

Evangeline Parish School District

2020 - 2021

Technology Handbook



The Evangeline Parish School District seeks to enhance student learning by providing students with the latest tools to develop students' critical literacy skills by using technology as real-world learning tools, enabling students to become facilitators of their own learning, and creating meaningful, engaging interdisciplinary projects that require problem solving while supporting individual learning styles and collaboration.

Goals for Students

- To increase students' productivity and engagement in and outside the classroom.
- To provide anytime access to learning via content rich media, web tools & applications, educational resources, text, and collaborative opportunities.
- To prepare students to live and work in a digital environment by applying the knowledge and skills needed for future learning and workforce.

Chromebook Distribution

- Each student will receive a Chromebook and charger cord. Upon approval, hotspots may be issued to students with connectivity issues.
- Parents/Guardians and students must sign and return signed permission forms located in the Evangeline Parish School District Technology Handbook. (**Student Acceptable Use Agreement, G Suite for Education Permission Form, Virtual Consent Form, Loan Agreement Form, and Technology Handbook Receipt with COPPA, CIPA, PPRA and FERPA rights.**)
- The Chromebook and any accessories are the property of the Evangeline Parish School District and as a result may be subject to inspection at any time. The student should have NO expectation of privacy of materials found on the Chromebook or any school issued Google Account for Education (GAFE).
- Homeroom Teachers will be responsible for checking out Chromebooks to parents and students using the link provided by the Technology Department.
<https://www.surveymonkey.com/r/YRH7LRY>

Should you want your child to opt out of having a Chromebook to take home, you will need to submit a signed note to the effect to the school level principal. Students are responsible for following the Evangeline Parish Acceptable Use Agreement and appropriate handling of the device. (Signature Section of EPSD 2020- 2021 Technology Handbook)

Chromebook Returns

- Chromebooks and all accessories will be returned during the final week of school or upon request to the school in satisfactory condition. Chromebooks will be inspected for damage. In the case of abuse, neglect, or intentional damage, the student/guardian will be charged a fee for needed repairs. Fees will not exceed the cost of replacement. Administration will make the final determination of any fees assessed after consultation with the EPSD Technology Department. Failure to return the Chromebook will result in full replacement. The district may also file a stolen property report with local law enforcement for unreturned devices as Chromebooks are on loan and property of EPSD.
- Chargers and hotspots will be subject to replacement fees if they are not returned in good working order or are damaged/lost during the school year.
- Chromebooks and accessories must be returned to the school on the last day of student's attendance, when a student transfers out of the school district, is expelled, or terminates enrollment for any reason.

Using the Chromebook at School

Chromebooks are intended for use at school each day students are present. Students must be responsible to bring their Chromebook to all classes, unless specifically instructed not to do so by their teacher or administration.

If students leave their Chromebook at home, they are responsible for getting the course work completed as if they had their Chromebook present. If a student repeatedly (2 or more times per class or as determined by any staff member) leaves their Chromebook at home or does not bring it to class, they will be required to leave their Chromebook at school for a specified time to be determined by the administration.

Chromebooks must be brought to school each day in a fully charged condition. Students need to charge their Chromebook each evening. Repeat violations will result in students being required to leave their Chromebook at school for a specific time to be determined by staff. In cases where the use of the Chromebook has caused batteries to become discharged, students may be able to connect their Chromebook to a power outlet in class.

Chromebook Care

Students are responsible for the general care of the Chromebook they have been issued by the Evangeline Parish School District. Chromebooks that are broken or fail to work properly must be reported to the district as soon as possible. District-owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance. Students are responsible for all damages to their assigned Chromebook.

General Precautions

- Chromebooks should not be used near liquids or food.
- Never lift a Chromebook by the screen or carry it with the lid open.
- Chromebooks must remain free of any writing, stickers, or labels.
- Do not attempt to gain access to the internal electronics of the Chromebook as it may void the warranty.
- No “jail breaking” of a Chromebook.
- Do not place heavy objects on the Chromebook lid.
- Chromebooks are issued with a unique identification number, which should not be marred, modified, or removed.
- Chromebooks must never be left in an unsecured area like the hallway, unlocked locker, or any unsupervised area during or after school.
- Chromebooks should always be stored in a position to avoid putting any pressure on the screen.
- Chromebooks must not be left in a vehicle or location that is not temperature controlled.
- Charging cords, flash drives must be inserted carefully into the Chromebook to prevent damage. Be aware of tripping hazards when cord is plugged in while computer is in use or charging.

- Chromebooks are assigned to individual students and the responsibility for the care of the Chromebook rests solely with that individual. Students should not lend their Chromebooks to another person.
- When the Chromebook is not in use or is being transported always, close the lid.
- Use the Chromebook on a sturdy, flat surface that allows for adequate air circulation. Placing the Chromebook on a pillow or bed while running or blocking air vents can cause it to overheat.

Screen Care

- The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids.
- Do not put pressure on the top of a Chromebook when the lid is closed.
- Do not store a Chromebook with the lid open.
- Do not place anything on top of the Chromebook that could press against the cover.
- Make sure nothing is on the keyboard before closing the lid (e.g. pencils, pens, etc.)
- Only clean the screen with a soft, dry microfiber or anti-static cloth.
- **DO NOT use window cleaners, household cleaners, aerosol sprays, solvents, ammonia, or abrasives to clean the Chromebook.**

Student Responsibilities

- Students must submit their Chromebooks to school personnel upon request.
- Students must place Chromebook in a secure location when not in use or in an unsupervised area.
- Chromebooks should be used for educational purposes.
- Students should protect their computer and personal account passwords and should never share them with others.
- Personalized screensavers or backgrounds are not permitted. Images that are deemed inappropriate, provocative, obscene, violent, or the like will be subject to disciplinary action.
- The District is not providing peripherals or tech support for devices such as earbuds, a mouse, speakers, or external keyboards.
- Students/parents are expected to report any damages or operational failures to the district immediately. A loaner Chromebook may be issued to students if repairs or further investigation is needed. A limited number of “loaner” Chromebooks are available so having a loaner device is not guaranteed.
- Students may set up and connect their Chromebooks to wireless networks outside of school.

Behaviors and Discipline Related to Student Chromebook Use

Technology Related Behavior Violations Equivalent	“Traditional” Classroom Violations
Failure to bring Chromebook to school	Coming to class unprepared
Email, texting, Internet surfing, etc.	Passing notes, reading magazines, games, etc.
Damaging, defacing, placing stickers, etc. to Chromebook	Vandalism/Property damage to school owned equipment
Using account belonging to another student or staff member	Breaking into someone else’s locker or classroom
Accessing inappropriate material	Bringing inappropriate material to school in print form
Cyber-Bullying	Bullying/Harassment
Using profanity, obscenity, racist terms	Inappropriate language, harassment
Sending/Forwarding assignments to another student to use as their own and/or copy.	Cheating, copying assignment, plagiarism

Violations Unique to Evangeline Parish School District Online Learning

1. Not having Chromebook fully charged when brought to school
2. Attempts to defeat or bypass the district’s internet filter and/or security settings
3. Modifying the district’s browser settings or other techniques to avoid being blocked from inappropriate sites or to conceal inappropriate internet activity
4. Unauthorized downloading/installing of Apps

Cyberbullying

The National Crime Prevention Council defines cyberbullying as, “Online bullying, called cyberbullying, happens when teens use the Internet, cell phones, or other devices to send or post text or images intended to hurt or embarrass another person.” It is critical for all students to know bullying and cyberbullying are not acceptable behaviors at any time or anywhere. Students should report bullying behaviors to their teacher or principal. Bullying in any form will not be tolerated and disciplinary action will be taken. (Additional information on bullying can be found in the Evangeline Parish Student Handbook.)

Damage, Loss and/or Technical Problems

Technical Problems

If you are encountering technical problems, take your Chromebook to your teacher. If it cannot be fixed at that time, a loaner Chromebook may be distributed based on availability. All Chromebook policy agreements remain in effect for the loaner Chromebook.

Damage

Complete an accident report <https://www.surveymonkey.com/r/2955ZPN> immediately if your equipment is damaged. A student's parents/legal guardians will be liable for the cost of repair or replacement if the Chromebook is intentionally damaged.

Stolen Devices

The student or parent/legal guardian is required to immediately notify a school administrator and file a police report in all cases of stolen Chromebook. After filing a police report, the student and/or parent/legal guardian shall notify the school and submit a copy of the police report. Failure to report stolen property in a timely manner could result in holding the parent/legal guardian and student liable for the entire cost of the device.

Content Filter

The district utilizes an Internet content filter that complies with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks, regardless of physical location that utilize EPSD internet (in or out of school), will have all Internet activity protected and monitored by the district. Students are bound by the Acceptable Use Policy, Administrative Procedures, and all other guidelines in these documents wherever they use their school issued device.

Google Suite for Education

Evangeline Parish School District will be using the Google Suite for Education productivity and collaboration tools. This includes Google Drive, Docs, Sheets, Slides, and other Google products.

Email

At this point K-12 students Google accounts do not have access to email. The accounts are currently only used for authentication and to access other Google resources provided by Google Apps for Education.

Printing at School

Students are encouraged to create, publish, and share digitally. Students will not be able to print directly from their Chromebook at school.

Operating System and Security

Students may not use or install any operating system on their Chromebook other than the current version of Chrome OS that is supported and managed by the Evangeline Parish School District Technology Department.

The Chromebooks operating system, Chrome OS, updates itself automatically. Students do not need to manually update their Chromebooks. 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.

Digital Citizenship

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

1. Respect Yourself

I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.

2. Protect Yourself

I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any threats, attacks, or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.

3. Respect Others

I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, intimidate, or stalk people. I will show respect for other people in my choice of websites. I will not visit sites that are degrading to others, pornographic, racist, or inappropriate.

4. Protect Others

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

5. Respect Intellectual Property

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

Parent's Guide to Safe and Responsible Student Internet Use

The Evangeline Parish School District recognizes that new technologies come with new challenges to both teachers and parents. Below is a series of suggestions drawn from a wide variety of professional sources that may aid you, the parent, in effectively guiding your child's use of the Chromebook.

1. Take extra steps to protect your child.

Encourage your child to use and store the Chromebook in a visibly open area of your home, such as the kitchen or family room, so you can monitor what your child is doing online. Use the internet with your child to help develop safe habits.

2. Go where your child goes online.

Monitor the places that your child visits. Let your child know that you are there, and help teach her/ him how to act as s/he works and socializes online.

3. Review your child's online interactions with others.

Discuss with your child the sites they interact with so that they are following internet safety guidelines.

4. Understand sites' privacy policies.

Internet sites should spell out your rights to review and delete your child's information.

5. Report unwelcome or malicious online threats.

Report in a timely fashion to the school any online interactions that can be considered threatening.

6. Help your child develop a routine.

Many parents have found success by helping create a routine for their child's computer use. Define a routine as to how the Chromebook is cared for and when and where its use is appropriate.

7. Take a look at the apps or programs.

It is to the advantage of the students, parents, and school that parents have working understanding of the programs and student work found on the Chromebook

Parent Guide

Common Sense Media Agreement for Parents and Teens in High School

The Common Sense Family Media Agreement is a checklist that parents can use to guide conversations with their kids about media use. It is designed to help parents establish guidelines and expectations around media use and behavior that are right for their family. Some families are comfortable using it as a signed agreement. Others refer to use it simply as a checklist to guide conversations. Either way, it is a great way to help parents and kids get on the same page about media and technology use.

Cyber Safety

Cyber safety is an important parent-child discussion to revisit frequently, from elementary school through high school. Experts warn that children are most vulnerable to online dangers while in their own home. The following suggestions are drawn from a wide variety of professional sources that may aid you in effectively guiding your child's use of the Chromebook and other technology devices.

In accordance with the District's Electronic Technologies Acceptable Use Policy, outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media. Parents are responsible for monitoring their student's use of the District's educational technologies, including school-issued accounts and the Internet if the student is accessing the District's electronic technologies from home or through other remote location(s).

Put the Chromebook to sleep, but not in the bedroom

Parenting experts suggest parking all technology devices, from cell phones to Chromebooks, in a common family room overnight to discourage late night, unmonitored use and sleep disruption. Do not allow your child to sleep with the Chromebook, laptop or cell phone. Remember to model appropriate use and balance of technology in your own life, too!

Do not allow your child to sleep with a Chromebook, iPad, computer or cell phone.

Filter Access

Filtering software is not built in to the Chromebook. While many potential dangers are filtered and blocked on the school's wireless network so students cannot access them, children often have complete, unrestricted access to inappropriate sites at home. Experts strongly suggest installing software to filter and block inappropriate content on your wireless home network. Some possible filters to consider include Open DNS (free version available), Safe Eyes, and Net Nanny. Some of these products offer additional protection features such as cell phone filtering, text message and photo screening tools, and digital footprint/reputation monitoring.

Set Expectations

Regularly share your expectations with your child about accessing only appropriate sites and content, as well as being a good person when online (even when parents are not watching). Outside of school, it is likely that your child has already been confronted with multiple opportunities to access content that parents would not approve, such as pornography, hate sites, celebrity gossip, reality TV, personal blogs and more, all of which may influence your child's beliefs, values and behavior. Understand that your child's use of many technologies (such as iPods, video game systems, and cell phones) likely gives your child the ability to connect to unfiltered public wireless networks (such as in a library or coffee shop, by picking up a neighbor's wireless signal, or connecting to the Internet through a cell service). Therefore, it is important to maintain regular, open dialog about Internet use and access. Discuss your expectations for appropriate use and behavior.

Monitor & Limit Screen Time

Experts suggest having children surf the Internet in a central place at home, such as the kitchen or family room, rather than away from adult supervision or behind a closed door. Know what your child is doing with technology and how his or her time is being spent. Technology can be a great tool and resource, but also has the potential to be a big distractor. Help your child learn to focus on completing tasks or assignments first before spending time on games, shopping and social networking. Teaching today’s children how to manage multiple sources of information and potential distractions is a critical life skill, one best learned before heading off to college or the workplace.

Additional Resources for Parents

Privacy & Internet Safety	https://www.common sense media.org/privacy-and-internet-safety
Learning with Technology (This link has age appropriate content for the various student levels)	https://www.common sense media.org/learning-with-technology
Family Online Safety Institute	https://www.fosi.org/
Teaching Kids about Internet Safety (Tutorials)	https://edu.gcfglobal.org/en/topics/onlinesafety/
Talking to Kids about Being Online	https://www.whitehouse.gov/wp-content/uploads/2018/05/Talking-with-kids-about-being-online-2018.pdf

Appendix

Notification of Rights under FERPA for Elementary and Secondary Schools

The **Family Educational Rights and Privacy Act (FERPA)** affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are: (1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School System as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School System has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School or School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are Student Privacy Policy Office

U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in

connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations, conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))
- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))

Under the provisions of the FEPPRA, certain information concerning students is designated as directory information and may be released by the school system, unless the parents, or student 18 years of age or older, informs the school system in writing that such information should not be released without prior consent within two weeks or 10 school days of the official start of the school year.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organization include, but are not limited to, companies that manufacture class rings, publish yearbooks, Louisiana Office of Student Financial Assistance (LOSFA), Louisiana High School Athletic Association (LHSAA), online digital resources, and any post-secondary institution that your child applies. The primary purpose of directory information is to allow the Evangeline Parish School Board to include information from your child's education records for the purpose of providing students with opportunities for public recognition and participation in school-sanctioned activities that take advantage of using online educational resources.

Evangeline Parish School has designated the following information as Directory Information:

- **Student's name, & Major field of study**
- **Schools attended, Grade Level, & Dates of Attendance at EPSB Schools**
- **Participation in officially recognized activities and sports,**
- **Weight and height of members of athletic teams,**
- **Degrees, honors, and awards received**
- **Most recent previous educational agency or institution attended by the student,**

The Evangeline Parish School Board has designated the before mentioned as directory information. As noted previously, any parent or student 18 years of age or older, who wishes any or all of the listed information not released, must inform in writing the principal of the school attended within the first 10 days of each semester. The Evangeline Parish School System may release the personally identifiable information from the educational records of a student to appropriate parties in connection with an emergency, if knowledge of the information is necessary to protect the health and safety of the student or other individuals.

In addition, two federal laws require local education agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) and ESSA to provide military recruiters, upon request, with the following information- **names, addresses and telephone listings**- unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

Protection of Pupil Rights, PPRA, affords parents certain rights regarding our conduction of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of –

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)

Inspect, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.
4. These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.

Evangeline Parish School Board has adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. **EPSD** will directly notify parents of these policies at least annually via the student handbook at the start of each school year and after any substantive changes. Evangeline Parish School System will also directly notify, such as through Remind, U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey.

EPSD will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-8520

Notification of Rights Under Children’s Online Privacy Protection Act (COPPA)

The Children’s Online Privacy Protection Act (COPPA) is a federal law governed by the Federal Trade Commission (FTC). COPPA assures that children under 13 years of age do not share personal information on the Internet without the express approval of their parents.

Providers must obtain consent from parents to collect information, unless they are collecting on behalf of the LEA or school and will only use the information to provide services to the LEA or school. If this is the case, then the provider can rely on consent obtained from the LEA or school. LEAs can consent on behalf of a parent for educational purposes.

COPPA defines personal information as:

- “A first and last name
- A home or other physical address including street name and name of a city or town • Online contact information as defined in this section
- A screen or user name where it functions in the same manner as online contact information, as defined in this section
- A telephone number
- A social security number
- A persistent identifier that can be used to recognize a user over time and across different websites or online services. Such persistent identifier includes, but is not limited to, a customer number held in a cookie, an Internet Protocol (IP) address, a processor or device serial number, or unique device identifier
- A photograph, video, or audio file where such file contains a child’s image or voice
- Geolocation information sufficient to identify street name and name of a city or town
- Information concerning the child or the parents of that child that the operator collects online from the child and combines with an identifier described above.”

SPECIFIC TO LOUISIANA: R.S. 17:3914 limits the sharing of student PII. When using online services without a data sharing agreement or parental consent, PII cannot be utilized

I understand and acknowledge that the consent provided herein shall be valid for my child’s cumulative transcript records and shall remain in effect until notified in writing otherwise.

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 – a program that makes certain communications services and products more affordable for eligible schools and libraries. In early 2001, the FCC issued rules implementing CIPA and provided updates to those rules in 2011.

What CIPA requires

Schools and libraries subject to CIPA may not receive the discounts offered by the E-rate program unless they certify that they have an Internet safety policy that includes technology protection measures. The protection measures must block or filter Internet access to pictures that are: (a) obscene; (b) child pornography; or (c) harmful to minors (for computers that are accessed by minors). Before adopting this Internet safety policy, schools and libraries must provide reasonable notice and hold at least one public hearing or meeting to address the proposal.

Schools subject to CIPA have two additional certification requirements: 1) their Internet safety policies must include monitoring the online activities of minors; and 2) as required by the Protecting Children in the 21st Century Act, they must provide for educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

Schools and libraries subject to CIPA are required to adopt and implement an Internet safety policy addressing:

- Access by minors to inappropriate matter on the Internet;
- The safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communications;
- Unauthorized access, including so-called hacking and other unlawful activities by minors online,
- Unauthorized disclosure, use, and dissemination of personal information regarding minors; and
- Measures restricting minors' access to materials harmful to them. Schools and libraries must certify they are in compliance with CIPA before they can receive E-rate funding.
- CIPA does not apply to schools and libraries receiving discounts only for telecommunications service only,
- An authorized person may disable the blocking or filtering measure during use by an adult to enable access for bona fide research or other lawful purposes.
- CIPA does not require the tracking of Internet use by minors or adults

You have multiple options for filing a complaint with the FCC:

- File a complaint online at <https://consumercomplaints.fcc.gov> •
- By phone: 1-888-CALL-FCC (1-888-225-5322); TTY: 1-888-TELL-FCC (1-888-835-5322); ASL: 1-844-432-2275
- By mail (please include your name, address, contact information and as much detail about your complaint as possible):

Federal Communications Commission
Consumer and Governmental Affairs Bureau
Consumer Inquiries and Complaints Division
445 12th Street, S.W.
Washington, DC 20554



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, EPSS 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 should 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 the 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 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.