



Technology Handbook for Parents/Guardians and Students 2018-2019

Vision

It is the Wapsie Valley Community School's Vision to work in partnership with each family and the community to provide technology to support student learning, which enables students to use technology responsibly.

Each student will possess the skills, knowledge, creativity, sense of self worth and values, necessary to thrive in and contribute to a technologically changing world.

WVCSD Student Digital Learning Goals

- 1. Improve Student Learning.** Increase ability to reteach through better/quicker evaluations
- 2. Meaningful Student Engagement.** Increase in student interest; real-world simulations; variety of opportunities; increase in tools & resources
- 3. Technology Literacy Skills.** Meet the 21st Century Skills of the ICC
- 4. Creating a Positive Digital Footprint.** Preparing our students to be accountable for responsible use of technology for an improving, changing digital world

Overview

Wapsie Community School District understands that technology is a critical tool in the pursuit of your child's education. We use technology of many sorts to provide depth and width to your child's education and to engage him/her in the world, both now and in the future. We hope this handbook will inspire and excite you when you realize how many technological resources are now available to your child. We also hope that this handbook will be a source of guidance and comfort as you realize that we have taken many steps to keep our children safe. Our district needs you to be a partner in your child's education and safety. When the district resources are paired with engaged parents and students who are ready to learn, there is no limit to what we can accomplish!

Wapsie Valley Community School District encourages students to use a variety of technologies to enhance their learning. To ensure the privacy and safety of our students, and to protect data and our resources, we ask parents and students to become familiar with policy and regulations that have been established for technology use in the district. The district's aim is to maintain an environment that promotes ethical and responsible conduct in all electronic resource activities. With this privilege and opportunity to explore resources come responsibilities for the parent and for the student.

Table of Contents

WVCSD Student Digital Learning Goals

Overview

Receiving and Returning a Chromebook

Receiving a Chromebook

Returning a Chromebook

Fees Related to a Chromebook

Taking Care of a Chromebook

General Guidelines

Screen Care

Care of Device at Home

Using a Chromebook at School

Chromebooks Left at Home

Chromebooks Being Repaired

Operating System and Security

Chromebook Software

Email and Chatting for Students

Chromebook Camera

Listening to Music, Movies, and Games

Backgrounds and Screensavers

Responsibilities and Agreements

Parent/Guardian Responsibilities

Copyright and Plagiarism

Technology Discipline

School Board Policy

Chromebook Technical Support

Digital Citizenship

District Responsibilities

Student Responsibilities

Parent/Guardian Responsibilities

Suggestions

Cyber-Safety Tips

Teach Your Children The Following Rules

Children's Internet Protection Act (CIPA)

WVCSD Replacement Costs

Receiving and Returning a Chromebook

- Each student will receive a Chromebook, protective carrying case, and AC charger.
- Parents/guardians and students **MUST** sign and return the Responsible Use Procedures (RUP) before a Chromebook is issued to the student.
- Chromebooks will be labeled in a manner specified by the WVCSD; this will include the serial number.
- The Chromebook and district issued email account are the property of the WVCSD and as a result may be subject to inspection at any time. The student should have **NO** expectation of privacy of materials found on a Chromebook or a school supplied or supported email service.
- Should you want your child to opt out of having a Chromebook to take home, you will need to submit a signed note to that effect to the school district. Your child will pick up and return a Chromebook from the High School Office each day for use during the school day. Students are responsible for following the Electronic Technology Acceptable Use Policy and appropriate handling of the device during school.
- This Chromebook Policy Handbook outlines the procedures and policies for families to protect the Chromebook investment for the Wapsie Valley Community School District. Chromebooks will be collected at the end of each school year and students will retain their original Chromebook each year.

Returning a Chromebook

- Chromebooks and all WVCSD accessories will be returned during the final week of school so they can be checked for serviceability.
- WVCSD reserves the right at any time to require return of the device. Students remain responsible for the device until it has been verified to be in working order. The parent/guardian/student are responsible for the entire cost of repairs or replacement of device damage. In case of theft, an official police report will be required.

Fees Related to a Chromebook

- Chromebooks, district-provided cases, and AC charger will be turned into the High School Principal, when requested, in satisfactory condition.
- While there is a small cost for the use of the Chromebook, it is imperative that the device the student is issued be maintained and handled in a responsible way. Costs for an accidental incident or normal wear-and-tear, will be handled on a case-by-case basis.
- In the case of intentional incidents, the family will be responsible for the cost of repairing the device as set by the “WVCSD Replacement Costs”. The repair cost will be equal to the cost of the replacement parts needed for the device. If a power cord, case, or other accessory is damaged or lost the student is responsible for the full cost of replacement.
- Students will be responsible for the entire cost of repairs or replacement to the Chromebook damaged through student misuse, neglect, intentional damage, loss, or theft. In case of theft, an official police report will be required.

- Issues with the Chromebooks that are out of student control will be managed by the school. Insurance will cover costs that are unpreventable.

Taking Care of a Chromebook

Students are responsible for the general care of the Chromebook they have been issued by the WVCSD. Chromebooks that are broken or fail to work properly must be given to the principal for an evaluation of the equipment.

General Guidelines

- The device is district property and all users will follow this procedure and the WVCSD Electronic Technology Acceptable Use Policy and rules outlined in this handbook.
- Students should use the device assigned to them and not lend their device to others.
- Students are responsible for the general care of the device issued by the school.
- Students are responsible for keeping the device's battery charged for school each day. The battery life is approximately eight hours, so students may have to charge it each night.
- Damaged devices or devices failing to operate properly must be given to the principal for an evaluation and/or repair.
- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted carefully into the device to prevent damage.
- Devices must never be left unattended, in an unlocked locker, unlocked car, unsupervised area or in extreme temperatures.
- No labels, stickers, or skins can be applied to the Chromebook. Students have the option to purchase removable cases for their Chromebook, but such cases will not be supplied by WVCSD.

Screen Care

- Screen damage may occur when pressure is applied to the screen. Users must use caution and avoid leaning on the top of the device when closed and placing objects in a book bag that would apply pressure to the screen.
- To provide extra protection for the Chromebooks, each student should carry the Chromebooks in the padded part of their backpack to and from school.
- The screen must be cleaned with a dry soft cloth or anti-static cloth.
- The device must not be bumped against lockers, walls, car doors, floors, etc. as it will break the screen.

Care of Device at Home

- Charge the device fully each night.
- Use the device in a common room of the home.
- Store the device on a desk or table - never on the floor.
- Protect the device from extreme temperatures, food and drink, small children, and pets.
- Do not leave the device in a vehicle.

- In case of theft, an official police report will be required.

Using a Chromebook at School

The rules and regulations are provided here so that students and parents/guardians are aware of the responsibilities students accept when they use a district-owned device. In general, this requires efficient, ethical, and legal utilization of all technology resources. Violations of these rules and guidelines will result in disciplinary action.

Chromebooks Left at Home

- A student may stop in the HS Office and check out a loaner for the day, if available.
- A student borrowing a Chromebook will be responsible for any damage to or loss of the issued device.
- The principal will document the number of times a loaner is issued to each student for not having his/her own Chromebook at school and will send reports to the administration for those students that have more than three occurrences during the trimester.
- The students that obtain a loaner will be responsible for returning the borrowed device to the HS Office before 3:15 p.m., if not fees may be applied.

Chromebooks Being Repaired

- Loaner Chromebooks may be issued to students when they leave their school-issued Chromebook for repair in the High School Office.
- A student borrowing a Chromebook must sign a loaner agreement and will be responsible for any damage to or loss of the loaned device.
- Chromebooks on loan to students having their devices repaired may be taken home.
- The principal will contact students when their devices are repaired and available to be picked up.

Operating System and Security

Students may not use or install any operating system on their Chromebook other than the current version of ChromeOS that is supported and managed by the district.

Updates

- The Chromebook operating system, ChromeOS, updates itself automatically when the Chromebook is restarted. Students do not need to manually update their Chromebooks.

Virus Protection

- Chromebooks use the principle of “defense in depth” to provide multiple layers of protection against viruses and malware, including data encryption and verified boot.
- There is no need for additional virus protection.

Chromebook Software

Google Apps for Education

- Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, and Forms.
- All work is stored in the cloud. Users can create an archive of their Google accounts at any time as a backup. Google also provides a limited document retention policy for recovery of files lost in the cloud. Notification of lost files needs to be reported to the principal immediately to have any chance of retrieval.

Chrome Web Apps and Extensions

- Students are allowed to install appropriate Chrome web apps and extensions from the [Chrome Web Store](#).
- Students are responsible for the web apps and extensions they install on their Chromebooks. Inappropriate material will result in disciplinary action.
- Some web apps will be available to use when the Chromebook is not connected to the Internet.

Email and Chatting for Students

All WVCSD school students are issued an email account. WVCSD email allows students to safely and effectively communicate and collaborate with WVCSD staff and classmates, giving them an authentic purpose for writing. These accounts will be used at school for school-related projects and communication. The accounts could also be used outside of school for school-related email by students, with the permission of their parents/guardians.

Email Usage

- The primary purpose of the student electronic mail system is for students to communicate with school staff, outside resources related to school assignments, and fellow students to collaborate on school activities.
- Students are responsible for good behavior while using school e-mail (at school and at home), just as they are in a classroom or a school hallway.
- Access to e-mail is given to students who agree to act in a considerate and responsible manner. Access is a privilege – not a right. Access entails responsibility.
- Students are responsible for messages sent from their accounts.
- Students should not share their passwords.
- Students should not give out personal information over email, including home telephone numbers or home addresses.
- Students will not use email to bully, harass, or threaten other students or individuals.
- Students will report any unusual activities such as "spam" communications, obscene email, attempts by adults to lure them into dangerous behaviors to any of the WVCSD staff.
- Students will not use email to send chain letters, viruses, hoaxes or forward social or

non-school related email to other students or staff.

- School email should only be used to sign up for school related accounts and other collaborative internet tools.
- Student email is provided by the district and is district property. WVCSD reserves the right to archive, monitor, and/or review all use of its email system. Users should not have any expectation of privacy in any electronic message created, sent or received on the District's email system.
- Student email accounts will be removed from the system after graduation, leaving the school district, or disciplinary actions. If necessary, WVCSD, at its discretion, may close user accounts at any time.

Chatting Usage

- Chatting should be used for educational purposes to collaborate with teachers and fellow students on a school based project.
- *Similar to supervision at school, we recommend parent/guardian supervise the device use at home.*

Chromebook Camera

Devices equipped with a camera offers students an extraordinary opportunity to experience a 21st Century tool and to develop 21st Century communication skills. As with all recording devices, it is best practice and common courtesy to ask permission before recording an individual or group and notifying the individual or group if the image will be posted online. *Cameras may never be used in a locker room or restroom per state statute.*

- **Examples of Use**
 - Webcams are to be used for educational purposes only, under the direction of a teacher.
Examples include:
 - Recording videos or taking pictures to include in a project
 - Recording a student giving a speech and playing it back for rehearsal and improvement.
- **At Home** - Use of webcams is allowed at home with permission from parents/guardians.

Listening to Music, Movies, and Games

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Students should provide their own headphones/earbuds.
- Any games must be in support of education. Otherwise, online gaming is not allowed during school hours.

Backgrounds and Screensavers

Any images set as a device background must be school appropriate and in line with School Policy. Inappropriate media may not be used as a device background. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, or gang-related symbols will result in disciplinary action and/or loss of device privileges.

Responsibilities and Agreements

When signing the Responsible Use Procedures (RUP), you are acknowledging that you understand and accept the information in this document and agree to Wapsie Valley Community School District Responsible Use Procedures. All users of the WVCSD network and equipment must comply at all times with the district's Electronic Technology Acceptable Use Policy.

Parent/Guardian Responsibilities

Wapsie Valley Community School District makes every effort to equip parents/guardians with the necessary tools and information to ensure safe use of the devices in the home. There are several responsibilities assumed by the parent/guardian and the student. These are outlined below.

- All Parents/Guardians and Students are required to sign the Responsible Use Procedures.
- Students and parents who have a Chromebook go home with a student are required to acknowledge this user agreement and sign it. While there is no cost for the use of the Chromebook, it is imperative that the device the student is issued be maintained and handled in a responsible way. In the case of intentional incidents, the family will be responsible for the cost of repairing the device.
- Cost for an accidental incident or normal wear and tear will be handled on a case-by-case basis.
- Students will be responsible for the entire cost of repairs or replacement to the Chromebook damaged through student misuse, neglect, intentional damage or loss. In case of theft, an official police report will be required.
- Student devices will not be assigned for take home use until all device debts are paid.
- Currently, the plan is for devices to be collected at the end of each school year.
- Students will be assigned the same device each year while enrolled at the same school.

Copyright and Plagiarism

Students are expected to follow all copyright laws and the Board Policy on Use of Information Resources (Code No. 605.7). The distinction between what is fair use and what is infringement in a particular case will not always be clear or easily defined. There is no specific number of words, lines, or notes that may safely be taken without permission.

Acknowledging the source of the copyrighted material does not substitute for obtaining permission. Copyright protects the particular way authors have expressed themselves. The safest course is to get permission from the copyright owner before using copyrighted material.

Many people think of plagiarism as copying another's work or borrowing someone else's original ideas. To "Plagiarize" means that you are stealing and passing off the ideas or words of another as one's own. You should never use another person's work without crediting the source. In other words, plagiarism is an act of fraud. It involves both stealing someone else's work and lying about it afterward.

Technology Discipline

Most tech-related behavior violations are equivalent to “traditional” classroom violations.

- Leaving your device at home is equivalent to leaving your textbook or school supplies at home.
- Cutting and pasting without citing sources or putting it into your own words is equivalent to plagiarism.
- Cyber-bullying is equivalent to bullying or harassment.
- Damaging or defacing the device or accessories is equivalent to vandalism or property damage.

In cases where unacceptable use or negligence is suspected, contact your teacher first. Incidents will be handled on a case by case basis and will be consistent with Board Policy on Student Discipline (Code No. 502.2)

School Board Policy

- Electronic Technology Acceptable Use of Students (Code No. 605.4)
- Use of Information Resources (Code No. 605.7)
- Student Discipline (Code No. 503.1)

Chromebook Technical Support

Technical support will be available in the HS Office. Services provided include the following:

- Hardware maintenance and repairs
- User account support
- Resetting of Google passwords
- Coordination and completion of warranty repairs
- Distribution of loaner Chromebooks
- ALL REPAIRS must be completed by appointed SCHOOL STAFF

Digital Citizenship

Digital Citizenship is a concept that helps students understand how to use technology appropriately in a society full of technology. The district expects students to use technology appropriately and responsibly whether in electronic communication or participation. The district also has electronic precautions in place in order for students to participate safely and securely in this environment and enjoy the rights of a digital world in an educational setting.

District Responsibilities

- The school will provide internet and email access to students.
- School staff will help students conduct research and ensure student compliance with the district’s Responsible Use Procedures.
- Filtering/blocking of inappropriate internet materials is done at the district level, and the district provides network data storage areas for all students.
- Wapsie Valley Community School District reserves the right to investigate the inappropriate use of resources and to review, monitor and restrict information stored on or transmitted via Wapsie Valley

Community School District owned equipment and resources.

Student Responsibilities

Students will abide by the district's Responsible use Procedures (RUP) and:

- Contact an administrator about any security issue they encounter.
- Monitor all activity on their personal account(s).
- Report email containing inappropriate or abusive language or questionable subject matter to a teacher or administrator at school.
- Report any damage to your Chromebook immediately to the school administrator for repair.
- Return the device and accessories to the school at the end of each school year or when requested..
- When students withdraw from school or transfer to another school, they must return their device to the issuing school on the date of departure.

Parent/Guardian Responsibilities

- Talk to your children about the values and standards you expect your children to follow as they use the Internet just as you talk to them about their use of all other media information sources such as television, telephone, movies, radio, etc.
- Parents are encouraged to monitor student activity at home, especially their Internet use.

Suggestions

- Investigate parental controls available through your Internet/phone service provider and/or your wireless router.
- Develop a set of rules/expectations for device use at home. Some websites provide parent/child agreements for you to sign.
- Only allow device use in common rooms of the home (e.g. living room or kitchen) and not in bedrooms.
- Demonstrate a genuine interest in what your student is doing on the device. Ask questions and request that they show you his or her work often.

Cyber-Safety Tips

Open communication with your child is vital. Your child needs to feel they can come to you if they encounter frightening communications or images.

- **Set age limits.** Keep young children away from any unaccompanied chatting.
- **Understand the technology.** Open an account yourself, and get your whole family connected. If your child views the program as a way of staying in touch with family, there might be less risk of misuse with friends.
- **Use privacy settings.** Just like other communication tools like Facebook and Yahoo Messenger, most video chat programs come with privacy settings.
- **No inappropriate activities.** You can use parental controls through your Internet provider to restrict what sites your children can visit.
- **Set time limits.** With any online activity, be sure to tell your children how long they will have to engage in these activities.

Teach Your Children The Following Rules

- Never accept files or downloads from unknown sources; this includes familiar sources if you were not expecting them. Accepting files or downloads from unknown sources can bring a virus that could harm the device.
- Never give out real name, telephone or cell phone number(s), mailing address, or passwords. Giving away personal information can lead to identity theft or worse.
- Do not post photographs in publicly accessible sites. The settings for ANY social networking profiles should be PRIVATE and new friends are accepted only if they are known to the child AND parent.
- Posting pictures online or sending images can have dangerous consequences.
- Report Cyberbullying to an adult. (Cyber bullying refers to the practice of using technology to harass, or bully, someone else).

Children's Internet Protection Act (CIPA)

The [Children's Internet Protection Act \(CIPA\)](#) was enacted by Congress in 2000 to address concerns about children's access to obscene or harmful content over the Internet. CIPA imposes certain requirements on schools or libraries that receive discounts for Internet access or internal connections through the E-rate program.

Wapsie Valley Community School District follows the Protecting Children in the 21st Century Act by:

- Blocking or filtering Internet access to visual depictions that are obscene, pornographic, or harmful to minors while at school using the school's network
- Providing instruction in Internet Safety
- Monitoring online activities of minors

Contact your teacher if you have questions about any of the following....

- Troubleshooting
 - Always try restarting the device as the first step of troubleshooting.
 - **At School** - If restarting the device does not solve the problem, contact your teacher.
 - **At Home** - If restarting the device does not solve the problem and it is an internet connectivity problem, contact your internet service provider. For other problems, contact your teacher when you return to school.
- How the device is used in instruction
- Questions about the device
- Cyberbullying
- Inappropriate content
- Proper use of the device

Thank you for partnering with Wapsie Valley Community School District by agreeing to abide by the Responsible Use Procedures (RUP) and becoming familiar with the *Technology Handbook for Parents and Students*.