

LINN JOINT 6  
REEK SCHOOL  
TECHNOLOGY HANDBOOK  
2020-2021

## **Our Technology Initiative**

Linn Joint 6 District, also known as Reek School, is committed to helping students learn multiple technology platforms. To this end students will have access to iPads in grades K-2 and Chrome Books in grades 3-8. The student computer lab also gives students access to PC based computers.

This Handbook outlines the procedures and policies for students and families to help protect the technology investment for Reek School. All device users must follow the Acceptable Use Policy which is included in this document.

### **1:1 Efforts**

Reek School supplies students with his/her own device for use within the school setting. Starting in the year 2019, each student in grade 5 will receive a school-issued Chrome Book. This device will remain with the student throughout grades 5-8 and will be available for the student to own after 8<sup>th</sup> grade graduation. Students are not to use personal devices at school; all computer needs for school use will be provided by the school. School-issued devices are for school use and are not to be taken to students' homes.

### **Care of School-Issued Devices**

- Devices are to be handled and used responsibly.
- Devices are to be properly charged according to the classroom teacher's directions. Students are expected to have a fully charged device each day for classes requiring the device.
- No device should be left unattended.
- Sound must be muted at all times unless specific permission is obtained from a teacher.
- Device background may not be changed or personalized in any way.
- Students should have their own personal set of headphones for use with devices. Additionally, students must purchase a USB Microphone headset in grades 5-8 to use for foreign language class.
- Headphones may be permitted at the discretion of teachers.
- Avoid placing food or drink near a device.
- Cords, cables, and removable storage devices should be inserted and removed carefully from the device.
- Avoid placing any writing, labels, stickers or any other tagging on the device.
- Heavy objects should not be placed on top of a device.
- The device should be cleaned weekly according to the classroom teacher's directions.
- Store the device carefully in a locker when needed and ensure that no heavy objects are placed on top of the device.
- School-issued devices are for school use and are not to be taken to students' homes unless authorized by staff.

### **Device Replacement/Repair**

- Students are required to pay a device fee at the beginning of each year. The annual fee for iPads is \$25 and for Chrome Books is \$50.
- Any problems with any device must be reported immediately to the classroom teacher.
- If a device needs to be sent out for repair, a loaner device may be available for student use, but this is not a guarantee since the number of loaner devices is limited.
- Any damages to the device, the cord, or the case will be the responsibility of the student.
- Repair costs are as follows:

<b>Item</b>	<b>Cost</b>
• Broken Screen	• \$75
• Broken Keyboard	• \$75
• Charging Cord	• \$25
• Carrying Case`	• \$25
• Other damage	• To be determined based on costs

### **Monitoring of Devices and Use of Devices**

- Reek School purchases filtering services to keep students safe. The browsing history is recorded. Student access to internet sites is restricted as needed for classroom use.
- Students are to adhere to practices and policies regarding internet use.
- Students are issued a school email account. That account is the only email account permissible at Reek School and the only one permissible for schoolwork and school communication.
- Students are to handle and use devices responsibly.

### **Information and Communication Technologies Acceptable Use Policy – Policy 7540.03**

Reek School is providing access to the Internet as a means to enhance the curriculum and provide learning opportunities for all students. The District has established the Information & Communication Technologies Acceptable Use Policy to ensure appropriate use of this resource.

### **Rationale**

The reasons for using the Internet as an instructional resource are:

- accessing global resources
- entering into partnerships to enhance learning options
- broadening problem solving and decision making abilities
- broadening research capabilities by using appropriate materials
- developing higher level thinking skills
- gaining employability skills needed for the 21st century
- utilizing electronic communication for educational purposes.

Internet access will be provided for students and staff for the purpose of conducting research and communicating with others. Independent student access to the Internet will be provided only to students who have agreed to abide by this policy and its accompanying guidelines and to act in a considerate and responsible manner.

As a part of its internet safety policy, Reek School will educate minors about cyberbullying awareness and response, and appropriate online behavior, including interacting with others on social networking websites and in chat rooms.

Communication on the Internet is often very public in nature. Students are responsible for good behavior in the use of computers and the Internet, just as they are in a classroom or on school property. The Board does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines. Users who disregard this policy and accompanying guidelines may have their privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the District computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board policy and accompanying guidelines. When using the District's access to the Internet, users are expected to abide by the policies established by the District, which include generally accepted rules of network etiquette. These include, but are not limited to the following:

**Acceptable Use-Responsible users:**

- will follow rules of common sense or etiquette
- may use the Internet to research classroom projects and electronic mail for educational purposes only
- may use the Internet to explore other computer systems
- will respect and uphold copyright laws and all other applicable laws or regulations
- will respect the rights and privacy of others by not accessing private files
- will use the Internet in accordance with district policies relating to harassment
- may download or use streaming video or audio, or any software program only with permission of the computer director to avoid overtaxing the network
- shall use the network in such a way that would not disrupt the use of the network by others
- will follow the regulations posted in the computer lab or other areas where computers are in use
- will follow the directions of the adult in charge of the computer lab or other areas where computers are in use
- will use their school assigned email for educational purposes only

**Unacceptable Use - Responsible users shall not:**

- use the Internet for any illegal purpose
- bypass or attempt to bypass the filter
- use profane, impolite, or abusive language
- access or use gambling websites
- access any computer files that do not belong to the user or use another person's password
- use the system for commercial or profitable purposes
- use the network to access, transmit, or download pornographic, offensive, harassing, or other inappropriate material
- use computers to access or lead to unauthorized access into accounts or other computer networks.
- use computers to pursue "hacking" internal or external to the district, or attempt to access information that is protected by privacy laws.
- create and/or distribute a computer virus over the network
- use the network in such a way that would disrupt the use of the network by others
- deliberately or willfully cause damage to computer equipment, system, or network or assist others in doing the same
- deliberately access materials that are inconsistent with the school's code of conduct or the District's educational goals or show others how to do the same
- violate copyright or otherwise use another person's intellectual property without his or her prior approval and proper citation
- use the Internet to harass, bully, insult, or threaten others
- use an account other than their own or misrepresent their identity.
- reveal addresses, phone numbers, images, or any other personal information about self or others when using the Internet or communicating electronically.
  - take photos with a device without specific permission from the teacher.

**Use of Online Collaboration Tools including Web Pages and Social Networking**

Certain educational Web 2.0 services (e.g. Moodle, blogs, Zoom, Google Meets and docs, podcasts, wikis) that emphasize online educational collaboration and sharing are permitted only in controlled, staff supervised settings and for valid school-related purposes. All other uses are prohibited.

Use of social networking services (e.g. Facebook, Instagram, Twitter) is not permitted for students using District Systems.

**Use of Student Likenesses. Student Work. Student Voice on Websites**

Student Likeness: A student's likeness (photograph or video image) may be posted on a teacher, school, or district website for educational purposes unless a parent/guardian denies permission to do so through the opt-out procedure offered at registration. All content shall be age appropriate

to safeguard students by shielding the identification of students' identification and locations. Content may include names of individuals; however identifying information, such as names of family members, e-mail addresses, addresses and phone numbers will remain private. Security and Safety In compliance with the Children's Internet Privacy and Protection Act (CIPPA) and other applicable laws, the district has implemented filtering/and or blocking software to restrict access to Internet sites containing child pornography, obscene depictions, or other objectionable materials harmful to minors. Nevertheless, parents/guardians are advised that a determined user may be able to gain access to services on the Internet that the Board has not authorized for educational purposes, and are responsible for setting and conveying the standards that their children should follow when using the Internet. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find offensive, inappropriate, objectionable, or controversial. Reek School does not condone the use of such material. Students must have a specific information objective in mind before they will be allowed to use Internet resources.

In order to ensure the systems are being used for educational purposes, Reek School reserves the right to inspect all data stored in public or private areas of networked or individual storage systems of any kind, without notice or warning, and at any time or for any reason. No District user should have any expectation of privacy as to his or her Internet usage, or the privacy of any electronic mail message, file, download, note or other data stored on or transmitted or received through any District computing facility.

Access to the Internet via Reek School is a privilege, not a right. This privilege may be restricted at any time for use not consistent with the educational goals of the district.

Students who commit any of the above listed acts of misconduct will be disciplined in one or more of the following ways:

- the device will be confiscated
- the student's parents will be contacted
- the student will be given limited access to school telecommunications equipment, networks, and service
- the student will be denied access to school telecommunications equipment, networks, and services
- the student will be required to pay for all property damage
- the student will receive an in-school suspension
- the student will receive an out-of-school suspension
- the student will be denied access to all district owned computer equipment, networks, and services
- the appropriate law enforcement agencies will be notified
- the student will be recommended for expulsion

The Linn Joint 6 District (Reek School) is governed by federal laws and local board policies including:

- Family Educational Rights & Privacy Act (FERPA)  
<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>
- Children's Internet Privacy and Protection Act (CIPPA)  
<http://www.fcc.gov/guides/childrens-internet-protection-act>
- Children's Online Privacy Protection Act (COPPA)  
<http://www.ftc.gov/privacy/coppafaqs.shtm>

**PARENT SIGNATURE PAGE**

Parents are responsible for reviewing this Handbook with their children and ensuring that students understand their responsibilities with use of technology at Reek School.

**I have received the Technology Handbook and will review it with my children.**

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_