

Student Technology Handbook



Nettleton School District
2016-2017

Introduction

The Nettleton School District has the opportunity to provide its students with a tool to help actively engage all students in their learning through the Nettleton 1:1 Technology Initiative. The goal of the program is to provide the best education possible to all students with the tools needed to prepare them to be both college and career ready.

Issuing Computers to Students

After completing the Parent/Student Orientation, students in grades 6--12 will be issued a MacBook Air, charging cable, and carrying case. A MacBook will be assigned to individual students and will stay with the student as long as they are enrolled in the Nettleton School District. Students will be issued the same MacBook from year to year. Students have two options to be either be a take home user or day user.

Terms of MacBook Loan

Parent/guardian(s) will be informed on options of how to complete mandatory orientation. The program and Student/Parent MacBook agreement will be explained. Nettleton School District will issue a MacBook to students in grades 6-12 upon compliance with the following:

- View the Parent/Guardian MacBook Video
- Submission of signed Student/Parent MacBook Agreement
- Submission of signed District Student Handbook (required by each building)
- Completion of Student Orientation Training Session (during school hours)

Students may be subject to loss of privilege, disciplinary action and/or legal action in the event of intentional damage and/or violation of policies and guidelines as outlined in the Student/Parent Technology Handbook as well as the Nettleton School District Acceptable Use Policy. This policy can be found in the District Student Handbook.

MacBooks must be left in a secure location at the school during Holiday and Summer breaks. A student's possession of the MacBook terminates no later than the last day as determined by the administration or immediately upon withdrawing. The MacBook is the property of the Nettleton School District. If it is not returned, this is considered theft of property and will be reported to law enforcement.

Student Responsibilities

Students are responsible at all times for their MacBooks and their use, whether at school or off campus. Unsupervised MacBooks will be confiscated by staff and taken to the office. Students must see an administrator in order to receive the unsupervised MacBook. Disciplinary action may be taken for repeat offenders.

Students are required to bring the MacBook to school each day with a fully charged battery. Students must bring the MacBook to all classes, unless specifically instructed not to do so by their teacher. A MacBook left at home or a lost document is not an acceptable excuse for not submitting work. Students leaving MacBooks at home may be required to complete assignments using alternate means determined by the teacher. Students will not be given the use of a loaner MacBook if he or she leaves the MacBook at home. Disciplinary action may be taken for students who repeatedly leave a MacBook at home. Uncharged batteries or failure to bring the laptop to class will not be an acceptable excuse for late or incomplete work or inability to participate in class activities.

Users are responsible for their actions and activities involving school-owned computers, networks and Internet services, and for their files, passwords, and accounts on school-owned equipment. Students who identify or know about a security problem are required to communicate the security problem to their teacher without discussing it with other students.

The right to use a MacBook at home is a privilege. If students do not adhere to Nettleton School District's Responsible Use of Technology and Internet Safety Agreement, all Board policies, and the guidelines in this Student MacBook Handbook, the privilege to use the MacBook at home may be restricted or eliminated. The same rules and expectations for student conduct also apply to student use of computers. Intentional misuse or neglect can result in loss of laptop use, disciplinary action, and/or fines for any needed repairs or maintenance. The school administration will have final authority to decide appropriate disciplinary action if students are found to be responsible for any unacceptable activity.

Day Users

The Nettleton School District created our 1:1 MacBook Initiative to allow all students access throughout the school day and beyond to the latest technology that will help prepare them for a technology driven world. To have the greatest influence on our students' education, the Nettleton School District recommends that parents allow students to take their assigned MacBook home.

However, as a family, if you decide that you do not want to take on the responsibility of your child taking home the school-issued MacBook each day, you may opt-out of the take-home option. Nettleton Public Schools will issue your child a MacBook for use during the school day and will no longer support the use of private computers or mobile devices on the school network.

Students may also become a day user if they demonstrate that they are not responsible with their MacBook. This will be determined by the school administration.

Transporting Computers

The Nettleton School District will supply each student with a carrying case for his or her assigned computer. This case is designed to protect the computer and accessories assigned to the student.

- Anytime a computer is transported, even between classes, the computer must be in the case provided to the student.
- Computers must remain in their cases when students are being transported on a bus.
- All laptop and components are to be carried in the school-provided laptop carrying cases at all times.
- Always close the lid before moving or carrying the laptop.
- Do not leave the laptop in visible sight in a vehicle.
- Unplug all cords, accessories, and peripherals before moving the laptop or placing it into the case.
- Textbooks, notebooks, binders, pens, pencils, etc. are not to be placed in the laptop carrying case.

Technical Support and Repairs

The NPS Technology website is where you will find resources in PDF and video format.

Technical support/Help Desk is only available during school hours. If a student has a technical problem at home, he or she should document the problem as completely as possible recording any error messages, exactly what the student was doing at the time, and the software being used when the problem occurred.

With teacher permission, the student should report the problem to the help desk during operating hours. All repairs will be performed or managed by school-district personnel. Parents, guardians, students, or teachers are not allowed to attempt repairs themselves or contract with any other individual or business to repair any school-owned computer equipment. Every effort will be made to repair or replace the laptop in a timely fashion.

Student Storage and Saving Files

Any files saved to the laptop hard drive may be lost in the event of a hardware failure or may be removed during maintenance. At the end of the school year all student files on the laptop hard drive will be deleted. Students may backup to external devices, but students will be required to use their school Google account to utilize Google Drive for cloud storage and file backup. If the student laptop crashes and files are lost, it is the student's responsibility to have the files saved elsewhere.

Loaning Equipment to Others

Students may not lend laptops or laptop components to others for any reason. This includes other family members. Parents/legal guardians may use the laptops to assist their child who is assigned the laptop with homework, school assignments, check student's grades, and/or communicate with teachers regarding their child.

Monitoring and Supervision

Nettleton School District engages students in an Internet Safety program and instructs students in making appropriate choices regarding Internet use, content and web site selections. The Nettleton School District takes technical measures to filter Internet access to protect students from inappropriate content. School district personnel also have the ability to remotely monitor computer usage while at school. These measures are in place to help protect our students and inform them of appropriate Internet content. However, no technical measure is failsafe. Ultimately it is the responsibility of the student to practice internet safety and use the resources appropriately to access educational material. Nettleton School District does not recommend that students use laptops in an unsupervised setting while off campus.

A search of the laptop and student files may be conducted if there is suspicion that any policies, procedures, or guidelines have been violated. Students will provide access to the laptop and any accessories assigned to them upon request by the school or district. During a search, any materials accessed using the school computer are subject to search, and there is no expectation of privacy. If unreported damage is found during an inspection, students may face possible disciplinary action.

Internet Use

Students will be allowed access to the Internet at school through the school's network and every attempt will be made to supervise and filter content students may access. Nettleton Public Schools will provide Internet content filtering software for the laptops while connecting to the Internet from school, which will meet the Children's Internet Protection Act (CIPA) guidelines.

It is the responsibility of the student to appropriately use the laptop, network, and the Internet. Students should notify a teacher if they access information or messages that are inappropriate, dangerous, threatening or make them feel uncomfortable. Nettleton School District will not be responsible for any harm suffered while on the network or the Internet.

Email

Students will be using the Nettleton Public Schools Google platform as their email account for school. When email is sent, the name and user identification is included in the email message. Students are responsible for all email they send. In association with any investigation, email, stored data, transmitted data, or any use of online services are not confidential and will be made available to district, local, state, and federal officials.

Internet Safety

As a part of the Nettleton School District curriculum, students will be instructed about appropriate online behavior, including interacting with other individuals on social networking web sites and in chat rooms. Lessons will also be provided to create an environment free of cyber-bullying in compliance with Arkansas State Law.

STUDENT INTERNET USE RESPONSIBILITIES:

- Immediately report any unauthorized activity on the network or Internet.
- Notify a teacher immediately if you accidentally access an inappropriate site.
- Never read someone else's email or open their files or folders without permission.
- Never use or transmit anything with racist, abusive, threatening, demeaning, slanderous, objectionable, sexually explicit, or inflammatory content.
- Never arrange to meet an Internet contact in person.
- Observe all copyright laws; do not claim authorship of work copied from a web site or from any other source; accurately cite sources of information.
- Protect your user account by keeping your password secure and logging off or locking the computer.
- All email, network, and Internet activity is the responsibility of the individual whose account is logged in to the computer at the time of the activity. If your account is logged in, you are responsible.
- Protect personal information. Never give full name, addresses, phone numbers, passwords, and social security numbers for yourself and others. Use a "code name" that does not identify you personally to online viewers/organizations you do not know.
- Avoid online sites and materials that do not support the curriculum.

Passwords

Students should log in only under their assigned username and password. Students should not share their passwords with other students. Failure to abide by this could result in disciplinary action.

Unacceptable Behavior

Unacceptable conduct includes, but is not limited to the following:

- Cheating, plagiarism, or copyright violation in any form
- Accessing online sites or materials that do not support the curriculum or are inappropriate for school purposes while on campus;
- Downloading or using inappropriate materials, viruses, or software on the MacBook (at home and on the school network);
- Using or possessing hacking or file-sharing software, including keystroke loggers, batch files, or applications used to bypass laptop or network security;
- Gaining unauthorized access anywhere on the network including attempting to log onto the Internet, network, servers, routers, switches, printers, or firewall as a system administrator;
- Using the MacBook or network for financial gain, advertising, or political influence;
- Vandalizing or tampering with equipment, files, software, system performance, or other network equipment;
- Attempting to repair, remove or install computer hardware or software;
- Opening the computer to access internal parts;
- Using excessive bandwidth for non-educational purposes (games, downloads, streaming videos and music, etc.)
- Using email, messaging apps, and other methods to harass, annoy, and distract others, or to transmit obscene or inappropriate content.
- Accessing or attempting to access Internet sites not approved by district/teacher which may include non-educational chat rooms, instant messaging, or social networking sites and may include Facebook, YouTube and other sites that could distract from engagement in academic and school--related pursuits;
- Attempting to disable or circumvent Nettleton School District's Internet content filter and firewall, or attempting to use proxies to access sites that would otherwise be restricted;
- Using, copying or modifying files, data, identifying information, computer settings or passwords belonging to others.
- Writing, drawing, painting, defacing, or placing stickers or labels on school-owned laptops or laptop accessories, or causing other intentional damage;
- Presence of images of weapons, pornographic materials, inappropriate language, alcohol, drugs, or gang-related symbols are subject to disciplinary action;

Cyber-Bullying

Cyber-bullying in any form is unacceptable. Students will not engage in any cyber-bullying activity, which may include efforts to harass, threaten, torment, embarrass or intimidate students or school staff through the use of a computer. In situations in which cyber-bullying originates from off-campus conduct, but is brought to the attention of school officials, any disciplinary action will be based upon whether the conduct is determined to be materially and substantially disruptive of the school environment or have a direct and immediate effect on school safety or on maintaining order and discipline in the schools. Discipline for cyber-bullying will be handled on a case-by-case

basis as deemed appropriate by the school principal. In addition, if a criminal act has been committed, it will be reported to local law enforcement.

Students will comply at all times with Board policies, the Responsible Use of Technology and Internet Safety Agreement, and this Technology Handbook.

Consequences

Consequences for non-compliance with the policies and procedures in these documents include disciplinary actions and financial responsibilities. Any failure to comply may immediately end the student's right to access the laptop, or other devices or services. The student will also be subject to disciplinary action as set out in the Nettleton School District Student Code of Conduct. The school principal will have authority to decide appropriate consequences regarding non-compliance.

Computer Tips for Parents

Computers are a resource or tool. Nettleton School District strives to prepare all students for a future in the global workplace. Our children will be faced with computer and Internet distractions in everything they do in the world today and NPS is preparing them to stay focused and handle those distractions. Parents are still in control and have the ability to:

1. Communicate with your children and set computer limits. Here are some examples:

- I will not give out personal information such as my address, telephone number, parent's work address/telephone number, or the name and location of my school.
- I will tell my parents right away if I come across any information that makes me feel uncomfortable.
- I will never agree to get together with someone I "meet" online without first checking with my parents. If my parents agree to the meeting, I will be sure that it is in a public place and bring my mother or father along.
- I will never send a person my picture or anything else without first checking with my parents.
- I will not respond to any messages that are mean or in any way make me feel uncomfortable. It is not my fault if I get a message like that. If I do I will tell my parents right away so that they can contact the principal's office.
- I will talk with my parents so that we can set up rules for going online. We will decide upon the time of day that I can be online, the length of time I can be online, and appropriate areas for me to visit.

2. Limit the hours during the day that your child is on the computer.

- Physically monitor student activity on the computer. We encourage parents to have their student's login and password in order to monitor their child's computer profile, as well as their assignments. If students refuse to share, contact a district technology coach.

Parent Expectations

- Remember that while the school system will provide Internet content filtering at school, there is no substitute for parental supervision when using a computer at home. Monitor student use of the MacBook and Internet at home.
- Ensure your child understands and adheres to laptop and Internet policies and guidelines set forth in the 1:1 MacBook Handbook and the Acceptable Use Policy found in the District Student Handbook.

Assist your child who is assigned the laptop with homework and school assignments. The purpose of the 1:1 MacBook Initiative is to help students learn. Student use of the MacBook for learning is the most important priority of the 1:1 MacBook Initiative.

Remember: the MacBook is for the educational use of the student, not recreational use of other family members.

Ensure the return of the laptop and all accessories in good working condition at the end of the current school year or before the student withdraws from school.

If the device is intentionally damaged or after the second damage incident, parents will reimburse the school district per school policy for any costs incurred due to misuse, neglect, damage, or loss, including theft, if not otherwise covered by warranty or insurance, up to the full replacement cost of the laptop.

Damage, Loss, or Theft

In case of theft, vandalism, and other criminal acts, the student or parent **MUST** file a police report within 48 hours of the occurrence.

Incidents happening off campus must be reported to the police by the parent and a copy of the report be brought to the school by the next business and/or school day.

- Student will be charged the full price of the computer or repairs if deliberately damaged or vandalized.
 - If a transfer to another school takes place, you will have 48 hours to return the computer to its home school.
 - Seniors must clear all records and pay all fees before participating in graduation.
- Parents/Students are responsible for reasonable cost of repair for deliberately damaged computers.

Repossession

If you do not timely and fully comply with all terms of this Agreement and the Parent/Student Technology Handbook, including the timely return of the property, the District shall be entitled to declare you in default and come to your place of residence, or other location of the property, to take possession of the property. If not returned in a timely manner, law enforcement will be contacted to report the theft.

NETTLETON PUBLIC SCHOOLS STUDENT & PARENT/GUARDIAN MACBOOK AGREEMENT

By signing this Agreement, students and parents/guardians agree to abide by the NPS Computer Use Policies & Procedures.

- I have received and agree to abide by the NPS Acceptable Use Policy and abide by all local, state, and federal laws.
- I have carefully read and discussed the NPS 1:1 Parent & Student Handbook and the MacBook Contract.
- I understand the MacBook is property of Nettleton Public Schools and is assigned to me. I will not loan the MacBook to another individual.
- I am submitting my consent for my son/daughter to access and use Google Apps Education Edition managed by the Nettleton Public Schools. The Nettleton Public Schools assumes the responsibility for complying with Child Online Privacy Protection Act (COPPA) and the information that students submit.
- I agree that my use of NPS technology is for educational purposes only.
- I agree that use of NPS technology is a privilege. I am responsible for the proper care of my NPS issued MacBook , as well as any other NPS technology equipment I use. I will not leave it unsupervised or in unsecured locations.
- I agree to keep all accounts and/or passwords issued to me secure. I will not share this information with any other students. This includes passwords for email and/or network access.
- I agree not to use any other student or teacher's password to access the network and other school systems.
- I agree that I will never share personal information over the Internet. In addition, if I am asked for personal information or harassed in any way I agree to report it immediately to my parents, teacher and/or NPS staff member.

- I agree that email (or any other computer communication) should be used only for appropriate, legitimate, and responsible communication.
- I will not remove programs or files from my NPS issued MacBook.
- I understand that all files stored on my NPS issued laptop will not be private. NPS personnel can review laptops and/or files at any time.
- I understand that it is my responsibility to store and backup my files. This can be done with an external backup drive or Google Drive.
- I will not attempt to repair my NPS issued MacBook nor will I attempt to clean it with anything other than a soft cloth.
- I will report any problems with my NPS issued MacBook to the NPS Technology representative at my school.
- I will not place stickers, drawings, markers, etc. on the laptop. I will not deface the serial number or inventory sticker on the MacBook.
- I will return my NPS issued MacBook, carrying case, and charger, upon withdrawing from the Nettleton Public Schools, or whenever requested by the NPS administration.

Please complete the attached agreement form (the last page), keep the handbook, and return the agreement form to your building as soon as possible.



Nettleton Public Schools

NETTLETON PUBLIC SCHOOLS STUDENT & PARENT/GUARDIAN MACBOOK AGREEMENT

My signature or initials, whether in physical or digital format, indicates I agree to ensure that my student and others in my household will abide by the policies in the Nettleton Technology Handbook, the Acceptable Use Policy, and any policies regarding technology in the student handbook. I also acknowledge that the issued MacBook does not belong to me or my student, that it is the property of the Nettleton School District, and that it will properly maintained and, in the event of leaving the district, promptly returned to the Nettleton School District.

My student and I understand that misuse of or damage to the computer or other failures to abide by these policies can result in consequences including but not limited to:

- Loss of certain computer privileges
- Inability to take a computer home
- Discipline as deemed appropriate by a building or district administrator
- Being issued an alternative device
- Pursuit of criminal charges in cases of intentional damage or theft.

- My student will use the computer BOTH at school and at home.
- I choose to opt-out of the take-home option, and my student will be a day-user ONLY!

With my signature, I acknowledge that I have reviewed the Nettleton Technology Handbook, and my student will abide by the policies therein as well as the information in this agreement.

Parent/Guardian Name (Please Print)

Parent/Guardian Signature/

Date

Student Name (Please Print)

Student Grade (Circle One)

6th

7th

8th

9th

10th

11th

12th

Student Signature/

Date
