



Osborn R-O School District

Technology Handbook

2019-2020

Introduction

Osborn R-O School District 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 21st-century technology and communication skills. To that end, we provide access to technologies for student and staff use.

This Acceptable Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally-owned devices on the school campus.

- The Osborn R-O School District network is intended for educational purposes.
- All activity over the network or using district technologies may be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies 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.
- Osborn R-O School District makes a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- Users of the district network or other technologies are expected to alert Information Technology (IT) staff immediately of any concerns for safety or security.

Technologies Covered

Osborn R-O School District may provide Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more.

As new technologies emerge, Osborn R-O School District will attempt to provide access to them. The policies outlined in this document are intended to cover all available technologies, not just those specifically listed.

District Technology

The district currently has four computer labs for use by students and teachers. These include the East Computer Lab, the Wireless Lab, the Business Room, and the Library.

Elementary

Students in grades K-2 will have access to iPads for use in their classrooms. Students in grades 3-6 will have access to Chromebooks for use in their classrooms on a 1:1 basis. These Chromebooks and iPads will remain at school.

Junior High/High School

Students in grades 7-12 will have access to Chromebooks on a 1:1 basis. The Chromebook will be provided with a carrying case and a charger. The Chromebook is to remain in the case at all times. The charger must also be carried in the case when not in use. Students will be encouraged to take their Chromebooks home and must bring them fully charged (with the charger) and ready to go for classwork on a daily basis. Students who prefer to leave their device at school may leave it in their 8th period classroom and then retrieve it when the first bell rings the next school day to be prepared for their classes. Students must be in their 1st period class and ready to go when the next bell rings or they will be marked tardy. If the 8th period class has a room that is not conducive for leaving their Chromebook, other arrangements should be made with the IT director.

Technology Fee

The Osborn R-O School District recognizes that with the implementation of a 1:1 initiative there is a need to protect the investment by both the District and the Student/Parent. There is a \$25 technology fee for students in grades 7-12. (The fee will be \$45 for families with 2 or more children in these grades.) Students will be unable to receive their Chromebook until this form and the fee have been turned in at the school.

Device Warranty: This coverage is provided by the manufacturer as part of the purchase price of the equipment. The manufacturer warrants the device from defects in materials and workmanship. This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide replacement parts necessary to repair the device or replacement. This warranty does not warrant against damage caused by misuse, abuse, accidents or computer viruses.

Additional Information: In cases of theft, vandalism and other criminal acts, a police report, or in the case of fire, a fire report must be filed by the student or parent for the protection coverage to take place. A copy of the police/fire report must be provided to the principal's office. The replacement of the device is the responsibility of the student/parent and must be paid before the device can be repaired or replaced.

Intentional Damage: Students/Parents are responsible for full payment of intentional damages to devices.

Accidental Damage: The technology fee will cover any accidental damages up to the amount paid (\$25 individual/\$45 family). Any additional costs for repair are the responsibility of the student/parent. If subsequent damages occur in the same school year, the student/parent is responsible for the full cost of repair or replacement.

Usage Policies

All technologies provided by the district are intended for education purposes. All users are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful and kind; do not try to get around technological protection measures; use good common sense; and ask if you do not know.

Web Access

Osborn R-O School District provides its users with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with CIPA regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely.

Users are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a user believes it should not be, the user should follow district protocol to alert an IT staff member or submit the site for review.

Email

Osborn R-O School District may provide users with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies. Students are allowed use of their "Google" email accounts only. Permission must be obtained to check personal email accounts during the school day. Instructors, staff, and administrators may revoke a student's access to technology resources at any time for inappropriate use, as well as other possible disciplinary measures.

If users are provided with email accounts, they should be used with care. Users should not send personal information; should not attempt to open files or follow links from unknown or untrusted origin; should use appropriate language; and should only communicate with other people as allowed by the district policy or the teacher.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

Social/Web 2.0/Collaborative Content

Recognizing the benefits collaboration brings to education, Osborn R-O School District may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally-identifying information online.

Mobile Devices Policy

Osborn R-O School District may provide users with mobile computers or other 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 these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Users should report any loss, damage, or malfunction to IT staff immediately. Users may be financially accountable for any damage resulting from negligence or misuse. Use of school-issued mobile devices off the school network may be monitored.

Personally-Owned Devices Policy

Students should keep personally-owned devices (including laptops, tablets, smart phones, and cell phones) turned off and stored in a designated location during school hours—unless in the event of an emergency or as instructed by a teacher or staff for educational purposes.

Because of security concerns, when personally-owned mobile devices are used on campus, they should not be used over the school network without express permission from Information Technology (IT) staff. In some cases, a separate network may be provided for personally-owned devices.

Security

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin.

If you believe a computer or mobile device you are using might be infected with a virus, please alert IT staff. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

Downloads

Users should not download or attempt to download or run .exe programs over the school network or onto school resources without express permission from IT staff. You may be able to download other file types, such as images or videos. For the security of our network, download such files only from reputable sites, and only for education purposes.

Netiquette

Users should always use the Internet, network resources, and online sites in a courteous and respectful manner. Users should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet. Users should also remember not to post anything online that they would not want parents, teachers, future colleges or employers to see. Once something is online, it is out there—and can sometimes be shared and spread in ways you never intended.

Plagiarism

Users should not plagiarize content (or use as their own, without citing the original creator), 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. Research conducted 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 someone they meet online in real life without parental permission.

If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult or administrator (teacher, staff, or supervisor if you are at school; parent or guardian if you are using the device at home) immediately.

Cyberbullying

Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyber stalking are all examples of cyberbullying. Do not be mean. Do not send emails or post comments with the intent of scaring, hurting, or intimidating someone else.

Engaging in these behaviors or any online activities intended to harm (physically or emotionally) another person, during school hours or activities will result in severe school disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained. Cyberbullying that occurs outside of school should be reported to proper authorities.

Examples of Acceptable 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 or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.
- Use school technologies at appropriate times, in approved places, for educational pursuits.
- Cite sources when using online sites and resources for research.
- Recognize that use of school technologies is a privilege and treat it as such.
- Be cautious to protect the safety of myself and others.
- Help to protect the security of school resources.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

Examples of Unacceptable Use

I will not:

- Use school technologies in a way that could be personally or physically harmful.
- Attempt to find inappropriate images or content.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- Try to find ways to circumvent the school's safety measures and filtering tools.
- Use school technologies to send spam or chain mail.
- Plagiarize content I find online.
- Post personally-identifying information, about myself or others.
- Agree to meet someone I meet online in real life.
- Use language online that would be unacceptable in the classroom.
- Use school technologies for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, servers, or content that is not intended for my use.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

Limitation of Liability

Osborn R-O School District will not be responsible for damage or harm to persons, files, data, or hardware. While Osborn R-O School District employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness. Osborn R-O School District will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

Violations of this Acceptable Use Policy

Violations of this policy may have disciplinary repercussions, including:

- Suspension of network, technology, and/or computer privileges
- Notification to parents
- Detention or suspension from school and school-related activities
- Legal action and/or prosecution

The Osborn R-O School District is responsible for securing its network and computing systems in a reasonable and economically feasible degree against unauthorized access and/or abuse, while making them accessible for authorized and legitimate users. This responsibility includes informing users of expected standards of conduct and the punitive measures for not adhering to them. Any attempt to violate the provisions of this policy will result in disciplinary action in the form of temporary and/or permanent revocation of user accounts, regardless of the success or failure of the attempt.

The Osborn R-O School District reserves the right to amend this document at any time.

The users of the network are responsible for respecting and adhering to local, state, and federal and international laws. Authorized personnel have the right to access information on the network and computing system. Any attempt to break those laws through the use of the network may result in litigation against the offender by the proper authorities. If such an event should occur, the Osborn R-O School District will fully comply with the authorities to provide any information necessary for the litigation process.

General Computing

Once a user receives a password to access the network and computer systems on that network, they are solely responsible for all actions taken while using the password.

Therefore:

- Applying for a password under false pretenses is a punishable disciplinary offense.
- Sharing your password with any other person is prohibited. In the result that you do share your password with another person, you will be held responsible for the actions that the other person appropriated.
- Deletion, examination, copying, or modification of files and/or data belonging to other users without their prior consent is prohibited.
- Attempts to evade or change resource quotas are prohibited.
- Continued impedance of other users through mass consumption of system resources is prohibited.
- Use of facilities and/or services for commercial purposes is prohibited.
- Any unauthorized, deliberate action that damages or disrupts a computing system, alters its normal performance, or causes it to malfunction is a violation regardless of system location or time duration.
- Any use of the network to obtain, view, download, or otherwise gain access to objectionable materials is prohibited.
- Any unauthorized disclosure, use, and dissemination of personal information regarding minors is prohibited.
- Users may only install and use properly licensed software, audio, or video media purchased by the district or approved for use by the district. All users will adhere to the limitations of the district's technology licenses. Copying for home use is prohibited unless approved by the district.
- All damage incurred due to misuse of the district's technology will be charged to the user. This district will hold all users accountable for the damages incurred and will seek both criminal and civil remedies, as necessary.
- Users are required to obey all laws, including criminal, copyright, privacy, defamation, and obscenity laws. The school district will render all reasonable assistance to local state or federal officials for the investigation and prosecution of persons using district technology in violation any law.

Osborn R-O School District Acceptable Use Agreement

The Osborn R-O School District provides technology to our students as one of many tools to promote and encourage learning. The technology available to students has been set up for, and its use is limited to, activities connected with their education at Osborn R-O School. The guidelines included in the agreement are not all inclusive but are based on Osborn R-O School Board Policy. The administration of Osborn R-O School may remove the privileges for technology use at any time for abusive conduct. Further disciplinary action may be taken and, if appropriate, referral to law enforcement officials will occur.

1. Students have no right to personal privacy on school district computers or through programs and resources provided by the district. All files are subject to open monitoring and review by District and school personnel.
2. Students are not permitted to obtain, download, view or otherwise access materials which may be deemed unlawful, abusive, obscene, pornographic, descriptive of destructive devices, or otherwise objectionable.
3. Students are not to access a login and/or password other than the one assigned to them by the district. Providing your password or attempting to acquire the password of another user is expressly forbidden. Any problems that occur from the users sharing his/her account/password are the responsibility of the account holder.
4. Student files should be saved to the folder provided on the network or in the student's Google Drive folder.
5. Chromebooks, cases and chargers are the property of the Osborn R-O School District
6. Do not remove or deface the labels from the device or accessories.
7. Devices must remain free of any writing, drawing, stickers and labels. Devices are also not to be taken apart, etched, drilled or any other form of defacement. The Chromebooks are property of the school district and will be treated as such.
8. District-owned devices should never be taken to an outside service for any type of repair and/or maintenance. No form of self-repair or tampering should ever be done to a device by the student or family member.
9. The use of electronic resources is a privilege, not a right, and may be revoked at any time. The system administrator and/or the building principal may close an account at any time.
10. Adding, removing, or changing computer programs and settings must be cleared with IT staff. (This includes desktop designs, the location of icons, and monitor settings.)
11. Students are not to use technology without proper staff supervision.
12. Student technology users are expected to be polite and non-abusive. Using inappropriate language, insulting, harassing, or threatening will not be tolerated.
13. Student users may not use the district's resources in such a manner that would damage, disrupt, or prohibit the use of the network by other users. Use of district resources for unlawful purposes will not be tolerated and is prohibited.
14. In compliance with the applicable provisions of the Children's Internet Protection Act (CIPA) the District shall use filtering, blocking or other technology to protect students from accessing Internet sites that contain visual depictions that are obscene, pornographic, or harmful to minors.
15. Rules for technology use may be reviewed and modified from time to time by the administration of the Osborn R-O School District. Students are subject to these modified rules and regulations.
16. Consequences for misuse of technology will be found in the discipline policy of the Osborn R-O School District.

I have read the Technology Handbook and the Acceptable Use Policy provided to me by the Osborn R-O School District.

I hereby release the District, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the District system...including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

I will instruct my child regarding any restrictions against accessing material that are in addition to the restrictions set forth in the Acceptable Use Policy. I will emphasize to my child the importance of following the rules for personal safety.

I understand that my child will be using school email and the Internet and certify that the information contained in this form is correct.

I understand that there is a \$25 technology fee for students in grades 7-12. (The fee will be \$45 for families with 2 or more children in these grades.) Students will be unable to receive their Chromebook until this form and the fee have been turned in at the school.

STUDENT GRADE

STUDENT NAME

PARENT NAME

STUDENT SIGNATURE

PARENT SIGNATURE

DATE

DATE

OFFICE USE ONLY

Fee Received

Date Received

Cash

Check