TECHNOLOGY POLICY
CODE OF CONDUCT FOR INTERNET AND OTHER COMPUTER NETWORK ACCESS

JT's 1:1 and BYOD Initiative

Justus-Tiawah Public School District is committed to aiding students and staff in creating a 21st century learning environment. Although 6th-8th grade will be 1:1 during the 2020-21 school year and our overall goal is to be 1:1 throughout our district as soon as possible, we see the benefit of students being able to use devices in the classroom. Our BYOD/1:1 (Bring Your Own Device) initiative will allow a student to have laptops/devices at school during class time. Students and staff will be able to access our wireless network with their personal devices (laptops, netbooks, tablets, etc) during the school day. With classroom teacher approval, students may use their own devices to access the internet and collaborate with other students. Many schools across the nation are implementing Bring Your Own Device policies for their students and staff. By allowing students to use their own technology on campus we are hoping to increase the access all students have to the technology they need to succeed.

Why are we doing this?

· Applications accessed by a web browser eliminate the need to have specific software loaded onto every student computer.
· Cloud based computing allows students to access their information from any computer with a web browser.
· The current economic times require unique strategies to ensure every student has equitable access to online resources.

1:1/BYOD Policy
AVAILABILITY OF ACCESS

Access to the District's wireless network, including the Internet, shall be made available to students and employees primarily for instructional and administrative purposes and in accordance with administrative regulations. Limited personal use of the system shall be permitted if the use:

· Imposes no tangible cost to the District;
· Does not unduly burden the District's computer or network resources;
· Has no adverse effect on an employee's job performance or on a student's academic performance

Access to the District's electronic communications system is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the system and shall agree in writing to comply with such regulations and guidelines. Noncompliance with applicable regulations may result in suspension or termination of privileges and other disciplinary action consistent with District policies.

Violations of law may result in criminal prosecution as well as disciplinary action by the District.

Justus-Tiawah Public Schools promotes and encourages the student use of personal electronic devices in an appropriate manner for educational purposes. Students must comply with current federal and state laws and district policies. The use of personal electronic devices is a privilege and as such, it can be revoked due to district policy violations. District personnel may restrict the use of such devices when required and unauthorized use will result in appropriate disciplinary action. Students are not to use electronic devices for the purpose of academic dishonesty. If this occurs, disciplinary action will be taken. During the course of the school year, additional guidelines may be discovered and they will be communicated to students at that time.

Terms of Acceptable Use and Internet Policy
Students:

- Must follow district guidelines each time the Internet is used at school.
- The District will not be responsible for any damaged or stolen personal devices, including loss of data.
- Once a student's personal device is on district property or at a district sponsored event, a student must make the personal electronic device available for inspection by an administrator, teacher or technology staff member upon request. District staff reserves the right to search the District and/or Personal electronic devices and the student network drive for software, files, messages or files sent or received via the Internet, No Expectation of Privacy on these devices.
- Must use appropriate language in all communications. The student will not use profanity, obscenity, offensive or inflammatory speech. The student will not participate in "Cyber Bullying" such as personal attacks and/or threats on or against anyone using these District and/or Personal electronic devices. The student will immediately report to school personnel any observed personal electronically transmitted attacks in any form made by others over the Internet or Local Area Network (LAN) while using District and/or Personal electronic devices

Acceptable Devices
Computers
Just about any laptop, chromebook or netbook is acceptable and will work on our network. Laptops need to have an operating system with a working web browser. Windows based, Apple, or ChromeBook operating systems should work without issue. All devices will need to be wireless enabled and need to have a screen size of 9.5" (10" class) or larger.

Mobile Devices
iPads & Android Tablets will work on the network. Please remember that the use of these devices, as with any personally owned device, is strictly up to the teacher. All devices will need to be wireless enabled and need to have a screen size of 9.5" (10" class) or larger.

Which should I bring?
We believe this depends on the classes you have and the projects you are working on. Mobile devices are great because they are small, easy to carry, and have access to many of the online applications you will be using. They are great for researching, planning, and collaborating. They are not great for creating new products. Though laptops and Chromebooks are a bit heavier to carry around, they allow you to be more productive in situations where you will be creating documents, movies, or other digital media. We suggest working with your teachers to determine what technology will best enable you to be successful.

FAQ - Parents

My son is bringing his iPad to school for instructional purposes. Will he have access to things he normally does with district equipment?
Answer: Your son will have access to any of the web based software our school currently use. Software may run differently on different devices for varying reasons. You should consult your owner's manual for software limitations. (Ex. iPads cannot run software requiring Flash Player)

As a parent, am I required to add additional software (virus protection, filter, tracking device etc.) to my child's technology tool?
Answer: No. Currently we are not requiring any additional software for school use. Virus protection is always advised, but not required to participate in BYOD. While on the Justus-Tiawah Public School's network, students will be monitored through the district's filter so there is no need for additional filtering software while at school and using Justus-Tiawah School's Wireless access.

I have read the terms of service and I do not wish to have my daughter accessing the Internet using her own laptop. I would like to allow her to continue using her computer for productivity, but not the Internet. Is this allowable?
Answer: Yes, your daughter may choose not to accept the terms of use, however, the rules outlined in the Acceptable Use Policy still apply for technology use of any kind (Internet or other). Also, it is not the responsibility of campus staff to ensure she has not accessed the Web on her own technology device. Damage or theft is still the responsibility of the owner.

If my daughter's laptop is stolen or damaged, what recourse can I take?
Answer: The district is not responsible for any damage or theft of student owned equipment. Keeping track of the device's serial number, model and type will be helpful. Theft or vandalism of any kind should be reported immediately to a campus administrator, so he/she can take the appropriate steps.

What are the classroom rules for using student owned devices including phones?
Answer: Teachers make the final decision for any tools used in the classroom; student owned equipment would be no different. It will be up to the individual teachers to communicate their expectations to parents and students. Contact your child's teachers or administration for his/her expectations.

Will my child have access to communication tools like email or message boards while on the Justus-Tiawah School District Wireless network?
Answer: Yes. All students have user accounts for Google's GSuite for Education. GSuite includes email, file storage, Google Classroom and other useful educational tools.

Where can I see the Acceptable Use Policy for Technology?
Answer: Please contact the school to request a copy of our Acceptable Use Policy.

Why can I not send my son/daughter to school with an iPod Touch or allow them to just use their smartphone as a BYOD device?
Answer: The devices will still be allowed to access the school's wireless network, but the concept behind the BYOD/1:1 Initiative is that the devices will be be a tool that the students can use during class to enhance the educational experience. At this time, we feel that devices with screen sizes smaller than 9.5 inches (10 inch class) hinder the student from obtaining a rich technological enriched educational experience.

FAQ - Students

I have my laptop with me in class. How do I get on the Internet now?
Answer: Most laptops or other personal devices (smart phones), will detect a wireless connection when you are near one. Most of the time your technology tool will ask you if you would like to join the network. When prompted, choose **Wildcat Guest**from the list.

My laptop is not prompting me to choose a wireless network. Is there another way to connect?
Answer: In the settings menu of your device, there is usually an icon for a network, go to this icon and choose the **Wildcat Guest**from the list or prompt your computer to look for wireless networks in range. always consult your devices' owner's manual for exact directions for accessing a wireless network.

I brought my iPad to school to use in the classroom, but my teacher said I couldn't use it in her classroom. Can I still use it?
Answer: The teacher in the classroom is the final say on procedures in the classroom. If he or she asks you not to use your technology tool, then you should follow those directions. Access is only available, not guaranteed for each classroom situation.

I just can't get my laptop to connect to the network. Can I get some help from someone?
Answer: Resources may be available to help you connect to the **Wildcat Guest**on campus; however, you will need to consult with a technology advisor for these resources. It is not the responsibility of your teachers or other Justus-Tiawah District staff to troubleshoot individual devices during the school day. Check your owner's manual for issues concerning connectivity.

I need to save my work. Where Should I save my work?
Answer: You can access Google Drive and save your work in folders created by you. If you do not know your login credentials ask your teacher.

How do I print my work?
Answer: You can use the school desktop computers to print your work.Currently BYOD & 1:1 machines are not configured to print.

My laptop was stolen when I brought it to school. Who should I contact about this?
Answer: Bringing your own technology tools to school can be useful, however some risks are involved as well. It is always a good idea to record the device's serial number to have in case of theft. Justus-Tiawah School District is not responsible for the theft of a device nor are we responsible for any damage done to the device while at school. Any time a theft occurs, you should contact a school administrator to make him/her aware of the offense.

Why am I filtered on my own computer? Shouldn't I be able to see what I want to on my own device?
Answer: Student filtering is a requirement of all public schools. The Children's Internet Protection Act (CIPA) requires all network access to be filtered, regardless of the tool you use to access it while in a public school. Your laptop or phone is the device, the network you are using while at school belongs to Justus-Tiawah School District and will be filtered.

Am I still held accountable for the Acceptable Use Policy I signed at the beginning of the school year even though this is my own personal computer?
Answer: Yes. The Acceptable Use Policy for Justus-Tiawah School District remains in effect even when you are using your own laptop, smart phone, iPad etc. Violating the terms of the AUP would be a student code of conduct violation and would be dealt with by an administrator. You can request a copy of the Acceptable Use Policy in the office.

FAQ - Teachers

My classroom is not conducive to student owned technology, am I required to allow my students to access their technology tools in the classroom?
Answer: No. Although we encourage teachers to leverage the student owned technology tools in their classroom for learning, there is no requirement of teachers to allow this. You are in charge of the way your class functions and the rules that apply.

Some of my students cannot access the network on their laptops or phones. I don't have time in a class period to help them with this. Should I put in a help request or call the help desk?
Answer: No. Students who cannot access the **Wildcat Guest** network or who may have technical issues with their technology tool need to take care of this issue by working with their user's manual that came with the device out of the classroom. These are not Justus-Tiawah School District devices and the district is not allocating resources at this time to troubleshoot issues. You are welcome to help if you choose, but it is not a staff member's responsibility to ensure that student owned technology is functioning properly.

I have students on my campus who are accessing the Internet using their provider's data plan (AT&T, Sprint, Verizon etc.) on their smart phones or laptops, hence bypassing the filter. Is this a violation of the student AUP?
ANSWER: This is not an AUP violation because the student is not bypassing the filter on the Justus-Tiawah Schools District's network, but instead using a provider's data plan.

I have my own laptop and a smart phone. I would like to utilize these tools at work. Does this new plan include all school staff?
Answer: Yes. school staff can also access the **Wildcat Guest**network. Keep in mind that the **Wildcat Guest**network is going to be filtered for everyone accessing it.

One of my students was using his laptop to bully another student on campus. Should I call the central technology office concerning this problem?
Answer: No. Any disciplinary infractions that occur from using technology tools should be referred to an administrator. This would be a student code of conduct issue.

Responsibilities - Parents

Your son/daughter has been issued a ChromeBook/notebook computer computer to improve and personalize his/her education this year. It is essential that the following policies and rules be followed to ensure that your son/daughter receives the maximum benefit from the use of the computer and that the computer is used in a safe, efficient and ethical manner.

• I understand that my son/daughter will not be allowed bring the ChromeBook/notebook computer home until all holds are cleared against his/her name and payment have been made.
• I understand there is a non-refundable user fee I must pay for my child to use a school-owned ChromeBook/personal notebook computer.
• I will supervise my son/daughter's use of the notebook computer at home.
• As a family, we will discuss appropriate places to use the computer to ensure its safety from dropping and damage.
• I will discuss our family's values and expectations regarding the use of the Internet and email at home and will supervise my son's daughter's use of the computer to access the Internet and email accounts.

• I will not attempt to repair the notebook computer, nor will I attempt to clean it with anything other than a soft, dry cloth.
• I will report to the school any problem with my son's/daughter's ChromeBook/notebook computer immediately.
• I will not attempt to delete any software from the ChromeBook/notebook computer.
• I will make sure my son/daughter recharges the notebook computer battery nightly.
• If my son/daughter does not take their device to school with them, they may be required to complete an alternate assignment if the ChromeBook/notebook computer is being used in class and will still be responsible for completing the missing computer assignment.
• I understand that only a portion of my child's instruction and assignments will be completed using technology. there will be traditional instruction and assignments required of my child.
• I understand that if my son/daughter deliberately damages the computer or through gross negligence allows damage to the computer, there may be a claim fee for repairing/replacing the device and/or my child may face consequences up to and including the loss of computer use privileges or suspension.
• I agree to make sure the ChromeBook/notebook computer is returned to the school when requested and upon my son's/daughter's withdrawal from Justus-Tiawah Public Schools.

Responsibilities - Students

Your ChromeBook/notebook computer is an important learning instrument and is primarily for educational purposes.

In order to take your ChromeBook/notebook computer home, you must be willing to accept the following responsibilities:

• All holds must be cleared and payment made before you will be allowed to take the ChromeBook/notebook computer home.
• When using the ChromeBook/notebook computer at home, at school and anywhere else I may take it, I will follow these policies and rules and the rules contained in the Justus-Tiawah Schools Handbook, and abide by all local, state and federal laws.
• I will treat the ChromeBook/notebook computer with care by not dropping it, getting it wet, leaving it outdoors, using it with food or drink nearby, or using it in horseplay.
• I will not loan the ChromeBook/notebook computer to anyone, not even my friends or siblings; it will stay in my possession at all times.
• I will not attempt to delete any pre-installed software onto the ChromeBook/notebook computer .
• I will not remove programs or files from the ChromeBook/notebook computer .
• I will honor my family's values when using the ChromeBook/notebook computer .
• I will use my ChromeBook/notebook computer in safe locations as agreed to by my parents.
• I will not give personal information when using the ChromeBook/notebook computer .
• I will not use the ChromeBook/notebook computer to spread rumors or create conflict with other students.
• I will bring the ChromeBook/notebook computer to school fully charged every day.
• If I do not have my ChromeBook/notebook computer in class, I may be required to complete an alternate assignment if the notebook computer is being used in class. I will still be responsible for completing the missed computer assignment.
• I agree that e-mail (or any other computer communication) should be used only for appropriate, legitimate and responsible communication.
• I will keep all accounts and passwords assigned to me secure, and will not share these with any other students.
• I will not attempt to clean or repair the ChromeBook/notebook computer
• I will return the ChromeBook/notebook computer when requested and upon my withdrawal from Justus-Tiawah Public Schools.

• I understand that if I violate any of these rules, I may lose the privilege to use the ChromeBook/computer at home or even at school.
• I understand that if I deliberately damage the ChromeBook/computer or through gross negligence I allow damage to the computer, there may be a claim fee for repairing/replacing the device and/or I will face consequences up to and include the loss of computer use privileges or suspension.
• I will return the ChromeBook/notebook computer in good condition and repair when requested and upon my withdrawal from Justus-Tiawah Public Schools.
• I will report to the school any problem with my ChromeBook/notebook computer immediately.

Tech Support

Network Connection
For students bringing their own device (BYOD) who cannot access the Justus-Tiawah School's wireless network or who may have technical issues with their technology tool need to take care of this issue by working with the user's manual that came with the device outside of the classroom. These are not Justus-Tiawah School devices and the district is not allocating resources at this time to troubleshoot issues.
Some teachers may be knowledgeable in connecting your device and willing to help if time allows.

Printing
Currently there is no printing option from a personally owned device or any school-owned device leased to students. This might change in the future as we update the way the school's printers are configured and dispersed throughout the building. Until then students have the option of accessing their document from a school computer to print. If printing needs to be completed, students will need to use a school desktop machine.

Technology Lease Fees

A non-refundable Technology Lease Fee must be paid to Justus-Tiawah Public School before a school device can be checked out for home use.

Technology Lease Fees are listed below...

Technology Lease Fees (All Grades): $25 per student per year

Other Fees:
Non-Negligence: Laptop/ChromeBook will be repaired at no cost.
Negligence: Laptop/ChromeBook – an additional Technology Lease Fee of $25
       Keyboards - $10
       A/C Adaptors - $10
       Hotspot- $10
(Negligence is determined and finalized by Justus-Tiawah School)

Lost or Stolen: Laptop/ChromeBook– $250
       A/C Adaptors - $10
       Hotspot- $60

JUSTUS-TIAWAH PUBLIC SCHOOLS DEVICE LOAN AGREEMENT
FOR 2020-2021

Student Name (print) _____ Grade _____
(One Student Per Form)

Items to be checked out to the student for academic work for the 2019-2020 school year are: ChromeBook (Applicable Grades), Charger, Case (if available), and/or Hotspot. A required one time non-refundable fee will be assessed before device check-out.

Check-in date May 2021, requested by Justus-Tiawah School, or when the student leaves district.

The above listed items are being lent to borrow and are in good working order. It is the Borrower's responsibility to care for the equipment and ensure that it is retained in a safe environment.

This equipment is and at all times remains the property of Justus-Tiawah Public Schools of Justus-Tiawah, Oklahoma, and is herewith lent to the student for educational purposes for the Academic School year. Student may not deface or destroy this property in any way.

Inappropriate use of the machine may result in the student losing his/her right to use this computer. The equipment will be returned to the school when requested by Justus-Tiawah Public Schools or if the student withdraws from Justus-Tiawah Public Schools prior to the end of the school year.

The district property may be used by the Borrower only for non-commercial purposes, in accordance with the district's policies and rules, the Justus-Tiawah Schools Handbook, as well as local, state and federal statutes.

The District is not responsible for any computer or electronic viruses that may be transferred to or from Borrower's data storage medium. Justus-Tiawah Public Schools maintains the right to obtain reimbursement from, or on behalf of, students for any negligent or intentional damage to, loss of, or failure to return school property. Borrower acknowledges and agrees that Borrower's use of the district property is a privilege and that by Borrower's agreement to the terms hereof, Borrower acknowledges Borrower's responsibility to protect and safeguard the district property and to return the items in good condition and repair upon need and request by Justus-Tiawah Public Schools.

Technology Lease Fees (all students and devices): $25 per student, per year

Other Fees: *Non-Negligence:* Laptop/ChromeBook will be repaired at no cost.
        Negligence: Laptop/ChromeBook – an additional Technology Lease Fee of $25
                A/C Adaptors - $10
                Hotspot - $10
                (Negligence is determined and finalized by the Technology Department)
        Lost or Stolen: Laptop/ChromeBook – $250
                A/C Adaptors - $10
                Hotspot - $60

I have read and understand the Computer Loan Agreement, the JT Student Responsibility & Parental Responsibility Guidelines. Sign and return this page to the school.

Student Signature _____ Date _____
(One Student Per Form)

Parent Signature _____ Date _____