

# School District of Athens

## One-to-One Technology

### Procedures & Information Handbook

**2018 - 2019**

*The School District of Athens (SDOA) will develop informed, literate, critical thinking learners through the use of innovative and progressive technology and information learning tools.*

#### **School District of Athens Information and Technology Mission Statement**

The School District of Athens strives to improve student achievement through the integration of technology into the curriculum. Establishing a cohesive focus related to technology use ensures efficient and effective use of district resources, relevant and progressive experiences for students and staff member productivity. To improve student achievement, the district will combine technology, with parental and community involvement, increased time on task, frequent feedback, clear goals and objectives and teacher expertise.

#### **Technology Tools Objective**

The Athens School District's technology tools objective is to provide current tools and resources to the 21st Century Learner to empower students to maximize their full potential, prepare them for postsecondary education, and promote success in the modern workplace.

#### **Receiving a Chromebook**

Parents/guardians and students must sign and return the District-Issued Chromebook User Agreement before a Chromebook is issued to the student. Each student will receive a Chromebook, cases, and AC charger. The devices will be labeled in a manner specified by SDOA, this will include the serial number. Labels may not be removed from the laptop.

The Chromebook and district-issued email account are the property of the SDOA and as a result may be subject to inspection at any time. The student should have NO expectation of privacy of materials found on a Chromebook or a school supplied or supported email service.

#### **Returning a Chromebook**

Chromebooks and all SDOA accessories will be returned during the final week of school so they can be checked for serviceability. (This may change for students taking summer school.) Chromebooks must be returned immediately when a student transfers out of the SDOA, is suspended or expelled, or terminates enrollment for any reason.

#### **Fines Related to a Chromebook**

Chromebooks and AC chargers will be turned in to the building office staff, when requested, in satisfactory condition. Chromebooks will be inspected for damage. In the case where a Chromebook or district-issued accessory is damaged by means other than is covered by the warranty, the student/parent/guardian will be charged a fee for needed repairs, not to exceed the replacement cost of the Chromebook. The School District of Athens Administration will make the final determination of any fees assessed. If a student fails to return the Chromebook, the student/parent/guardian will pay the replacement cost of the Chromebook, or, if applicable, any insurance deductible. Failure to return the Chromebook will result in a theft report filed with the Athens Police Department.

## **Chromebook use Guidelines**

The School District of Athens encourages the use of 1:1 devices and the network, including the Internet, as a tool for research and education. 1:1 devices and the network, like any other school property, must be used for the educational purposes for which it was intended. The Chromebooks issued to students are the **property of the School District of Athens**. The distribution of a Chromebook to each student is a privilege, not a right, which may be revoked at any time for inappropriate conduct.

### **Use of Equipment (Hardware and Software)**

- Student must have a School District of Athens Technology User Contract signed by a parent/guardian on file at the office to use the Chromebook and to use the Internet.
- The District's technology is to be used for educational purposes only.
- The use of the District's technology must not violate existing policies of the School District of Athens.
- Student may not destroy, deface, or alter Chromebook equipment or files not belonging to the student.
- Students may not hide files or activity on school devices.

### **The Network**

- Chat lines, bulletin boards, forums, etc. may not be accessed by students without prior consent from a teacher or person monitoring the Internet use.
- Engaging in activities that are pornographic or drug related will result in automatic termination of the student's network/Internet privileges. Suspension or expulsion may result from inappropriate use.
- Sending messages via any technological or cellular communication system with the intent to intimidate, frighten, threaten, or abuse another person is considered harassment and will be dealt with as such.
- Students may not change, alter, bypass, or attempt to bypass any Chromebook security measures including filtered Internet sites.
- Possession of malicious software items such as viruses, Trojan software, spyware while at school, on the District network, or transferring to the District network will be considered a violation.

### **Privacy**

- It is a violation to share a password with anyone else or to access any account belonging to other students, faculty, or staff.

### **Appropriate Language**

- The use of vulgar, suggestive, or otherwise inappropriate language will not be tolerated.

### **Responsibilities**

By signing the School District of Athens Technology User Contract, students and parents or guardians agree to:

- Submit their Chromebook to school authorities upon request. Such a request may be made in order to ensure Chromebooks do not contain any files, as well as to check browser histories and caches.

- Accept monitoring of student usage of the Chromebooks at any time, when requested by school personnel (teachers or administration). Students and parents need to be aware that files created using the Chromebook or stored on school servers are not private.
- Charge their Chromebook overnight each night to ensure that they are fully charged for classes the next day. Just as students are expected to be prepared for class by having all required materials, students must have a charged Chromebook available to them at the start of each day.
- Protect the Chromebook from damage and theft. Parents or guardians are financially responsible for any lost or stolen Chromebook.
- If the Chromebook is damaged, the parents or guardians will pay the full/replacement cost of the Chromebook and/or AC power adaptor. Replacement cost for a Chromebook would be approximately \$300.00, AC power adaptor \$20.00, replacement screens \$75.00, \$10 Carrying Case.

### Using Chromebooks Wisely

- Devices need to be looked after very carefully, all of the time.
  - Avoid using any sharp object(s) on the Chromebook to prevent scratches.
  - Avoid applying liquids to the Chromebook; they can be cleaned with a soft, lint-free cloth.
  - Never toss or slide a Chromebook to another person.
  - Cords and cables must be inserted carefully into the Chromebook to prevent damage.
  - Chromebooks have a unique identification number and at no time should the numbers or labels be modified or removed.
  - **Chromebooks can leave Athens Middle/High School for use at home and to be charged. Chromebooks need to be transported in district assigned case.**
  - Chromebooks are assigned to individual students and the responsibility for the care of the Chromebook solely rests with that individual. Students should not lend their Chromebooks to another person.
  - Chromebooks must never be left in an unlocked locker, on top of a locker, or in any unsupervised area.
  - Chromebooks must be situated securely on the working surface.
  - Make sure the Chromebook is not subject to careless or malicious damage as a result of horseplay.
  - Take care when the device is transported to ensure it is as secure as possible.
  - Ensure the Chromebook is charged every evening and ready for use the next day.
  - Store Chromebooks in your locker when not in use (i.e. lunch, phy ed, etc.).
  - Be on the task assigned by the teacher at all times. Chromebooks will only be used for educational purposes as directed by the School District of Athens.
  - Do not attempt to gain access to the internal electronics or repair of a Chromebook. If a Chromebook fails to work or is damaged, report the problem to the building office staff.

### Consequences for Breaches of the Technology User Contract

In the event a student breaches any part of the Technology User Contract, there will be consequences imposed by the school, consistent with the Parent/Student Handbook and District policies. Each situation will be considered independently and consequences will range from a discussion about the rules and expectations regarding Chromebook usage and/or a complete

withdrawal of access to all computer technology up to and including suspension or expulsion. Violations could also lead to referral to local police authorities.

### **Using a Chromebook at School**

Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook. Students are responsible for bringing their Chromebook to all classes unless specifically instructed not to do so by a teacher.

### **Chromebooks Undergoing Repair**

Loaner Chromebooks may be issued to students when their Chromebooks are being repaired by the school. A limited number of loaner Chromebooks are available so having a loaner is not guaranteed.

### **Screensavers/Background photos**

While personalized screensavers or backgrounds are permitted, inappropriate or provocative images including, but not limited to pornographic images, guns, weapons, inappropriate language, threatening language, drug, alcohol, or gang related images are not permitted and subject to disciplinary action.

### **Sound, Music, Games, Apps**

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Students should provide their own headsets/earbuds.
- Music is only allowed on the Chromebook at the discretion of the teacher.
- All software/apps must be district provided. Data storage will be through apps on the Chromebook, i.e., Google Docs, Notepad, etc.
- Internet games are not allowed on the Chromebooks.

### **Legal Propriety**

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If the user is unsure, ask the Library Media Specialist.
- Plagiarism is a violation. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to School District of Athens discipline. Violation of applicable state or federal law may result in criminal prosecution.

### **Using the Chromebook Camera**

The Chromebook comes equipped with both camera and video capacities. As with all recording devices, it is best practice and common courtesy to ask permission before recording an individual or group and notifying the individual or group if the image will be posted online. Cameras may never be used in a locker room or restroom per state statute.

### **Network Connectivity**

The School District of Athens makes no guarantee that the district's network will be up and running 100% of the time. In the rare case that the network is down, the district will not be responsible for lost or missing data.

### **Repairing or Replacing a Chromebook**

The School District of Athens owns the Chromebooks and will generally assume the financial liability for Chromebook repairs or replacement due to normal and typical daily use.



## User Guidelines & System Requirements

Campus Portal is provided by the School District of Athens to promote educational excellence and to enhance communication with parents. Your Campus Portal account will be activated when we receive your signed copy of the Campus Portal Acceptable Use Procedure. Campus features include:

### Your child(ren)'s school records:

- Attendance — Updated every period.
- Class assignments and grades — Updates vary depending on the course.
  - Teachers need adequate time to grade all of the student work and to post the scores. Refer to your child's course outline for information on assignments and tests for each class. Keep in mind that the data displayed in Campus Portal gives an approximate grade determination at that specific point in time.
- Hot Lunch Program – Personal Account Balances and Pay Balances

### Security:

- After three unsuccessful login attempts, Campus Portal disables the user account. Before you can use Campus Portal again, you will need to contact the school to have your account reactivated.
- You will be automatically logged off of Campus Portal if no activity within your account is detected within a period of time.
- All attempts to login to Campus Portal are logged and monitored, and an audit trail is recorded.

Users may never share their username or password with anyone nor set their browser to auto-login to Campus Portal.

## Campus Portal Acceptable Use Procedure

Campus Portal is available to every parent or guardian of students enrolled in the School District of Athens. For the privilege of accessing Campus Portal, every user is expected to act in a responsible, ethical, and legal manner.

Users of Campus Portal are required to adhere to the following guidelines:

1. Users must protect the integrity of all user ids and passwords.
2. Users will not attempt to harm or destroy the computer system, data, or the network on which Campus Portal is installed.
3. Users will not use Campus Portal for any illegal activity, including violation of data privacy laws.
4. Users will not access data or any account owned by another Campus Portal user.
5. Users who identify a security problem with Campus Portal must immediately contact the Campus Portal helpdesk.
6. Users who are identified as a security risk, and/or found to be violating laws, will be subject to civil and/or criminal prosecution, and will be denied access to Campus Portal.

## Campus Portal District Contact Information

Contact the School District of Athens for assistance with your Campus Portal account

E-Mail: Nathan Brost [nbrost@athens1.org](mailto:nbrost@athens1.org) ( 715) 257-7511, x153.  
Please give current contact information to receive alerts from Campus Portal.

**SCHOOL DISTRICT OF ATHENS  
TECHNOLOGY USER CONTRACT**

#363.2 Exhibit

Adopted: 6/11/97

Revised: 8/18/14

Revised: 4/27/15

**USER CONTRACT GUIDELINES:**

The School District of Athens offers technology resources to users in the district who complete the following steps:

1. Sign the District Technology User Contract.
2. Have parent(s)/guardian(s) sign the District Technology User Contract.
3. Return the District Technology User Contract to the school office.

The School District of Athens strongly believes in the educational value of technology and recognizes its potential to support and enrich the curriculum and student learning processes. The District goal in providing these services is to promote educational excellence by facilitating resource sharing, innovation, and communication. The District will make every effort to protect users from any misuses or abuses as a result of their experience with technology. As part of this effort, in accordance with federal law, the District uses Internet filtering software to help protect our users. Nothing in this contract shall be construed to run counter to state or federal statutes.

Please read this contract carefully. When signed by the student and his/her parent or guardian, this contract becomes legally binding.

**Technology User Contract**

Use of technology through the School District of Athens is a privilege and not a right. Listed below are the terms of this contract to which you must agree before you have access to and use of District Technology. If any user violates any of these terms, access to the service may be denied, and the user may be subject to disciplinary action.

**Personal Responsibility**

I understand and agree to the terms of this contract. I understand that any violation of these terms may result in the loss of technology privileges, appropriate legal action, and/or other disciplinary measures. I also agree to report any known or suspected misuse of the Internet to the building principal or to the nearest staff member. Misuse may exist in many forms and includes (but is not

limited to) any messages sent or received that indicate or suggest pornography, unethical or illegal requests, racism, sexism, unsuitable and/or threatening language, and other issues listed in this contract.

All the rules of conduct described in the District Technology User Contract and the District Student Rights/Responsibility Code (as outlined in the Student Handbook) apply when I am using technology.

**Technology Use**

Use of technology must be in agreement with the educational goals and objectives of the District as stated in the District Mission Statement.

I understand and agree to the following:

- The use of any material in violation of any United States legal code or any state legal code is prohibited. This includes but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret.
- The sale of any commercial products or services is prohibited.
- The listing of any product advertisements or political lobbying materials is prohibited. Illegal activities of any kind are strictly forbidden.
- While the District does not intend to regularly review student's e-mail/Internet records, students have no right or expectation of privacy in e-mail or on the Internet. The District owns the computer and software enabling the e-mail and Internet systems.

I am aware that inappropriate use of technology can be a violation of local, state, and federal laws, and that I can be prosecuted for violating those laws.

**Network Etiquette and Privacy**

The user is expected to follow the generally accepted rules of network etiquette. These rules include, but are not limited to, the following:

- Be polite.
- Never send or encourage others to send abusive messages.
- Use appropriate language. Remember that the user is a representative of his/her school. What is written can be viewed worldwide!
- Privacy - Users should never reveal their names, home addresses, or personal phone numbers, or the names, addresses or phone numbers of any other person.
- Electronic Mail
  - Electronic mail (e-mail) is not guaranteed to be private. Messages relating to, or in support of, illegal activities must be reported to the building principal or nearest staff member.
  - Only e-mail services provided by the school may be used.
  - E-mail services are dependent on academic and behavior standing on a case-by- case basis at the discretion of the District.

### **Services**

The School District of Athens makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any problems suffered by using technology. These problems include but are not limited to loss of data as a result of delays, non-deliveries, mis-deliveries, or service interruptions caused by technology or users. Use of any information obtained through technology is at the users' own risk. The District does not accept any responsibility for the accuracy of information obtained through technology.

### **Security**

Security on any computer system is a high priority. If any user identifies a security problem, he/she must notify the building administrator at once without discussing it or showing it to other users. Users must not use other individuals' technology accounts. Any user identified as a security risk will be denied access to technology.

### **Vandalism**

Vandalism includes any attempt to harm or destroy the computer system, the hardware, the software, or the data of another user or any other agencies or networks. This includes, but is not limited to, the uploading and/or creation of computer viruses.

Users must not disrupt the network in any way. Any vandalism will result in school disciplinary action, referral to appropriate law enforcement agencies, and loss of technology services.

### **Termination**

The District has the sole right at any time for any reason to terminate any user's access to and use of technology. Loss of privileges does not excuse students from completing technology related assignments. Limited opportunities to work on such assignments will be provided under structured supervision.

### **Parent or Guardian**

Students must have the signature of his/her parent or guardian who has read this contract, even if the student is 18.

As the parent and/or guardian of this student, I have read this contract and understand that access to and use of District technology is designed for educational purposes. I understand that it is impossible for the District to restrict access to all controversial materials, and I will not hold the District responsible for materials acquired through technology. I also agree to report any known or suspected misuse of the information to the building principal or to the nearest staff member of the District. Misuses may exist in many forms, and shall include (but not be limited to) any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate and/or threatening language, and other issues described in the Technology User Contract.

I accept full responsibility for supervision, if, and when, my child's use is not in a school setting, which includes connection via terminal services to the school's computer network. I hereby give permission for my child to use technology and to be issued a school technology account. I certify that the information contained on this form is correct.

As parent and/or guardian, I have the right to revoke this service at any time.

**SCHOOL DISTRICT OF ATHENS  
TECHNOLOGY USER CONTRACT  
\*\*Sign and Return This Page By September 7th\*\***

**Students**

I have read and understand the Technology Procedures and Information Handbook. I understand that if I violate any of the terms of Technology Procedures and Information Handbook, I may lose the privilege to use technology that is stated in the Technology Procedures and Information Handbook.

Student Name (Print) \_\_\_\_\_ Grade \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Parents/Guardian**

As the parent or legal guardian of the student above, I grant permission for the student named...

- Use of school provided technology and to be issued a school technology account
- To have his/her image, co-curricular performances, and school work on the following: Web Site (athens1.org), Web Streaming (Streaming on BluejayTV), Facebook, Twitter, and other media

I have read and understand the Campus Portal User Guidelines and the Acceptable Use Procedure. I understand that if I violate any of the terms of the Campus Portal Acceptable Use Procedure, I may lose the privilege to use Campus, and may be liable for civil and/or criminal consequences.

I have read and understand the Technology Procedures and Information Handbook. I understand that if my student violates any of the terms of the Technology Procedures and Information Handbook, I may be liable. I willingly agree to the terms of the Technology Procedures and Information Handbook.

**(Please give current contact information so we can send alerts regarding lunch balances, school closings and more!)**

Parents/Guardian Name (Print) \_\_\_\_\_

Parents/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Contact Information:

Phone: \_\_\_\_\_

Email: \_\_\_\_\_