ALCORN SCHOOL DISTRICT

Technology Handbook for 1:1 Initiative

OVERVIEW

After several months of research, assessing multiple devices in the classroom, evaluating how our teachers use technology, consulting with other schools who have implemented 1:1 Initiatives, and keeping fiscal responsibility at the forefront, the Alcorn School District (ASD) is proud to announce that we are implementing our *1:1 Initiative* for all students grades 5-12.

The *ASD 1:1 Initiative* aims to enhance student learning by creating a personalized, student centered learning environment where every student in grades 5-8 will receive an iPad and grades 9-12 will receive a MacBook to use in school and at home. Families will pay a non-refundable $40 annual technology fee per 5th-12th grade student. Payment plans will be available to anyone who needs to split up the $40 annual technology fee into smaller payments. Financial hardships will also be taken into account as fees are assessed to insure ALL students are provided access in a fair and equitable manner. Students participating in the *ASD 1:1 Initiative* are not permitted to use his/her own device for instructional purposes without proper permission.

Our focus is to enhance student learning through the use of technology tools. We believe this is important for development of lifelong learners and for fostering 21st Century skills. Simply being able to use technology is no longer enough. Today's students need to be able to use technology to analyze, learn and explore. Digital age skills are vital for preparing students to work, live and contribute to the social and civic fabric of their communities.

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TECHNOLOGY PLAN IMPLEMENTATION

Schools in the 21st Century must effectively employ technology to better meet the needs of students, parents, teachers, and administrators. Since the Alcorn School District (ASD) completed its first technology plan, it has had a vision of specific technology goals, along with objectives and strategies to reach those goals.

ASD TECHNOLOGY GOALS:
Equip all stakeholders to use technology to positively impact and interact with the world around them.
- Teach digital citizenship.
- Integrate technology seamlessly in the teaching and learning process while ensuring that the use of technology adds value to learning.
- Develop a new set of knowledge and skills for the 21st-century learner.
- Provide greater access to educational opportunities and differentiated instruction by utilizing access to technology for anytime, anywhere learning.
- Improve communication and widen our sense of community by expanding the way teachers, students, and parents are able to interact with each other.
- Integrate digital tools for students to develop products demonstrating their understanding.
- Provide greater access to digital content in a variety of formats and modes.

RESPONSIBLE USE OF TECHNOLOGY POLICY:
The Alcorn School District (ASD) recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. The ASD is committed to helping students develop progressive technology and communication skills.

The ASD is committed to providing educational opportunities for all students and maintaining compliance with the Individuals with Disabilities Education Act 2004 (20 U.S.C. 1400 et seq.).

To that end, the ASD provides the privilege of access to technologies for student and staff use.

This Responsible Use of Technology Policy outlines the guidelines and behaviors that all users are expected to follow when using school technologies or when using personally-owned devices on school property, including:

- The ASD network is intended for educational purposes.
- All activity over the network or use of ASD technologies may be monitored, documented and retained.
- Access to online content via the network may be restricted in accordance with ASD policies and procedures and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action.
- Using an Internet filter and other technologies, the ASD makes a reasonable effort to ensure students' safety and security online, but it will not be held accountable for any harm or damages resulting or arising from use of ASD technologies.

- Users of the ASD network or other technologies are expected to alert IT staff immediately of any concerns for safety or security.
- Users have no expectation of privacy.

USAGE POLICIES:

All technologies provided by the ASD are intended for educational purposes. All users are expected to use good judgment by following the ASD student code of conduct and social media policy. Users should be safe, appropriate, careful, and kind; should not try to disable or get around technological protection measures; use common sense; and ask if they don't know.

Device Usage

ASD may provide users with devices to promote learning outside of the classroom. Users should abide by the same Acceptable Use Policies when using school devices off the school network as on the school network.

Users are expected to treat the devices with extreme care and caution; these are expensive devices that the ASD is entrusting to users' care. Users should immediately report any loss, damage, or malfunction to his/her teacher. Users will be financially accountable for any damage resulting from negligence or misuse.

Use of ASD-issued devices off the ASD network can be monitored.

Policy

In some cases, a separate network may be provided for personally owned devices. Please remember, this Responsible Use Policy applies to privately owned devices accessing the ASD network, the ASD Internet connection, and private networks/Internet connections while on school property.

Security

Users are expected to take reasonable safeguards against the transmission of security threats over the ASD network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. Users should never share personal information.

If users believe a device they are using might be infected with a virus, they should alert his/her teacher. Users should not attempt to remove the virus themselves or download any programs to help remove the virus.

Netiquette

Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.

Users should recognize that among the valuable content online there is also unverified, incorrect, or inappropriate content. Users should only use known or trusted sources when conducting research via the Internet.

Users should remember not to post anything online that they would not want students, parents, teachers, or future colleges or employers to see. Once something is online, it cannot be completely retracted and can sometimes be shared and spread in ways the user never intended.

Email

Users should use appropriate language and should only communicate with other people as allowed by ASD policy or the teacher or administrator. Users are expected to communicate with the same appropriate, safe, mindful, courteous manner online as offline. Email usage may be monitored and archived.

Plagiarism

Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Users should not take credit for things they did not create themselves, or misrepresent themselves as an author or creator of something found online. Information obtained via the Internet should be appropriately cited, giving credit to the original author.

Personal Safety

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Users should recognize that communicating over the Internet brings anonymity and associated risks and should carefully safeguard the personal information of themselves and others. Users should never agree to meet in person someone they meet online without parental permission.

If users see a message, comment, image, or anything else online that makes them concerned for their personal safety or the safety of someone else, they should immediately bring it to the attention of an adult (teacher or administrator if at school, parent if using the device at home).

Cyber-bullying

Cyber-bullying including, but not limited to, harassing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyber stalking will not be tolerated. Users should not be mean or send emails or post comments with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student a hostile school environment.

Engaging in these behaviors or in any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyber-bullying can be a crime. Users should remember that online activities might be monitored.

All students will be educated about appropriate online behavior, including interacting with other persons on social networking sites and chat rooms, and cyberbullying awareness and response.

Social Media Policy

The ASD has a separate Social Media Policy that applies to all employees and may have implications for students. By signing the Acceptable Use Policy, users are acknowledging they have read the Social Media Policy and agree to abide by its requirements. Violations of the Social Media Policy are violations of the Responsible Use Policy.

<u>SAVING YOUR WORK:</u>

Limited storage space will be available on the provided device. Devices will not be backed up automatically or by the technology department. It is the student's responsibility to ensure that work is not lost due to mechanical failure, technical issues or accidental deletion. Device malfunctions are not an acceptable excuse for not submitting work. We encourage all students to utilize a cloud storage system on their device. Dropbox, iCloud, Google Drive, etc. provide storage. The ASD preferred method of storage will be One Drive, provided by the ASD and with unlimited storage capacity.

NETWORK CONNECTIVITY:

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

EXAMPLES OF RESPONSIBLE USE:

I will:
- Use school technologies for school-related activities.
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat school resources carefully and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher, administrator, or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.
- Use ASD technologies at appropriate times, in approved places, for educational pursuits.

This is not intended to be an exhaustive list. Users should use good judgment when using all ASD technologies. You can also visit www.commonsensemedia.org for further information.

LIMITATION OF LIABILITY:

The ASD will not be responsible for damage or harm to persons, files, data, or hardware.

While ASD employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.

The ASD will not be responsible or liable for, financially or otherwise, for unauthorized transactions conducted over the ASD network.

Violations of this policy may have disciplinary consequences, including:
- Suspension of network, technology, or computer privileges;
- Notification of parents;
- Detention or suspension from school and school-related activities;
- Employment disciplinary action up to and including termination of employment;
- Legal action and/or prosecution.

Employees, students, and parents/guardians shall be required to sign the ASD's Acceptable Use Policy annually before Internet or network access shall be allowed.

SOFTWARE/APPS ON DEVICES:

Originally Installed Software/Apps
The software/apps originally installed by the ASD must remain on the device. From time to time ASD may add software applications for use in a particular course. The licenses for this software are owned by ASD and will be taken back at the completion of each course. Periodic checks of devices may be made to ensure that students have not removed required apps.

Additional Software/Apps
Students will not be allowed to load additional software/apps unless it is specifically approved by the student's teacher/school's administration and provided through the App Portal.

Procedure for Reloading Software/Apps
If technical difficulties occur or illegal/inappropriate software is discovered, the device will be restored from backup to its original state. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image. Making regular use of Cloud Storage is good practice and will help prevent unintended loss of data and documents.

Software/Apps Upgrades
Upgrade versions of licensed software/apps are available from time to time. Students will be required to check in their devices for periodic updates and syncing. It's important to keep your device and apps updated regularly.

USING YOUR DEVICES AT SCHOOL:
Devices are intended for use at school each day. In addition to teacher expectations for device usage, school messages, announcements, calendars, and schedules may be accessed using the device. Students are responsible for bringing their device to all classes, unless specifically instructed not to do so by their teacher. The device is the property of ASD; therefore, school staff and administration have the right to check any material stored on a student's device at any time.

Devices Left at Home
If students leave their device at home, they are responsible for having the device brought to them at school. As they wait, they must get the course work completed as if they had their device present. If a student repeatedly leaves their device at home, it will be considered defiance and discipline measures will be taken.

Devices Undergoing Repair
Damage to device MUST be reported to appropriate staff as soon as possible. Loaner devices may be issued (subject to the same lost/stolen/damaged responsibilities) when their device is being repaired. A loaner device can only be checked out through the library or the designated technology person at each school. The use of a loaner device may be denied based upon the circumstances of the need.

Charging Your Device's Battery
Devices must be brought to school each day in a fully charged condition. Students need to charge their device each evening.

Screensavers and Backgrounds
- Inappropriate media may not be used as a screensaver or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, tobacco, and gang related symbols or pictures will result in disciplinary actions.
- Passwords/Passcodes may be used, but students must comply with any administrator to view password-protected material.

Sound, Music, Games or Programs
- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Internet games are not allowed to be played during instructional time. If game apps are installed, they must meet the requirements of the Acceptable Use Policy.
- All software/apps provided by the ASD must remain on device.

RECEIVING YOUR DEVICE:

Devices will be distributed to students and parents through orientation/registration. Before receiving a device, students and parents must sign and return a copy of the following document along with the Technology Fee:
- Student/Parent/Guardian Technology Agreement
- Student/Parent Check List and Signature Page

DEVICES RETURNS, INSPECTIONS AND ACCESSORIES

Students who withdraw, are expelled, or terminate enrollment with the ASD for any reason must return their device on the date of termination. If a student fails to return the device at the appropriate date and time, the student will be subject to criminal prosecution or civil liability. The student will also pay the cost of the device.

Devices and accessories will be subject to periodic inspection. The student will be responsible for any damage to the device, and must return the device and accessories in satisfactory condition at the end of the school year. The student may be charged a fee for any needed repairs, not to exceed the replacement cost of the device.

The device and accessories will be collected by school personnel at the end of the school year. Apple warranties cover manufacture malfunctions and certain types of repairs to iPads and MacBooks only. Warranties do not cover the costs of repairs or replacement cost of accessories.

The charger and USB cable must be returned in good working order. In the event a charger or cable needs to be replaced, a replacement fee will be charged to the student.

PROPER ETIQUETTE FOR ONLINE CLASSROOM ACTIVITIES:

As part of your classes on the ASD provided Canvas Learning Management System, you will be engaging in topic-specific online activity. Remember that facial expressions and voice inflections are completely unreadable in online discussions; therefore, particular care in the crafting of both your postings and your responses is required.

Participate: This is a shared learning environment. For the maximum benefit to all, everyone must contribute.

Report Glitches: If for any reason you are having difficulty participating, please inform the teacher of the issue immediately. Glitches are not excuses for incomplete assignments.

Respect Your Classmates: Remember that though these conversations are virtual, the participants are human beings. They deserve and expect the same respect and courtesy from you as you deserve and expect from them.

B*e Constructive:* Criticism must be constructive. Rants directed at or about any of your classmates are simply unacceptable and will not be tolerated. The same goes for profanity. The

academic environment expects higher-order language.

Respect Diversity: It's a multicultural world in which we live. Use no language that is offensive—or could be construed as such— toward others. Racist and sexist comments are unacceptable, as are derogatory and/or sarcastic jokes directed at religious beliefs, disabilities, and age.

No YELLING! Be friendly. Using bold, upper-case letters is bad form, like yelling at somebody.

Proper Writing Style: Write as if you were writing a formal paper. Use correct spelling, grammatical construction, and sentence structure.

Be Brief: You want to be clear—and to articulate your point—without being preachy or pompous. Be direct. Stay on topic.

Cite Your Sources: Another big must! If your contribution to the assignment includes the intellectual property (authored material) of others, e.g., books, newspaper, magazine, or journal articles—online or print—they must be given proper citation.

Proof Before You Post: Language is your only tool in an online environment. The electronic footprint you leave behind is strictly verbal. Review your written posts and responses to ensure that you've conveyed exactly what you intended.

DEVICE INFRACTIONS:
Students may be subjected to disciplinary action provided by ASD policies in relation to infractions, including but not limited to the following reasons:
- Device left at home
- Device not charged
- Inappropriate care of the device
- Password infraction
- Email infraction
- Downloading inappropriate material
- Inappropriate touching of another student's device
- Homework not submitted as instructed
- Damage to the device
- Student not following directions regarding usage
- Student taking photos without permission
- Student recording without permission
- Student accessing/using social media without permission
- Any other inappropriate or unauthorized use

FREQUENTLY ASKED QUESTIONS:

What is the 1:1 Student Learning Initiative?
1:1 is a program being implemented in the Alcorn School District (ASD). Students in grades 5-8 will receive an iPad; students in grades 9-12 will receive a MacBook. ASD recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate and develop skills that will prepare them for work, life and citizenship.

We are committed to helping students develop progressive technology and communication skills through the 1:1 Student Learning Initiative.

Is there a fee to participate in the program? What will fees be used for?
Yes, this program provides your student a device for $40.00.

Fees will be used to offset ASD costs for rollout, repairs, initial purchase of support materials, and the Canvas Learning Management System. Simply put, fees are used to support the 1:1 Student Learning Initiative, sustainability and future growth.

Please refer to the Technology Handbook for cost per occurrence.

Does every student have to participate in the 1:1 Student Learning Initiative?
Every 5th-12th grade student will be required to participate in the initiative. Class assignments cannot be completed without a school issued device.

There is no substitute for a quality classroom teacher. Teachers with the most up-to-date technology may help their students by providing equitable access to learning through the 1:1 Student Learning Initiative.

What if we already own a device and want to use it?
In grades where students are issued an iPad or MacBook by the ASD, students will not be allowed to use their personal devices in place of the ASD device. The goal of the 1:1 initiative is to provide every student the same device with the same programs and safeguards/filters in place. Therefore, the use of personal devices is not a viable alternative to a ASD provided device.

What happens if my child does not bring his/her device to school?
The student will be responsible for having someone bring their device to them at school. Loaner devices may be available for checkout depending on the situation. Repeated occurrences will be subject to school disciplinary procedures.

What happens if my child does not bring his/her device to school charged?
Students are responsible for making sure they charge their devices nightly. Students may have their own small portable charging device or a backup charger with them at school. Repeated occurrences will be subject to school disciplinary procedures.

Can my child bring a portable charging device to be used during class?
Yes, a student may bring a small personal portable charging device and utilize it during instructional time when given permission.

Will students be able to access any website once they leave the campus?
No, the Internet filter provided by ASD will continue to filter on and off campus. Children's Internet Protection Act (CIPA) requires our network to be restricted of online content. No filter is guaranteed to provide 100% safety at all times. ASD does its best to ensure that our students are not exposed to undesirable content. Social media access after school is allowable and may be granted at designated times only.

What accounts will each student have?
Students in grades 7-12 will have devices and CANVAS accounts provided by the ASD. Students in grades 5 & 6 will have access to class materials through Google Classroom.

DAMAGES / LOST / STOLEN PROCEDURES:

What if the device is Lost, Stolen, or has Full Damage?
If a device is stolen, the parent/guardian should **immediately** notify the school administration. At that time, the user or the parent/guardian will be required to file a police report through the appropriate agency. Once a police report has been filed, the ASD, in conjunction with the local law enforcement agency, may deploy locating software to aid authorities in recovering the device if possible. It is imperative that a lost or stolen device be reported immediately. If the stolen device is not reported within three school days to an ASD school administrator, the parent/guardian will be responsible for full replacement cost. If a device is damaged, lost or stolen as a result of irresponsible behavior, the student or the parent shall be responsible for immediate reporting and full replacement cost.

In the event that a device is damaged, lost or stolen, the user will be assessed a deductible for the repair or replacement of the device for the first occurrence per device. A chart listing replacement cost is included in this policy.

Students or employees who leave the ASD during the school year must return all devices and additional accessories to the school administrator. If devices are not returned, charges will be filed with local authorities.

What are the payment procedures if my child breaks a device?
Damages must be reported immediately. In the event that a device is damaged, lost or stolen, the device user will be assessed a deductible for the repair or replacement of the device based on the chart below:

iPads		MacBooks	
DAMAGE:	STOLEN:	DAMAGE:	STOLEN:
1st - $50.00	1st - $75.00	1st - $50.00	1st - $100.00
2nd - $100.00	2nd - $150.00	2nd - $150.00	2nd - $200.00
3rd - Device Replacement	3rd- Device Replacement	3rd - $250.00	3rd - $350.00
		4th - Device Replacement	4th- Device Replacement

LOST DEVICES: REPLACEMENT COSTS FOR DEVICES WILL BE CHARGED

Can students individualize their device desktop?
Yes, as long as they meet the guidelines set forth in the Internet/Technology Acceptable Use Policy and the Technology and Instruction / Electronic Information Resources Policy.

Can students customize their device sleeve and/or protective case?
Yes, but can only use a easily removable vinyl sticker that is appropriate in a public education setting. NO stickers or decals will shall be placed on the hardcover original surface of the device.

Can students remove their iPad protective case?
No, keep the iPad in the issued sleeve or case. Disciplinary action may occur if not followed.

Will student files be backed up?
No, all users are responsible for keeping backups of important data. If a device has to be repaired, there may be a need to reset it to the original settings. The technology department will not be responsible for any user data that might be lost as a part of this process. Students are encouraged to backup notes and important information in their ASD provided One Drive.

WHAT ARE THE TERMS?
All users of ASD provided laptops, tablets, or other personal computing devices will comply at all times with the ASD School Board policies. Any failure to comply may result in termination of user rights of possession effective immediately and the ASD may repossess the device. Any lost, stolen and damaged devices must be reported to school authorities immediately. **In addition, annual fees and damage fees that go unpaid will follow the student each year until paid in full.** *Seniors must clear all records and pay all fees before they shall be allowed to participate in commencement exercises*.

Who has the Title to the device?
The ASD has legal title to the property at all times. The user's right of possession and use is limited to and conditioned upon full and complete compliance with this agreement and all ASD policies and procedures.

Can a device be Repossessed?
If the user does not fully comply with all terms of this Agreement and the ASD School Board policies, including the timely return of the property, ASD shall be entitled to declare the user in default and take possession of the property.

What is an Unlawful Appropriation?
Failure to timely return the property and the continued use of it for non-school purposes without the ASD's consent may be considered unlawful appropriation of the ASD's property.

Device Specifications—What devices will the student be issued?

9th-12th Grade Device Specifications

- 2020 MacBook Air 13.3-Inch, Model A2179 120GB   ($721.00)
- Apple 30W USB-C Charging Block   ($49.00)
- Apple USB-C Charging Cable   ($29.00)

5th-8th Grade Device Specifications
- iPad 10.2-Inch, 7th Gen (Wi-Fi Only) 32 GB with   ($373.00)
- Logitech Rugged Combo 3 with Detachable Keyboard   ($99.95)
- Apple 12W USB Power Adapter   ($19.00)
- Lightning to USB Cable   ($19.00)

Logitech worked with Apple to design the Rugged Combo to be incredibly durable and protect iPad while bringing a secure keyboard connection that's approved for testing, so teachers and students can focus on expanding what's possible inside the classroom and beyond.

HOW DO I PROPERLY CARE FOR MY DISTRICT DEVICE?

- Keep the device in the ASD-issued approved case. Do not remove device for any reason—device screens can be easily broken if forced out of the cases incorrectly.
- Keep the device and case free of any writing, drawing, or labels that are not applied or approved by ASD.
- Use the device on a flat, stable surface.
- Do not pick the device up by the keyboard.
- Keep the keyboard on the device for the extra layer of protection.
- Do not place books on the device.
- Do not have food or drinks around the device.
- Wipe surfaces with a clean, dry soft cloth.
- Avoid touching the screen with pens or pencils.
- Do not leave the device exposed to direct sunlight or near any heat or moisture sources for extended periods of time. DO NOT LEAVE YOUR DEVICE IN A VEHICLE.
- Do not leave the device unattended.

How do I properly Transport the device?

- Transport the device in its protective case with the keyboard attached.
- Do not leave the device in a vehicle for extended periods of time or overnight.
- Do not leave the device in visible sight if left in a vehicle.

What about Power Management for the device?

- It is the user's responsibility to recharge the device's battery so it is fully charged by the start of each school day.
- Charging devices in the classroom will be allowed at the teacher's discretion.
- All class work missed because of uncharged batteries must be made up on a student's own time if allowed by the teacher.
- Students may also bring a teacher approved small portable charging device to assist with charging during school hours.

What about Monitoring and Supervision of the Device?

- Do not leave the device unattended in an unlocked classroom or during an extracurricular activity.
- Do not lend the device to a classmate, friend, or family member. If any person damages the device, it will be the user's (parent/guardian in the case of a student) responsibility and the damage cost policy will be in effect.
- **Any attempt to "jailbreak" or remove the ASD profile could result in disciplinary action, including suspension.**
- Students are responsible for the safety and security of the device and any activity on the device.

What if I need Help and/or Support?

Teachers and staff will be the only individuals to submit ASD technology work orders or call the ASD Technology Help Desk. Students will contact their teachers as a first level of support. If the student needs additional assistance, teachers and support staff are trained to assist.

Will students be allowed to download additional programs/apps at certain times?
Students will be allowed to download from the App Portal of approved programs/apps provided. Students will not have access to the App Store.

Will additional programs/apps be locked by the ASD?
If a student does not comply with classroom requirements, instructions, device guidelines, etc. the student can lose the privilege of utilizing the additional access to "fun" apps.

What if I fail to return the device my final day of school?
This can result in criminal prosecution, holding transcripts, denying graduation participation, denying school provided scholarship award letters, etc.

FEE PAYMENT PLANS:

Is there a Fee Payment Plan if I cannot pay the initial $40.00?

- ☐ *Full Fee Payment:* $40/child for the whole school year

- ☐ *Fee Payment Plan* $20/child at the beginning of each semester

- ☐ *Fee Payment Plan* $10/child at the beginning of each quarter

Fees will be used to support the 1:1 Initiative, sustainability and future growth.

Is there a Fee Payment Plan if I cannot pay the cost at one time for DAMAGES?
$25 must be paid on the first day of each month until the amount of the cost is paid in full. Different arrangements may be made in order to make payments possible for parents and students.