

Eddyville-Blakesburg-Fremont Community School District
Technology Policy, Procedures, and Information
Updated 4/21/15



EBF CSD 1:1 Technology Program

To learn is to pursue understanding. To teach is to encourage and enable the pursuit of understanding.

The policies, procedures, and information within this document apply to all district-owned Technology used at the EBF CSD, including any other device considered by the Administration to come under this policy. Individuals or teams of teachers may set additional requirements for their classroom.

As used in this Technology Policy, Technology includes, but is not limited to, computers, iPads, and other equipment used to store, retrieve, transmit and manipulate data. Due to the rapid evolving nature of Technology it is impossible to create a completely inclusive definition.

1. Technology Assignment Parents and students must sign and return the Technology Acceptable Use Policy before the Technology can be issued to a student.

1.1 Technology Assignment

Technology will be assigned by teachers and students will be allowed to take home at appropriate times. This process will take place at the beginning of the school year and student's will be required to return all technology and school assigned accessories upon the last day of school or financial or criminal charges may be incurred.

PROTECTING & STORING YOUR Technology

1.2 Storing Your Technology

When students are not using their they should be stored in their locked lockers. Nothing should be placed on top of the Technology when stored in the locker. Students are encouraged to take their Technology home everyday after school, regardless of whether or not they are needed. Technology should not be stored in a vehicle at school or at home.

1.3 Technology Left in Unsupervised Areas

Under no circumstances should Technology be left in unsupervised areas, other than in a locked locker. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, locker rooms, library, unlocked classrooms, dressing rooms, and hallways. Any Technology left in these areas is in danger of being stolen. If Technology is found in an unsupervised area, it will be taken to the office and dealt with as a disciplinary matter.

2. COST OF REPAIRS

Students will be held responsible for ALL non-accidental damage to their iPads/Tablet including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for the full replacement value. Lost items such as cases and cables will be charged the actual replacement cost.

2. TAKING CARE OF YOUR Technology

Students are responsible for the general care of the Technology issued by the school. Technology that are broken or fail to work properly should be taken to the student's teacher or advisor.

2.1 General Precautions

- The Technology is school property and all users will follow this policy and the EBF acceptable use policy for technology.
- Only use a clean, soft cloth to clean the screen, no cleansers or liquids of any type.
- Cords and cables must be inserted carefully into the Technology to prevent damage.
- Technology and cases must remain free of any writing, drawing, stickers, or labels that are not the property of EBF School District.
- Technology should always be locked or supervised directly by the student to whom it is assigned. For instance, Technology should never be left in an unlocked locker, unlocked car, or any unsupervised area.
- Students are responsible for keeping their Technology battery charged for school each day.

2.2 Carrying Technology

The protective cases provided with Technology have sufficient padding to protect the Technology from normal treatment and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

- Technology should always be within the protective case provided by the district.
- No other items should be stored or carried within the Technology case to avoid pressure and weight on the screen.

2.3 Screen Care

The Technology screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the Technology when it is closed.
- Do not place anything near the Technology that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Take care not to bump the Technology against lockers, walls, car doors, floors, etc., as it will eventually break the screen.

3. USING YOUR Technology AT SCHOOL

Technology is intended for use at school each day. Students must be responsible for bringing their Technology to all classes, unless specifically instructed not to by their teacher.

3.1 Technology Left at Home

If students leave their Technology at home, they are responsible for getting the course work completed as if their Technology was present. Students who repeatedly (as determined by any staff member) leaves their Technology at home, will be required to leave their Technology at school and check it out/in from their teacher or advisor at the beginning and end of each day.

3.2 Technology Undergoing Repair

If available, Loaner Technology may be issued to student when repairs are required.

3.3 Charging Your Technology Battery

Technology must be brought to school each day in a fully charged condition. Students need to charge their Technology prior to bringing back to school. Students who repeatedly (as determined by any staff member) fail to bring their Technology to school charged will be required to leave their Technology at school and check it out/in from their teacher or advisor at the beginning and end of each day.

3.4 Screensavers/Background photos

- Inappropriate media may not be used as a screensaver or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.
- Passwords are not to be used.

3.5 Sound, Music, Games or Programs

- Sound must be muted at all times, in the classroom, unless permission is obtained from the teacher for instructional purposes.
- Music is allowed on the Technology and can be used at the discretion of the teacher.
- All software/apps/games must be district approved.

3.6 Printing

Printing will be available with the Technology on a limited basis. Students should talk to their teacher about when and how to print.

3.7 Home Internet Access

- Students are allowed to set up wireless networks on their Technology. This will assist them with Technology use while at home. Students are not required to have wireless access at home.
- Students use of Technology at home is subject to the provisions and requirements of this policy just as if being used at home.

4. MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving to the Technology Home Directory

Students may save work to their Technology. Limited storage space will be available on the Technology- BUT it will NOT be backed-up in case of re-imaging. It is the student's responsibility to ensure that work

is not lost due to mechanical failure or accidental deletion. Technology malfunctions are not an acceptable excuse for not submitting work. Teacher will instruct students on methods of managing workflow.

4.2 Network Connectivity

The EBF School District makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.

5. SOFTWARE ON Technology

5.1 Additional Software

Students are not allowed to load extra software/Apps on their Technology. EBF will synchronize the Technology so that they contain necessary apps for school work. Student will not synchronize Technology or add apps to their assigned Technology including syncing to home or personal iTunes accounts.

5.2 Inspection

Students may be selected at random to provide their Technology for inspection. Technology are property of EBF School District, and any staff member may confiscate any Technology at any time for any purpose.

5.3 Procedure for Re-loading Software

If technical difficulties occur or illegal software, non-EBF installed apps are discovered, the Technology will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to reformat and re-image.

5.4 Software Upgrades

Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in their iPads/Tablet for periodic updates and syncing.

6. ACCEPTABLE USE

The use of the EBF Community School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the EBF School District is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the EBF School District. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of the technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The EBF School District's Student Code of Conduct shall be applied to student infractions.

The EBF Community School District is not responsible for the accuracy of information students access on the Internet. The EBF Community School District retains the right to monitor any and all aspects of its Technology, including but not limited to, monitoring sites students visit on the Internet and reviewing email.

Violations may result in disciplinary action up to and including suspension/ expulsion for students. When applicable, law enforcement agencies may be involved.

6.1 Parent/ Guardian Responsibilities

- Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.
- Should you want your student to opt out of taking an Technology home, you will need to sign a form indicating this and understand that your student is still responsible for meeting the course requirements.

6.2 School Responsibilities are to:

- Provide Internet access and provide an individual Google account to its students.
- Provide Internet Blocking of inappropriate materials on district networks.
- Immediately report any inappropriate digital content to the building principal.
- Provide network data storage areas. These will be treated similar to school lockers. EBF School District reserves the right to review, monitor, and restrict information stored on or transmitted via EBF School District owned equipment and to investigate inappropriate use of resources.
- Provide guidance to aid students in use of the device and help ensure student compliance of the acceptable use policy.

6.3 Students are Responsible For:

- Using all technology in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that apply to Technology use.
- Using all technology resources in an appropriate manner so as to not damage school equipment. This "damage" includes, but is not limited to, the loss of data resulting in delays, non-deliveries, missed deliveries or service interruptions caused by the students own negligence, errors, or omissions. Use of any information obtained via EBF School District designated Internet System is at your own risk. EBF School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Helping EBF School District protect our Technology by contacting any staff member about any security problems they may encounter.
- Monitoring all activity on their account(s)/device.
- Students should always secure their Technology after they are done working to protect their work information and device.
- If a student should receive inappropriate digital content, he/she should IMMEDIATELY notify and adult.
- Returning their Technology at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at EBF for any other reason, must return their individual school Technology on the date of termination.

6.4 Student Activities Strictly Prohibited:

- Illegal installation or transmission of copyrighted materials
- Any action that violates existing Board policy or public law
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Use of outside data disks or external attachments without prior approval from the administration
- Changing of Technology settings (exceptions include personal settings such as font size, brightness, etc.)
- Downloading apps
- Spamming-Sending mass or inappropriate emails

- Gaining access to other student's accounts, files and/or data
- Use of school's internet/e-mail accounts for financial or commercial gain or for any illegal activity
- Use of anonymous and/or false communications
- Students are not allowed to give out personal information over the Internet- with the exception of teacher-directed instances.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) school equipment will not be allowed
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass, demean, or bully recipients.
- Bypassing the EBF web filter through a web proxy or by any other methods.

6.5 Technology Damage

Just like any school property issued to a student for individual use, students will be held responsible for maintaining their individual Technology and keeping them in good working order. Students are responsible for any and all damage. An insurance option is available through the district.

- Technology that has malfunctioned and/or is damaged must be reported immediately. All Technology repairs must be handled through the district. Students are responsible for the actual cost of damages- not to exceed the cost of replacement.
- Technology batteries must be charged and ready for school each day.
- Technology cases furnished by the district must be returned with only normal wear and no alterations to avoid paying a case replacement fee.
- Technology that is stolen must be reported immediately to a building administrator.

6.6 Legal Propriety

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the EBF Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to EBF Student/Parent Handbook. Violation of applicable state or federal law will result in criminal prosecution of disciplinary action by the District.