

2020-2021

Evangeline Parish School District Technology Handbook

Signature Pages

Dear Parent,

Please read, sign, and return the following pages to your child's school as soon as possible. No electronic devices will be issued until all forms are signed and serial numbers documented by the teacher for each device that will be in your possession.

The following pages are included in your copy of the Evangeline Parish School District 2020-2021 Technology Handbook. The Technology Handbook was written with the hope that parents and students will use it as a source of information regarding electronic device best practices, best practices for utilizing technology for educational purposes, and how to protect your privacy while working online.

The information contained within the EPSD 2020-2021 Technology Handbook is subject to change based on Federal, state, and local directives or laws and/or administrative decisions deemed necessary and appropriate for the welfare of students. Please sign the statement below and return:

I have received an Evangeline Parish School District 2020-2021 Technology Handbook, which includes the following:

Digital Citizenship Best Practices	Parent Resource Links for Keeping Kids Safe Online
Family Educational Rights and Privacy Act (FERPA) Notification	Protection of Pupil Rights Amendment (PPRA) Notification
Children's Online Privacy Protection Act (COPPA) Notification	Children's Internet Protection Act (CIPA) Notification
Evangeline Parish Acceptable Use of Technology System Agreement for Students	Evangeline Parish School System G Suite for Education Permission Form
Evangeline Parish School District Live Virtual Consent Form	Evangeline Parish School District Loan Agreement: District Provided Technology Device Form

School	
Student Signature	
Parent/Legal Guardian Signature	
Contact Phone Number	
Date	

Please complete the table above



Evangeline Parish Acceptable Use of Technology Systems Agreement: Students

The Evangeline Parish School Board is pleased to offer students access to the School Board's technology systems and networks, including but not limited to the Internet. Should a parent/guardian desire to prohibit their child's access to the internet, the responsibility rests on the parent/guardian to notify the school in writing within 10 days of the start of the school year. If the school does not receive notification in writing, parental permission to use the technology systems of the School Board will be assumed, and this permission shall include access to the internet and email systems, permission to publish student work to classroom websites, and permission to have unidentified photos of the student published to classroom websites.

Use of the School Board's technology systems and networks, including but not limited to the Internet, will allow students to explore thousands of libraries, databases, and bulletin boards. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, inappropriate or potentially offensive to some people. While the intent is to make the School Board's technology systems and networks, including but not limited to the Internet, available to further technology educational goals and objectives, students may find ways to access other materials as well. Filtering software at school sites is in use to block access to materials that are inappropriate, offensive, obscene, or pornographic. However, no filtering system is capable of blocking 100% of the inappropriate material available on the Internet.

The School Board and its staff believe that the benefits to students from use of the School Board's technology systems and networks, including but not limited to the Internet, in the form of information resources and opportunities for sharing, exceed any disadvantages. Ultimately, parents and guardians of students are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the School Board supports and respects each family's right to decide whether to give permission for the use of the School Board's technology systems and networks, including but not limited to the Internet.

I have read the rules of the School Board's technology systems and networks, including but not limited to the Internet, which are stated below and I will ask my parent/guardian or an adult at my school if I do not understand what any of them mean.

1. Users must demonstrate honesty, integrity, and respect for others at all times. Appropriate manners and language are required.
2. No photographs, personal addresses, personal phone numbers, or last names will be permitted in student use of the Internet.
3. Illegal activities, including copyright or contract violations, shall not be permitted. The Internet may not be used for financial or commercial gain. Do not make copies of any copyrighted materials, programs or software.
4. Threatening, profane, or abusive messages are forbidden.
5. No activities are allowed which may damage or interrupt equipment usage or any networking system.
6. Any attempt to alter, harm or destroy the data of another user of the Internet, or any network on the Internet is forbidden.
7. No user is permitted to upload, or create a computer virus on the Internet or any networking system.
8. Resources offered by the Internet and paid for by the Board may not be willfully wasted.
9. The network is provided for students to conduct research, complete assignments, and communicate with others. Access is a privilege, not a right and entails responsibility.
10. Invading the privacy of another user, or using their account, is forbidden.

11. Posting personal messages without the author's consent is forbidden.
12. Sending or posting anonymous messages is forbidden.
13. Perusing, or otherwise accessing, or viewing, obscene or pornographic material, or using profanity in messages is expressly forbidden.
14. Product advertising, political lobbying, or sending messages involving illegal activities are not permitted. Any such use shall be reported to the teacher when evidence of such is encountered on the Internet.
15. When a security problem is detected, it shall be reported immediately to the teacher. The problem shall not be demonstrated to other users.
16. Suspension shall automatically result for a user who accesses, sends, receives or configures electronically any profane or obscene language or pictures.
17. Use or posting of information related to the school, school staff, students, images of the school, the school logo, initials or seal, in any form on the Internet or in any form of electronic communication without specific written permission of the Superintendent and/or his/her designee shall be prohibited. The posting of any such information on any website, bulletin board, chat room, email, or other messaging system without permission, or the posting or transmission of images or information in any format related to the school, staff, or students that are defamatory, abusive, pornographic, or which could be construed as threatening or impugning the character of another person is prohibited.
18. Students who violate this policy will face disciplinary action to include suspension and expulsion per the policies of the Evangeline Parish School System.

Students **MUST** complete this form below and return a copy to his/her teacher prior to accessing the School Board network or School Board electronic devices.

I have read the Evangeline Parish School Board's Technology Acceptable Use Agreement for Students and know that any violation of the procedure may result in disciplinary action or denial of network privileges.

School	
Teacher Name	
Student Signature	
Parent/Legal Guardian Signature	
Date	
Phone Contact Number	



Evangeline Parish School System G Suite for Education Permission Form

Dear Parents/Guardians,

Evangeline Parish Schools provide G Suite for Education service for students in grades K-12. The G Suite for Education service is entirely online and available 24/7 from any Internet-connected device. These applications allow students to create, edit, collaborate in real-time, peer review, store and share files only between students and teachers within the school district. These applications and associated hardware give teachers more resources to effectively integrate 21st century technology in curriculum.

EPSS requires parental/legal guardian consent for each student under the age of 13, to allow access in the G Suite for Education service. Access to the educational tools is limited to the schools and does not give kids access to outside sites. The District Technology Coordinator manages these applications. Upon approval, students will receive a G Suite for Education student account. As with any educational endeavor, a strong partnership with families is essential to a successful experience.

All students will have access to the following applications:

- Google Drive - file storage with a suite of word processing applications including Docs, Sheets, Slides, Forms and Drawings.
- Calendar - an individual calendar providing the ability to organize schedules, daily activities, and assignments
- Email – students will only be able to use their email address to communicate with teachers and other students within the classroom/district. (Not accessible at all grade levels)
- Classroom - Classroom is designed to help teachers create, distribute and collect assignments in a paperless manner.
- Selected Apps - Selected, safe, appropriate apps will be available to students when requested by district instructional staff and teachers. All apps go through an approval process that is managed by the District Technology Department.

Student Responsibility

Along with opportunity comes responsibility. Student use of G Suite for Education follows the expectations and disciplinary action outlined in Evangeline Parish School System Acceptable Use Policy & Agreement, EPSB Student Handbook and other School Policies. Although the applications can be accessed outside of school, any use of the account on the school domain is bound by the same rules and guidelines as used on the District network. It must always be used for educational purposes just as if the student were in school. Students have no expectation of privacy on the G Suite for Education system.

School Responsibility

G Suite for Education student accounts created by the school district will be managed based on parent permission and requirements for use in classes. Internet safety education will be included as part of introducing new web based tools. In school, teacher supervision and website content filters are used to prevent access to inappropriate content and to ensure that student use of digital tools follows the EPSS Acceptable Use and other School Policies.

Parent/Guardian Responsibility

Parents assume responsibility for the supervision of Internet use outside of school. Parents have read and will support their student in adhering to the Student Acceptable Use Policy. Parents are encouraged to discuss family rules and expectations for using Internet based tools, including G Suite for Education. Parents are encouraged to report any evidence of cyberbullying or other inappropriate use to school administrators.

Additional information on the G Suite for Education Privacy Notice can be found at https://www.google.com/intl/en/work/apps/terms/education_privacy.html and an FAQ can be found at <https://www.google.com/edu/trust/>. District Policies may be reviewed here: https://www.epsb.com/153314_2

By signing below, I confirm that I have read and understand the information contained in this consent/permission form and agree to the following:

- Under the Family Educational Rights and Privacy Act, a student's education records are protected from disclosure to third parties. I understand that my student's educational work stored in G Suite for Education may be accessible to someone other than my student and Evangeline Parish School System by virtue of this online environment. My signature below confirms my consent to allow my student's educational work to be stored by Google.
- I understand that by participating in G Suite for Education, information about my child will be collected and stored electronically. I have read the privacy policies associated with use of G Suite for Education (<https://www.google.com/policies/privacy/>).
- This one-time consent/permission form will remain in effect while the student remains a student of EPSB, unless I withdraw my consent. I also understand that the District maintains the right to immediately withdraw access and use of G Suite for Education when there is reason to believe violations of law or School policies have occurred.

I understand that:

- YES, I give permission for my child to be assigned a full EPSB G Suite for Education account for the School he/she attends. This means my child will receive an account with access to Google Drive Applications, Calendar, Sites, Email, Classroom and other selected apps.
- NO, I do not give permission for my child to be assigned a full EPSB G Suite for Education account. This means my child will NOT receive an account or access to Google Drive Application, Calendar, Email Classroom and other selected apps.

Student Name: (Print) _____ Grade: _____ Date: _____

Parent/Guardian Name: (Print) _____

Parent/Guardian Signature: _____

<input type="checkbox"/> BHS
<input type="checkbox"/> BCE
<input type="checkbox"/> CE
<input type="checkbox"/> JSM
<input type="checkbox"/> ME
<input type="checkbox"/> MHS
<input type="checkbox"/> PPHS
<input type="checkbox"/> VE
<input type="checkbox"/> VPE
<input type="checkbox"/> VPHS
<input type="checkbox"/> WWS
<input type="checkbox"/> EC



Evangeline Parish School District Live Virtual Consent Form

Dear Families,

Evangeline Parish School District is prepping for any uncertainty that may unfold in the upcoming school year. COVID-19 has changed the landscape in how teaching and learning can take place. Evangeline Parish is busy preparing for multiple scenarios that may play out during future school years. Our priority is always safety first and to happily welcome students back this August. The future may cause alternative openings or pivots during the school year.

It is vital that in the event that schools are suddenly closed in the traditional sense that all students have access to distance learning opportunities. This past March some students had access to virtual learning opportunities, but the district wants to ensure that all students have access to virtual learning opportunities.

During periods of school closure, Evangeline Parish School District may implement live virtual sessions. These sessions can be whole classroom, small group, and/or individual 1:1 instruction. During whole classroom or small group instruction, names and images of students shall be visible to the teacher(s) and other participating students in their assigned class (es).

Parents are encouraged to have their child participate via a location that is quiet and free of distraction, to the extent possible. Other individuals in the home are not permitted to participate or be visible on the live conference session, or otherwise observe the lesson, other than reasonable adult supervision of the student. All individuals shall comply with relevant Board of Education policies, including but not limited to those concerning the confidentiality of student records and acceptable use of district computer systems.

Student privacy and the confidentiality of student information is of utmost importance. Parents are reminded, however, that the District is not in direct control of individual homes of participating students.

If you do not wish for your child to participate in live virtual sessions via Google and/or Zoom, please select the opt-out option below.

- YES, my child can participate in Live Virtual Distance Learning Sessions with his/her assigned teacher and classmates.
- NO, I do not wish for my child to participate in Live Virtual Distance Learning Sessions with his/her assigned teachers and classmates.

Student Name: _____

Parent Name: _____

Parent Signature: _____

Date: _____ Grade Level: _____

LOAN AGREEMENT
(School District Provided Technology Device Form)
Evangeline Parish School District



- One Chromebook, charger, and charger cord and/or a mobile hotspot are being provided to the student in excellent working order. It is the student's responsibility to care for the equipment and ensure it is retained in a safe environment.
- Students may not alter the Chromebook or charging equipment, and/or mobile hotspot in any way. For example, students may not write on or place stickers on any of the Evangeline Parish School District loaned equipment.
- The Chromebook and charger and/or mobile hotspot are the property of the Evangeline Parish School District and are lent to the student for educational purposes only for the academic school year. The student may not deface or destroy this property in any way. Inappropriate use of the Chromebook and/or internet via hotspot may result in the student losing his or her right to use the Chromebook and/or mobile hotspot. The equipment must be returned when requested by the Evangeline Parish School District, or if the student withdraws from an Evangeline Parish School District prior to the end of the school year.
- The Chromebook and/or mobile hotspot may be used by the student only for non-commercial purposes, in accordance with the district's policies, rules, and the district's Acceptable Use Policy, as well as, local, state, and federal statutes.
- One user with specific privileges and capabilities has been set up on the Chromebook for the exclusive use of the student to which the device has been assigned. The student may not change or allow others to change the privileges and capabilities of the user's account.
- The student may not attempt to add, delete access, or modify other users' accounts on the Chromebook.
- The Chromebook has identification on it indicating that it is the property of the Evangeline Parish School District. That identification should not be altered, removed, or modified in any way.
- The student acknowledges and agrees that the student's use of the Chromebook and/or mobile hotspot is a privilege and that by the student's agreement to the terms hereof, the student acknowledges the student's responsibility to protect and safeguard the Chromebook and/or mobile hotspot and to return it in the same excellent condition that it was received.
- In the event that the Chromebook and/or mobile hotspot is damaged, the parent/guardian is responsible for the cost to replace said equipment. The cost of the Chromebook is as follows: Non-touch \$300.00, Touch Screen \$350.00
- In the event the Chromebook charger is lost or stolen, the parent is responsible for the cost to replace the charger.
- In the event that the Chromebook and/or mobile hotspot is lost or stolen, the parent is responsible for the cost of replacing said equipment. In the event of theft or loss, it is very important to file a police report and then notify a school administrator immediately. You will need to provide a copy of the filed police report.

Parent/Guardian Responsibilities

Your child has been issued technology equipment owned by the Evangeline Parish School District to improve and personalize his or her education. It is essential that the following guidelines be followed to ensure the safe, secure, and ethical use of the technology equipment. Therefore, I agree to:

- supervise my child's use of the loaner technology equipment at home.
- discuss my family's expectations regarding the use of the Internet at home.
- supervise my child's use of the Internet.
- not attempt to repair the Chromebook or clean it with anything other than a soft, dry cloth. **Do not use window cleaner or any other liquid cleaner to clean the Chromebook.**
- report, to the school, any problems with the Chromebook.
- not allow my child to leave the Chromebook in a vehicle.
- ensure my child recharges the Chromebook battery each night.
- return the loaned technology equipment to school when requested or upon my child's withdrawal from the Evangeline Parish School District school.
- reimburse the Evangeline Parish School District for the cost of replacement of lost, damaged, or stolen loaned technology equipment. The cost to replace the Chromebook is as follows: Non-touch \$300.00, Touch Screen \$350.00

Student Responsibilities

Your Chromebook is an important learning tool and is to be used for educational purposes only. In order to borrow this technology equipment, you must be willing to accept the following responsibilities.

Therefore, I agree to:

- follow the District Acceptable Use Policy and abide by all local, state, and federal laws
- treat the Chromebook and/or mobile hotspot with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby
- not write, draw, place stickers or labels on the Chromebook and/or mobile hotspot
- not lend the Chromebook and/or hotspot to anyone, not even my friends or siblings
- not give out any personal information when using my Chromebook
- use email or any other computer communication for appropriate, legitimate, and responsible communication
- keep all accounts and passwords assigned to me secure, and not share these with any other person
- not attempt to repair or alter the Chromebook in any way
- not leave the Chromebook in a vehicle
- recharge the Chromebook every night
- return the Chromebook when requested or upon my withdrawal from an Evangeline Parish school
- provide the Chromebook as requested by any Evangeline Parish School District staff member to be inspected at any time. The student should have NO expectation of privacy of materials found on the Chromebook or a school issued Google account
- not take photographs or video of other people with the Chromebook except if required for an educational assignment.

If damage occurs to this equipment, district administration will review the incident. If deemed negligent damage has occurred, the student/parent/legal guardian will be required to pay for the replacement equipment.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Technology Equipment Loan Form

Student Name: _____ Grade: _____

Equipment (Please circle.) CHROMEBOOK HOTSPOT CHARGER/CORD

Date Loaned Out: _____ Date Returned: _____

Serial Numbers: Chromebook _____ Mobile Hotspot: _____

Return Condition: _____

Employee receiving equipment: _____

Parent Decline of Student Chromebook Use Outside of School

If you do not want your child to be able to take the Chromebook home, sign and date here and return to your child's teacher.

I (We), the undersigned, do not want our child/legal dependent listed below to take the Evangeline Parish School District Chromebook device off school grounds.

Student Name (Please Print)		Student Signature	Date
Parent/Guardian Name (Please Print)		Parent/Guardian Signature	Date

ONLY Sign if you DO NOT want your child to use a district issued Chromebook at home.