Waverly/South Shore School 14-5
Technology Student Handbook

2019-2020

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Foreword

Waverly-South Shore School has actively pursued making advanced technology and increased access to learning opportunities available to our staff and students. Comprehensive understanding and practice of responsible use of these resources, by staff and students alike, is essential. Staff and students are required to sign and submit a network acceptable use agreement prior to their receiving privileges to access the network or internet. It is the expectation of the Waverly-South Shore School that all staff and students maintain a clear separation between school-related use of technology resources and personal use.

The Waverly-South Shore School's technology resources include but are not limited to the following resources: network, internet, computer hardware, mobile devices, peripheral devices, software, printers, servers, stored text, data files, electronic mail, optical media, digital images, and new technologies as they become available.

Purpose of the Waverly-South Shore School Network and Internet Access:

The Waverly-South Shore School provides computers and network capabilities to students for the purpose of enhancing instruction through technological resources. The Waverly-South Shore School provides Internet access and electronic mail (e-mail) to students through the Waverly-South Shore School network as educational resources. It is a general policy of the Waverly-South Shore School to promote the use of computers in a manner which is ethical, responsible, and legal. Access to the Waverly-South Shore School network and technology equipment is a privilege. Failure to adhere to the policies in this handbook will result in revocation of privileges. Should privileges be revoked, there shall be no obligation to provide a subsequent opportunity for access to the Waverly-South Shore School network.

We believe the internet offers vast, diverse, and unique resources to both students and teachers. Internet access is available to students within the Waverly-South Shore School. Our goal in providing this service to students is to promote educational excellence in the Waverly-South Shore School by facilitating resource sharing, innovation, and communication.

On a global network it is impossible to control all materials, and students may discover controversial information. We firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that students may discover material that is not consistent with our educational goals.

Internet access is coordinated through a complex association of government agencies and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. By signing and submitting the network acceptable use agreement, students and their parent(s)/guardian(s) are indicating their understanding of the policies outlined in this handbook as well as expressing their commitment to abide by these policies.

Network Access and Use

The use of the Waverly-South Shore School network must be in support of education and research and consistent with the educational objectives of the Waverly-South Shore School. Prohibited uses of the Waverly-South Shore School network include, but are not limited to the following:

1. Transmission of any material in violation of any United States or state regulation, including but not limited to copyrighted material, threatening or obscene material, or material protected by trade secret;
2. Uses related to commercial activities;
3. Uses related to advertisement or political lobbying;
4. Use related to, or in support of, any obscene or pornographic purposes;
5. Plagiarizing any information gained on or through the Waverly-South Shore School network or any other network access provider.

6. Use appropriate language. Sending, accessing, uploading, downloading, creating, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit material is prohibited. If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, notify the Technology Coordinator immediately so such sites can be blocked from further access.
7. Do not reveal your full name, phone number, home address, social security number, credit card number, or passwords on web sites not related to current and/or future educational and/or employment opportunities.   Do not reveal personal addresses and/or phone numbers of fellow students, teachers, or colleagues.
8. Do not use the network in any way that would disrupt network services for other students. Games, including but not limited to flash, web-based, and executables/installables should only be used with prior approval.
9. Do not attempt to access work, folders, or files that are not your own.
10. Inappropriate use of school-issued/owned technology resources will result in disciplinary action.
11. Students are to avoid intentionally wasting school technology resources.

Use and Care of District Owned Computers and Equipment-Terms and Conditions
1. Students are responsible for the general care of the laptop computers and accessories they have been issued by the Waverly-South Shore School. Laptop computers and accessories that are broken or fail to work properly must be reported to the Technology Coordinator. Lost or stolen laptop computers or accessories should be reported to the Technology Coordinator and administration immediately.
2. No food, drink, or candy is allowed around any computer equipment.
3. Students are not to alter or change the settings of computers in any way that is deemed harassment, inappropriate, an inconvenience to the operator(s) of the computers, or makes the computer temporarily inoperable.
4. Students are not to alter, damage, or vandalize computers in any way. Costs associated with repairs to computers from such damage, including compensation for the time necessary to make such repairs, shall be the responsibility of the student and/or parent(s)/guardian(s).
5. Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by the Technology Coordinator to ensure appropriate use. Waverly-South Shore School cooperates fully with local, state, and federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of email and network communications are governed by the South Dakota Open Records Act. Proper authorities will be given access to their content.
6. The laptop bag purchased when the laptop computer is issued provides a suitable means for carrying the laptop computer when not in use. Only laptop computers and accessories should be in the laptop bag when transported.
7. Laptop computers should be turned off before leaving the school building each day. The laptop should also be turned off at home before returning to school. Failure to turn off the computer before leaving and entering school may cause your server files to not configure properly. Laptop computers must be brought to school in a fully charged condition.
8. Under no circumstance should laptop computers and accessories be left in unsupervised areas. Any laptop computer left unattended is in danger of being stolen or damaged and will be collected by staff and taken to the Technology Coordinator. Technology privileges may be suspended or revoked for students whose equipment is collected from an unsupervised situation.

User Privileges

Access to the Waverly-South Shore School network is a privilege, not a right. The privilege of using the technology resources provided by the Waverly-South Shore School is not transferable to people or groups outside the district and terminates when a student is no longer enrolled in the Waverly-South Shore School. School administration and the Technology Coordinator will deem what is inappropriate use. Misuse or abuse of this privilege will result in disciplinary actions. Waverly-South Shore School may deny, revoke, or suspend specific use access. The student to whom an account on the network is issued is responsible, at all times, for its proper use.

Communications Issues

Guidelines for utilizing school-provided email, social media, chat rooms, message boards, etc. include, but are not limited to, the following:
1. Students will not be allowed to subscribe to listservs and/or newsgroups without permission from the Technology Coordinator.
2. Students will not be allowed to use the Waverly-South Shore network to access e-mail accounts issued by other providers.
3. Students will not be allowed to access social media without permission from the Technology Coordinator. Social media usage will be limited to educational purposes.

Inspection and Privacy

Student accounts are considered the property of Waverly-South Shore School. Student laptop computers and accounts may be inspected periodically. Waverly-South Shore School may review school computers to maintain system integrity and to insure that students are using the system responsibly. While user files will not be examined without reasonable cause, students should not expect anything stored on Waverly-South Shore School computers or networks to be private.

Laptop Undergoing Repair

Loaner laptop computers and/or accessories may be issued to a student when the student's assigned laptop is being repaired. There are a limited number of loaner laptop computers and there may be times when loaner laptop computers are not available.

LightSpeed Content Filter

LightSpeed is a server that has been installed to filter internet content while computers are in use at school and off-campus. LightSpeed will block inappropriate websites and record web sites and search requests that are visited or created from school or home. There are various filter options used to restrict student access as needed.

Managing Files and Saving Work

Students will be issued their own user account and folder on the network with space to back up ONLY school-related work. It is suggested that all students backup their work at least once per week using supplemental file storage, including flash drives and cloud storage. It is the student's responsibility to ensure work is backed up in the event of mechanical failure or accidental deletion.

Non-liability

Waverly-South Shore School makes no warranties of any kind, whether expressed or implied for the service it is providing. Waverly-South Shore School will not be responsible for any damages suffered through loss of data resulting from delays, non-deliveries, misdeliveries, or service disruptions cause by negligence, errors, or omissions. Use of any information obtained via the Waverly-South Shore School network is at the student's own risk. Waverly-South Shore School is not responsible for the accuracy or quality of information obtained.

Notification

Each student has the responsibility to notify the Technology Coordinator immediately if you encounter materials which violate the acceptable use policies. This includes the responsibility to report any student known to violate the policy. Students who know about but do not report infractions may also be subject to disciplinary action.

Personal Mobile Devices and Hot Spots

Student's mobile devices and phones not owned or managed by the Waverly-South Shore School are not allowed on the Waverly-South Shore School network. Mobile "Hot Spots" are not allowed to be used in school due to filtering restrictions required by law.

Personal Use

The Waverly-South Shore School recognizes the use of personal exploration as a learning tool. All accessed material should be educationally appropriate. Any personal files and data created must be stored using supplemental file storage. All files and data stored on the Waverly-South Shore School's servers is considered to be the property of Waverly-South Shore School. If performance or function of the Waverly-South Shore School's computers or resources is impaired due to excessive personal items installed or stored on the server or computer, Waverly-South Shore School may require their removal.

Procedures for Reloading Software and Recovery of Data/Files

If technical difficulties occur or non-school software is discovered, the Technology Coordinator will work to recover all school-related files and software.

Recordings

Students must obtain consent before recording or sharing audio and/or video recordings of others.

Security

Do not share your password with another individual. Should another individual gain access to your password, it is your responsibility to change your password through the Technology Coordinator immediately. Do not use another individual's account or provide access to unauthorized individuals. Attempts to login to the network as another user or the network administrator will result in cancellation of user privileges. Any student identified as a security risk or having a history of problems with other computer systems may be denied access to the network. If you feel you can identify a security problem on the network (including Internet), you must notify the Technology Coordinator.

Software

Software cannot be downloaded, installed, or uninstalled without permission from the Technology Coordinator. Copying software may be in violation of state, federal, or international copyright laws. Equipment issued by Waverly-South Shore School will contain software and applications pertinent to the curriculum of the Waverly-South Shore School. Any resources originally installed by Waverly-South Shore School must remain on the laptop computers. Upgraded versions of licensed software will be automatically updated through the network when necessary. Waverly-South Shore School may add software applications for a particular purpose at any time. The licenses for this software may require that the software be deleted from the computer at a future time. Periodic checks of computers may be made to ensure that the school has not exceeded it licenses. Software found to be interfering with Waverly-South Shore School software will be removed.

Vandalism and Hacking

Vandalism or hacking of hardware, software or stored information will result in disciplinary action. This includes, but is not limited to, the uploading or creation of computer viruses; installing, enabling, launching, or creating programs that interfere with the performance of the network, internet, or hardware technology resources; pencil marks, stickers, graffiti, carving, burning, other defacing markings; exposure to extreme heat; etc. The use or possession of hacking software is strictly prohibited. Violation of applicable state or federal law, including the South Dakota Penal Code, Computer Crimes, will result in criminal prosecution and/or disciplinary action by Waverly-South Shore School.

Disciplinary Action

Any user who violates any portion of this agreement will be subject to disciplinary action. The type of disciplinary action depends upon the severity of the infraction and shall follow the applicable Disciplinary Grid in the K-12 Student Handbook.

Infinite Campus Parent Portal

The Infinite Campus Parent Portal program is available as a means to further promote educational excellence and enhance communication with parents. The portal allows parents to view their own child(ren)'s school records online at any time. All parents using the portal are expected to use the portal in a responsible, ethical, and legal manner. Parent Portal is available to every parent or guardian of a student enrolled in grades K-12 at Waverly-South Shore School. An Infinite Campus Parent Portal user agreement must be filled out in order to receive access credentials to Parent Portal.

Receiving Equipment

Student laptop computers will be distributed at the beginning of each school year. Students and their parent(s)/guardian(s) must sign and return the Student Network Acceptable Use Agreement before equipment can be issued and accounts created for the student. School-issued laptop computers are the property of the Waverly-South Shore School and are for educational use. These laptop computers may be collected at various times throughout the year and will be collected at the end of each school year for maintenance, cleaning, and software instillation or upgrades. Students will retain the original laptop computers each year while enrolled at Waverly-South Shore School.

All individual laptop computers and accessories must be returned at the end of each school year. Students who graduate early, withdraw, are alternatively placed outside the district, are suspended or expelled for any length of time, or terminate enrollment at the Waverly-South Shore School for any other reason must return school laptop computers and accessories on the date of suspension or termination. Failure

to return any Waverly-South Shore School-owned equipment will result in a theft report being filed with the Codington County Sheriff's Department.

Student laptop computers and accessories will be labeled in the manner specified by the Waverly-South Shore School. Laptop computer and accessories can be identified by the serial number, district asset tag, or other means. School district tags should not be altered or removed, and should remain visible. Please notify the Technology Coordinator if these tags need to be replaced. Laptop computers and accessories must remain free of any writing, drawing, stickers, or labels that are not the property of the Waverly-South Shore School.

Laptop Take-Home Information and Expectations

The laptop computer and accessories that are being provided to your child is to be used for the completion of coursework as set forth by the district. With the increase of school work and the ability to work online from home, we feel that laptop use at home is essential to academic success at the high school level.

The laptop computer and accessories that your child is being issued are educational tools and should be used only in that capacity. Failure to comply with the provisions outlined in this handbook will result in loss of laptop computer privileges. Consequences could range from loss of computer privileges at school to revocation of the student's laptop computer take-home privileges.

The student and his/her parent(s)/guardian(s) must sign and return the Laptop Computer Take-Home Permission Form before the student is issued a laptop computer. Signing this form also acknowledges that the student and his/her parent(s)/guardian(s) assume all financial responsibility for loss of or damage to the laptop computer and accessories issued by Waverly-South Shore School. Waverly-South Shore School strongly encourages each family to visit with their insurance agent to include the school-issued laptop computer and accessories in their homeowner's/renter's insurance coverage.

If the laptop computer suffers a failure of an internal part the cost of replacement will be covered by warranty and will be repaired at no cost to the parent/student. The $25 non-refundable technology fee will be used to help offset damages caused by theft, fire, power surge, natural disasters, and accidental (non-negligent) damage of the laptop computer both at home and at school. All other damages, including damages caused by liquid spills, shall be billed to the student and his/her parent(s)/guardian(s). For more information about the technology fee, please contact the Technology Coordinator.

Students must have a school-issued laptop bag to ensure security of the laptop computer. Students are expected to use this laptop bag to transport their laptop computer at all times. Students are also expected to bring their laptop computers to school in a fully charged condition. There may not be access to laptop cords or a charged laptop if a student fails to charge their laptop at home.

Students taking summer dual credit courses may check out their laptop computer for this coursework. Any such student must obtain approval from school administration and the technology coordinator before the last day of the school year. All computers checked out for summer dual credit courses must be returned to the school by August 1. Computers turned in after this date will not be ready to issue for the first day of school.

Children's Internet Protection Act (CIPA)

The Children's Internet Protection Act (CIPA) addresses concerns about children's access to obscene or harmful content over the Internet. CIPA imposes certain requirements on schools to certify that they have an Internet safety policy that includes technology protection measures. The protection measures must block or filter Internet access to pictures that are obscene, child pornography, or harmful to minors. Waverly-South Shore School currently uses the Lightspeed system and Symantec/Windows Defender virus protections to filter content that is deemed inappropriate for school. All of our networking is done through the state in Madison, SD. The state also monitors our access.

Children's Online Privacy Protection Act (COPPA)

In order for the Waverly-South Shore School to continue to be able to provide your student with the most effective web-based tools and applications for learning, we need to abide by federal regulations.
The District utilizes several computer software applications and web-based services, operated by third parties to improve and differentiate student learning. In order for our students to use these programs and services, certain personal identifying information, generally the student's name and email address, must be provided to the website operator. Under federal law, these websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13.
The law permits schools to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent to be given directly to the website operator. Signing this agreement form will constitute consent for the Waverly-South Shore School to provide information for your child consisting of first name, last name, school email address, and username to the operators of any web-based educational programs and services which have been reviewed and selected for instructional use by the District.

Waverly/South Shore School 14-5
Laptop Take-Home Permission Form

I understand that use of Waverly-South Shore School technology resources is a privilege, and that misuse/abuse of these resources may result in monetary and/or non-monetary consequences.

Please check the appropriate boxes and return to the Technology Coordinator:

- ☐ I give permission for my child to sign out a laptop computer for use at home **OR**
- ☐ I decline permission for my child to sign out a laptop computer for use at home.
- ☐ I have paid my annual, non-refundable $25 technology fee.
- ☐ I have purchased the school-approved laptop computer bag
- ☐ I agree to comply with all terms and conditions outlined in the Waverly-South Shore School Technology Handbook

Student Name: _____

Student Signature: _____   Date:_____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____   Date:_____

Date of laptop/accessories check out: _____

Laptop Serial Number: _____

Charging cord number: _____

Technology Coordinator Signature: _____

Date Laptop and Accessories Returned: _____

Waverly/South Shore School 14-5
Student Technology Acceptable Use Agreement

Students using the Waverly-South Shore School network and technology resources are responsible for using this technology appropriately, ethically, and in a manner consistent with the academic goals of Waverly-South Shore School. Failure to adhere to these guidelines may result in disciplinary action as outlined in the K-12 Student Handbook.

Students have access to:
- Technology resources and equipment
- File server for data storage
- Printers for academic and school-sponsored activity use only
- Access to a personal K12 email account provided by the state of South Dakota

Students are prohibited from:
- Bypassing internet filters to gain access to blocked websites (unless approved by the Technology Coordinator)
- Transmitting, receiving, viewing, or housing obscene material
- Allowing other individuals to use their username and password to access network resources
- Utilizing school equipment for personal financial gain
- Installing non-approved software on Waverly-South Shore School equipment
- Using tools or programs capable of disrupting the network

Student's internet use can be tracked and is monitored on a regular basis. Files saved on any Waverly-South Shore School computer or data server are not private and are therefore subject to inspection. Students and their parent(s)/guardian(s) are also responsible for reading, understanding, and complying with the Technology Handbook.

Please Sign and Return to the Technology Coordinator.

As a user of the Waverly/South Shore School computer network and technology resources, I have read and agree to the terms outlined in the Technology Handbook and Student Acceptable Use Agreement. I also understand that the use of the Waverly-South Shore School network, resources, and services is a privilege, not a right, and may be suspended or revoked if I am not complying with these expectations.

Student Signature_____ Date_____

Printed Name_____

Parent/Guardian Signature_____ Date_____

Printed Name_____

Technology Coordinator_____ Date_____