

Classroom Habits

- Center the device on the desk.
- Lock the device before walking away from it.
- Follow all directions given by the teacher.

Care of Device at Home

- Charge the device fully each night.
- Use the device in a common room of the home.
- Store the device on a desk or table - never on the floor!
- Protect the device from:
    - Extreme heat or cold.
    - Food and drinks.
    - Small children.
    - Pets.

Traveling To and From School

- Completely shut down the device before traveling.
- Avoid leaving the device in a vehicle.
- Use your backpack or carry the case by the handle or shoulder strap.
- Report all stolen devices to school personnel immediately. Stolen device can be located through and are retrieved in cooperation with the local police department.

Prohibited Actions

- Students are prohibited from:
    - Permanently marking device.
    - Defacing ACSD issued equipment in any way. This includes but is not limited to marking, painting, drawing, adding stickers or marring any surface of the device.
    - In the event of damage, the student may be subject to disciplinary action and/or the cost for device replacement.

Troubleshooting and Swaps

Troubleshooting Procedure

- Student tries to fix the problem.
    - Always try restarting the device as the first step in troubleshooting.
    - If appropriate, student may ask a classmate for help.
    - Student may ask a teacher if the teacher is available to help for this purpose.
    - Students are reminded not to waste too much time troubleshooting so they do not miss too much class time.
- If the student is unable to resolve the problem, the student should seek assistance from the Library Media Specialist.
- Student should then save any work that they have saved locally to his/her Google Drive.
- Student may be assigned a loaner device, through the school's Library Media Specialist, subject to availability and/or administrative approval.

Email for Students

All ACSD middle/high school students will be issued a Google G Suite email account. G Suite allows students to safely and effectively communicate and collaborate with ACSD 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 learning purposes only.
- Email transmissions may be monitored by staff at any time to ensure appropriate use. This means that teachers may check students' email. All email and all contents are 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).
- Harassment, profanity, obscenity, racist terms.
- Cyber-bullying, hate mail, discriminatory remarks.
- Email for individual profit or gain, advertisement, or political activities.

Webcams

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 learning 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.
- Parents/Guardians are responsible for monitoring of usage at home.

Streaming Digital Content/Applications (Videos, Music, Games)

- The use of these are determined by the teacher to support / deliver classroom instruction (lesson activities, student assignments).
- At school, permission for usage is determined by the classroom teacher.
- At home, permission for usage is determined by the parent/guardian.
- Software installation is not permitted and subject to deletion from the device.

Printing

District-provided devices will not be setup to print. Students should share their work via Google Drive, Google Classroom, or via email. If printing is still required, students will be able to access printers in the school library or computer labs.

Desktop Backgrounds and Screensavers

Any images set as the desktop background must be in line with the Acceptable Use guidelines.
- Inappropriate media may not be used as a device background. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, or gang-related symbols will be considered in violation of the Acceptable Use Policy #7315 and may result in a loss of device privilege and/or disciplinary action in accordance with the District's Code of Conduct.

Copyright and Plagiarism

- Students are expected to follow all copyright laws. Duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC)

Technology Discipline

Behaviors and Discipline Related to Student Device Use

Tech-related Behavior Violations	Equivalent "traditional" Classroom Violations
Email, instant messaging, internet surfing, computer games (off-task behavior)	Passing notes, looking at magazines, games (off-task behavior)
Cutting and pasting without citing sources (Plagiarism)	Plagiarism
Cyber-bullying	Bullying, harassment
Damaging, defacing, or endangering device or accessories	Vandalism, property damage

Using profanity, obscenity, racist terms	Inappropriate language
Accessing pornographic material, inappropriate files, or files dangerous to the integrity of the network	Bringing pornographic or other inappropriate content to school in print form
Using an electronic resources account authorized for another person	Breaking into or using someone else's locker

Tech Violations

Behavior unique to the digital environment without a "traditional" behavioral equivalent

- Chronic, tech-related behavior violations (see above)
- Deleting browser history
- Using electronic resources for individual profit or gain; for product advertisement; for political action or political activities; or for excessive personal use
- Making use of the electronic resources in a manner that serves to disrupt the use of the network by others
- Unauthorized downloading or installing software
- Attempts to defeat or bypass the district's internet filter
- Modification to district browser settings or any other techniques, designed to avoid being blocked from inappropriate content or to conceal internet activity
- Willfully and maliciously damaging device hardware and/or related peripherals

Examples of Unacceptable Use

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

1. Using the network for illegal activities, including copyright, license or contract violations
2. Unauthorized downloading or installation of any software including shareware and freeware
3. Using the network for financial or commercial gain, advertising, or political lobbying
4. Accessing or exploring online locations or materials that do not support the curriculum and/or are inappropriate for school assignments
5. 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
6. Gaining unauthorized access anywhere on the network
7. Revealing the home address or phone number of one's self or another person
8. Invading the privacy of other individuals
9. Using another user's account or password, or allowing another user to access your account or password
10. Coaching, helping, observing or joining any unauthorized activity on the network

11. Posting anonymous messages or unlawful information on the network
12. Participating in cyberbullying or using objectionable language in public or private messages, e.g., racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning or slanderous
13. Falsifying permission, authorization or identification documents
14. Obtaining copies of, or modifying files, data or passwords belonging to other users on the network
15. Knowingly placing a computer virus on a computer or network
16. Attempting to access or accessing sites blocked by the KSD filtering system
17. Downloading music, games, images, videos, or other media without the permission of a teacher
18. Sending or forwarding social or non-school related email

Please refer to Student Technology Acceptable Use Policy #7315 for more information.

Device Security

Two primary forms of security exist: device security and internet filtering.
- Each of the devices has been configured securely by the district.
  - ACSD strives to strike a balance between usability of the equipment and appropriate security to prevent the units from being damaged or used to cause damage to the ACSD network.
- Internet Filtering at ACSD maintains an on-site internet filtering software package.
  - This program automatically filters all student device access to the internet.

Damaged Equipment

Repairs

Occasionally, unexpected problems do occur with the devices that are not the fault of the user (computer crashes, software errors, etc.). The Technology Department team will assist students with having these fixed. These issues will be remedied at no cost.
- If there are excessive or deliberate damage to a student's device, administration will be in communication with student and family to discuss the concerns and determine appropriate solutions.

Lost or Stolen Equipment

Lost Equipment

Reporting Process

- If any equipment is lost, the student or parent must report it to the school immediately. Students can let a teacher or administrator know, and the staff member will assist him/her.

Stolen Equipment

Reporting Process

- If equipment is stolen, a police report must be filed and a copy of the report must be provided to the school by the student or parent in a timely manner. If there is not clear evidence of theft, or the equipment has been lost due to student negligence, the student and parent will be responsible for the full cost of replacing the item(s). Failure to report the theft to the proper staff and follow the proper filing procedure may result in a bill for full replacement cost to the student.
- Loaner devices: Temporary replacements, known as "loaners", are available at each school so that learning is not disrupted by the repair process. Students are responsible for the care of the swap while issued to them. The same rules and regulations apply to swaps.

Financial Responsibility

- The circumstances of each situation involving damaged or lost equipment will be investigated individually. Students/families may be billed for damaged or lost equipment in cases of damage.

BYOD

The district will provide all students with a device. Students will not be permitted to bring their own device (BYOD).

ACSD STUDENT/PARENT DEVICE AGREEMENT

Student/Parent Information

Student Name: _____

Last   First

Parent/Guardian Name: _____

Last   First

Terms of Agreement

In this agreement, "you" and "your" means the parent/guardian and the student enrolled in Arlington Central School District (ACSD). The "equipment" is a ACSD device and power cord/charger.

Terms:	You will be issued a ACSD device and power cord/charger. You will comply with the ACSD's Acceptable Use Policy and Parent /Student Handbook at all times.
Title:	Legal title to the equipment is in the District and shall at all times remain in the District. Your right to possess and use the equipment is limited to and conditioned upon your full compliance with this Agreement. Your possession of the equipment terminates on the collection date set by the school unless terminated earlier by the District or upon withdrawal from the District.
Lost, Stolen, or Damaged Equipment:	You must report any lost, stolen, or damaged equipment to the school immediately. For stolen equipment, you must also file a police report. If the equipment is lost or damaged, either intentionally or due to negligence, the student may be subject to discipline and you may be responsible for the cost of repair or replacement.
Sanctions for Violations:	Any activity that violates the Acceptable Use Policy and/or the 1:1 Device Parent /Student Handbook should be reported to a school administrator. Disciplinary action, if any, for the students and other users shall be consistent with the District's standard policies and procedures. Violations of the policy can constitute cause for revocation of access privileges, suspension of access to Arlington Central School District electronic resources, other school disciplinary action, and/or other appropriate legal or criminal action including restitution, if appropriate.

Acceptance of Terms

By signing this form, you confirm that you have read, understand, and accept the terms of the information in this agreement, the ACSD Acceptable Use Policy (AUP) and the Student/Parent Technology Handbook.

_____   _____

Parent/Guardian Signature   Date

_____   _____

Student Signature   Date