

1:1 Policies and Procedures 2020-2021

VISION

Our vision is to provide opportunities for students to collaborate, to create, and to engage in their world while developing digitally responsible citizens, risk takers, and problem solvers of the future.

We believe that when students have a personal device in hand that the learning experience will be enhanced as students become more active participants in their learning as opposed to passive recipients of their education. The Internet and all that is available permits for learning to occur anytime. Additionally, students learn valuable 21st Century skills (e.g. communication, collaboration, critical thinking, and creativity) that will be demanded of them when they enter the job market as young adults. Finally, children today are technology natives. Because they have grown up with a device of some sort, they truly prefer to learn, create, research, investigate, discuss, and collaborate while equipped with a device.

DEVICE INFORMATION

Each student will have access to devices such as Chromebooks, iPads and laptops for the 2020-2021 school year.

- No food or drink should be next to the device.
- Cords, cables, and removable storage must be inserted carefully into the device.
- Heavy objects should never be placed on top of devices.
- Devices should only be used while they are on a flat and stable surface.

LOGGING ONTO A DEVICE

- Students will only be able to login to their Chromebooks using their school issued username and password.
- Students should never share their account passwords with others, unless requested by an administrator.

SCW GOOGLE ACCOUNTS

All SCW students are provided access to Google Apps for Education (GAFE) accounts. This allows access to Google Mail, Google Drive, Google Calendar and other web related apps. The accounts are maintained and monitored by SCW technology staff. Access to these tools can be restricted or removed from students by staff.

Google Mail service will be provided for students. Students should not send personal information; should not attempt to open files or follow links from unknown or untrusted origins; should use appropriate language; and should only communicate with other people as allowed.

DIGITAL CITIZENSHIP & 21ST CENTURY SKILLS

SCW students should always use the Internet, network resources, and on-line sites in a courteous and respectful manner.

Students should recognize that among the valuable content on-line there is also information that is erroneous and inappropriate to use in an educational setting. Students should only use trusted sources when conducting research and other on-line activities.

SCW values these statements and is committed to providing students with opportunities to learn and be engaged on-line. Therefore, SCW teachers and staff will provide students with resources to help them make sound decisions regarding appropriate behavior and conduct on-line.

SOCIAL MEDIA/WEB 2.0 TOOLS

Recognizing the benefits collaboration brings to education, SCW may provide users with access to websites or tools that allow communication, collaboration, sharing and messaging among users.

Users are expected to conduct themselves in an exemplary manner, using appropriate, safe and mindful language. Posts, chats, sharing and messaging may be monitored by staff. Users should be careful to never share personal information in on-line forum.

PRIVACY

There is no expectation of privacy. Students should have no expectation of confidentiality or privacy with respect to any usage of a school-issued device, regardless of whether that use is for school-related purposes or not, other than as specifically provided by law. SCW may, without prior notice or consent, log, supervise, access, view, monitor, and record use of a student device at any time for any reason related to the operation of the district. Teachers, school administrators, and the Technology Department may run usage reports as deemed necessary. Working together as a team, we can ensure that all students remain safe and are using devices to leverage the best educational experience available.

APPROPRIATE USES & DIGITAL CITIZENSHIP

School-issued devices should be used for educational purposes, and students are to adhere to the Acceptable Use Policy (AUP) and all of its corresponding administrative procedures at all times. We encourage you to study the International Society for Technology in Education Standards at: <https://www.iste.org/standards>

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. Respect Yourself. I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
2. Protect Yourself. I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources
3. Respect Others. I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of

websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.

4. Protect Others. I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.

5. Respect Intellectual Property. I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.

6. Protect Intellectual Property. I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

INAPPROPRIATE CONTENT

Inappropriate content on a student device will be handled on an individual basis. Based on the severity of the content, the consequences may change and/or be escalated. In all situations, notice/contact will be made home. Keeping the safety of the student in mind, notice will also be sent to all of the student's teachers to ensure all adults can be aware of possible harmful behaviors student is forming and help to re-direct these behaviors.

SECURITY

Illegal use of a proxy and/or a breach of security will result in disciplinary consequences.

TERMS OF USE

SCW reserves the right to deny, revoke, or suspend specific user privileges and/or take other disciplinary action, including suspensions or expulsion from school, for violations of this policy. Additionally, all handbook regulations apply to the use of the SCW network, Internet, and electronic resources.

SCW does not attempt to describe every possible prohibited activity. Students, parents, and school staff who have questions about whether a particular activity is prohibited are encouraged to contact a building administrator. These rules apply to all school computers, all school-provided electronic devices wherever used, all uses of school servers, and Internet access and networks regardless of how they are accessed.

