

Randolph – Clay Middle School

2020 – 2021

Virtual Learning Handbook



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The mission of Randolph – Clay Middle School is to ensure that all students reach their academic potential and are fundamentally prepared to pursue college or a career in an ever-changing global society.

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WE BELIEVE

- Technology touches almost every part of our lives.
- Technology in the hands of students can serve as an equalizer, providing students with access to information and tools that empower them as learners.
- Technology in the hands of students can increase student engagement and thus student performance, satisfaction, and interest in school.
- Technology in the hands of students can change the way teachers teach, offering educators effective ways to reach different types of learners and assess student understanding through multiple means.
- Technology in the hands of students can better equip the workers of tomorrow to investigate and solve real world challenges similar to those they will experience in the workplace.
- Technology in the hands of students is one of the largest paradigm shifts in teaching and learning to be experienced by today's educators.
- Technology infrastructure must be designed and implemented in a manner to allow the seamless implementation of an environment where personalized learning thrives in the Randolph Clay Middle School classrooms.

OVERVIEW

Randolph Clay Middle School views the use of digital resources as central to the delivery of its educational program and expects that all students will use digital resources as an essential part of their learning experiences. It is the policy of Randolph Clay Middle School to maintain an environment that promotes ethical and responsible conduct in all digital resource activities. With this privilege and extraordinary opportunity to explore resources come responsibilities for the parent *and* for the student. During student registration, the return of previously registered students, and each subsequent yearly update, you will be given the opportunity to view the Acceptable Use Agreement, and during these processes you acknowledge that you understand and accept the information in this document.

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Digital Citizenship/Virtual Learning PBIS Expectations

R	Be respectful: Be considerate of the opinions of others Use respectful language Pay attention during virtual class and ask relevant questions Keep your microphone muted when others are speaking, so other can hear
I	Show Integrity: Stay on the right site Selfies only, do not photo or video others Conduct safe, school appropriate searches
S	Be safe: Handle your digital device with care Create strong passwords and do not share them with others Be careful what you post Be careful what you download
E	Show Effort: Check online platforms for assignments Finish all assignments on time Communicate with teacher for better understanding of assignments

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RANDOLPH CLAY MIDDLE SCHOOL students and families must understand that:

1. All students are allowed access to digital resources unless the school is notified in writing by the parent/guardian.
2. All users of the district network and equipment must comply at all times with Randolph County School District policies, and Staff Use of Internet, Social Networks and Other Forms of Electronic Communication.
3. Chromebooks, laptops, iPads, tablets, and all technology equipment associated with the device are on loan to students and remain the property of Randolph County School District.
4. All users are accountable to all school, district, local, state, and federal laws.
5. All use of the technology equipment and network must support education.
6. Students and families must follow all guidelines set forth in this document and by district staff.
7. All rules and guidelines are in effect before, during, and after school hours for all district laptops, iPads, tablets, and technology equipment whether on or off the school campus.
8. All files stored on district equipment or on the network are property of the district and may be subject for reviewing and monitoring.
9. The term “equipment” or “technology” refers to laptops, iPads, tablets, Chromebooks, batteries, power cord/chargers and bags/cases/covers. Each piece of equipment is issued as an educational resource. The conditions surrounding this equipment can be equated to those of a textbook or a school issued calculator.
10. Students are expected to keep the equipment in good condition. Failure to do so will result in bills for repair or replacement.
11. Students are expected to report any damage to their device as soon as possible. This means no later than the next school day.
12. Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students.
13. Students are expected to notify a staff member immediately if they come across information, images, or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
14. All users are expected to follow existing copyright laws and educational fair use policies.
15. Students may only log in under their assigned Randolph County School District username. Students will not share their password with other students at any time.

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- 16. Students may not loan equipment to any other person for any reason, as students *and* their parent/guardian are held financially responsible for any loss of components.
- 17. Any failure to comply with the rules as outlined in this handbook may result in disciplinary action. Randolph County School District may remove a user’s access to the network without notice at any time if the user is engaged in any unauthorized activity.
- 18. Randolph County School District & Randolph Clay Middle School reserves the right to confiscate the equipment at any time.

Parent/Guardian Responsibilities for Students with Mobile Devices (Grades 2-12)

Randolph Clay Middle School makes every effort to equip parents/guardians with the necessary tools and information to ensure safe use of the laptops in the home. There are several responsibilities assumed by the parent/guardian. These are outlined below.

Sign the Student/Parent Acceptable User Agreement

*Parent/Guardian
Responsibility*

In order for students to be issued a laptop, iPad, or tablet (device) a student The parent/guardian must acknowledge acceptance of the Acceptable Use for Technology –Electronic Mobile Device. A student will not be issued a device until the agreement has been accepted and a hard copy has been signed by both parent and student and returned to the school.

Accept Liability

Parent/Guardian Responsibility

The parent/guardian/student are responsible for the cost of repair or replacement at the date of loss if the property is:

- Not returned
- Intentionally damaged

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- Damaged because of negligence

Please note: Lost or stolen devices must be reported to school and/or police immediately. In cases involving theft, a police report will be required.

Monitor Student Use

Parent/Guardian Responsibility

The parent/guardian must agree to monitor student use at home (if applicable) and away from school. The best way to keep students safe and on-task is to have a parent/guardian present and involved.

Suggestions

- Investigate and apply parental controls available through your internet service provider and/or your wireless router.
- Develop a set of rules/expectations for internet use at home. Some websites provide parent/child agreements for you to sign.
- Only allow internet 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 while online. Ask questions and request that they show you his or her work often.

Support Student Safety

Shared Responsibility

For schools and parents/guardians alike, student safety is always a high priority. The precautions described in this section are intended to help students be safe on the path to and from school. Student safety always comes first.

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- If someone demands your laptop or iPad, give it to the person. Report the incident immediately.

Parent/Guardian Responsibility

The parent/guardian must agree to monitor student use at home (if applicable) and away from school. The best way to keep students safe and on-task is to have a parent/guardian present and involved.

Equipment Rules and Guidelines

The rules and regulations are provided here so that students and parents/guardians are aware of the responsibilities that students accept when they use district-owned technology equipment. In general, this requires efficient, ethical, and legal utilization of all technology resources. **Violations of these rules and guidelines will result in disciplinary action.** Students will receive Chromebook and/or iPad-related training at school during the first weeks of school. Below you will find a summary of the main points of each training topic.

Electronic Resource Policy and Responsible Use Procedures

General Guidelines

All use of technology must:

- Support learning
- Follow local, state, and federal laws
- Be school appropriate

Security Reminders

- Do not share logins or passwords

Exception: students are asked to share passwords with parents or guardians

- Do not develop programs to harass others, hack, bring in viruses, or change others' files
- Follow Internet safety guideline

Activities Requiring Teacher Permission

- Using equipment during class
- Using headphones in class

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Inappropriate Content

All files must be school appropriate. Inappropriate materials include **explicit** or **implicit** references to:

- Alcohol, tobacco or drugs
- Gangs
- Obscene language or nudity
- Bullying or harassment
- Discriminatory or prejudicial behavior

Thumb Drives

All district rules and guidelines apply to any thumb drive plugged in to district equipment

Equipment Use, Care, and Classroom Routines

Handling

- Keep your Chromebook or iPad in the district designated protective case or cover at all times.
- Always use two hands to carry the device.
- Never leave the Chromebook or iPad unattended for any reason
- Ensure that the Chromebook or iPad is resting securely on the desktop/tabletop.
- Never place your Chromebook or iPad on the floor.
- Close the lid of the Chromebook before standing up.
- Never leave your Chromebook or iPad unattended unless you have your teacher's permission to do so.
- If you walk away from your device, lock the screen before walking away.

Useful Habits

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Care of device at school/home

- Follow all directions given by the teacher. Failure to follow district policies and teacher instructions could result in disciplinary action.
- A Chromebook or iPad should never be open if a student is consuming food or drink.
- Use the Chromebook or iPad in a common room of the home.
- The Chromebook or iPad stays in the protective cover at all times. The power cord/charger should always be available if/when needed.
- Charge the Chromebook or iPad fully at the end of each day. For devices that are not taken home, the student is responsible for ensuring that the power cord is connected to the device in the cart so that it will be charged for the next day.
- Store the device on a desk or table. Books and/or binders should never be placed on top of a Chromebook or iPad. If the device is not in use, it should either be stored on top of a desk/table. It should never be on the floor!

Traveling to and from School

- Use the Chromebook or iPad in a common room of the home.
- Store the Chromebook or iPad on a desk or table - **never on the floor!**
- Protect the device from:
 - * Extreme heat or cold.
 - * Food and drinks
 - * Small children
 - * Pets
- Completely shut down the Chromebook, or iPad before traveling.
- Do not leave the device in a vehicle!

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Prohibited Actions

Students are prohibited from:

- Putting stickers or additional markings on the Chromebooks or iPads, bags/cases, batteries, or power cords/chargers.
- Defacing district issued equipment in any way. This includes but is not limited to marking, painting, drawing or marking any surface of the Chromebook or iPad.
- The protective cover for the Chromebook or iPad should never be removed, for any reason, as doing so will lead to damage to the device for which you will be responsible.

Email for Students

Purpose

All students are issued an email account. Email allows students to safely and effectively communicate and collaborate with district staff and classmates, giving them an authentic purpose for writing. The effective use of email is:

- A 21st Century communication tool.
- Used in careers and higher education settings.
- A way to meet the International Society for Technology in Education Student Standards (ISTE-Student Standards).

Guidelines and Reminders

Email should be used for educational purposes only.

- Email transmissions are monitored by the district to ensure appropriate use.

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This means that administrators and teachers may check students' email and will be alerted to any inappropriate content.

- Email should only be used by the authorized owner of the account.
- Students should protect their passwords at all times. Any suspected breach of a student's assigned Randolph County School District account should be reported immediately.

- All email(s) and its/their contents are property of the district.

Unacceptable Use Examples

- Non-education related forwards (e.g. jokes, chain letters, images, etc.).
- Harassment, profanity, obscenity, racist terms.
- Cyber-bullying, hate mail, discriminatory remarks.
- Email for individual profit or gain, advertisement, or political activities.

Webcams

Purpose

Each student device is equipped with a webcam. This equipment offers students an extraordinary opportunity to experience a 21st Century tool and to develop 21st Century communication skills.

Examples of Use

Webcams are to be used for educational purposes only, under the direction of a teacher. Examples include:

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- Recording videos or taking pictures to include in a project.
- Recording a student giving a speech and playing it back for rehearsal and improvement

Movies

At Home - Streaming movies on your Chromebook or iPad is allowed at home with permission from parents/guardians. **Note: devices are filtered at home with limited access to streaming services.**

Gaming

At School - School Online gaming is not allowed during school hours unless you have been given permission by a teacher. All games must be in support of education.

At Home

Online gaming is allowed at home if all of the following conditions are met:

- You have permission from your parent/guardian.
- The content of the game is school appropriate.
- The game is in support of education.
- All schoolwork is complete.
- No download of any kind is needed.

You are not allowed to load personal software onto your district owned device.

Desktop Backgrounds and Screensavers

Any images set as the desktop or Home Screen background must be in line with Use of Technology Resources in Instruction guidelines.

- Inappropriate media may not be used as a desktop background. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, or gang related symbols will result in disciplinary action and/or loss of Chromebook or iPad privileges.

Copyright and Plagiarism

Students are expected to follow all copyright laws. Duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).

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Technology Discipline

School-Based Discipline

The discipline policies at each school encompass the one-to-one/digital environment. Please reference the Student Code of Conduct for details.

Progressive Discipline

Discipline is progressive. Low-level, first-time infractions will have lesser consequences than infractions that are repetitive or more serious in nature. See Progressive Discipline Steps Example below:

The following are for illustration purposes only. The appropriate progressive discipline steps for the individual would apply.

- Warning
- Parent contact
- School-based consequences
- Administration referral

Examples of Unacceptable Use

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

1. Using the network for illegal activities, including copyright, license or contract violations
2. Unauthorized downloading or installation of any software including shareware and freeware
3. Using the network for financial or commercial gain, advertising, or political lobbying
4. Accessing or exploring online locations or materials that do not support the curriculum and/or are inappropriate for school assignments
5. Vandalizing and/or tampering with equipment, programs, files, software, network performance or other components of the network; use or possession of hacking software is strictly prohibited
6. Gaining unauthorized access anywhere on the network
7. Revealing the home address or phone number of one's self or another person
8. Invading the privacy of other individuals
9. Using another user's account or password or allowing another user to access your account or password.
10. Coaching, helping, observing or joining any unauthorized activity on the network
11. Posting anonymous messages or unlawful information on the network
12. Participating in cyber-bullying or using objectionable language in public or private messages, e.g., racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning or slanderous
13. Falsifying permission, authorization or identification documents
14. Obtaining copies of, or modifying files, data or passwords belonging to other users on the network
15. Knowingly placing a computer virus on a computer or network

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- 16. Attempting to access or accessing sites blocked by the district Internet filtering system
- 17. Downloading music, games, images, videos, or other media without the permission of a teacher
- 18. Sending or forwarding social or non-school related email
- 19. Attempts to defeat or bypass the district’s Internet filter
- 20. Deleting browser history
- 21. Using electronic resources for individual profit or gain; for product advertisement; for political action or political activities; or for excessive personal use
- 22. Making use of the electronic resources in a manner that serves to disrupt the use of the network by others
- 23. Unauthorized downloading or installing software
- 24. Modification to district browser settings or any other techniques, designed to avoid being blocked from inappropriate content or to conceal Internet activity

Device Security

Laptop, Chromebook, or Tablet Security

Security is in place on the device to prevent certain activities. These include downloading or installing software on the device, removing software, changing system settings, etc.

Internet Filtering

Randolph County School District maintains an Internet filtering software package. This program automatically filters all student access to the Internet.

Damaged Equipment

Accidental Damage vs Negligence

Accidents do happen. There is a difference, however, between an accident and negligence. The difference between an accident and negligence is a discipline issue, not a difference in financial consequences. Damages caused due to a student’s failure to follow the guidelines set forth in this handbook will be deemed negligent.

Lost/Stolen Equipment Lost

Reporting Process

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If any equipment is lost, the student or parent must report it to the school immediately. Students can let a teacher or administrator know, and the staff member will assist him/her. If it is reported that a student has not brought the device to school (or used for educational purposes) for an extended period of time, the school will consider the device to be lost and could charge the student's account for full replacement of the device and its related equipment.

Financial Responsibility

The circumstances of each situation involving lost equipment will be investigated. Students/parents will be held financially responsible for any lost equipment. After investigation, if a Chromebook or iPad is deemed lost, the school will make a determination regarding a replacement device.

Stolen Equipment

Reporting Process

If equipment is stolen, the school must be notified, and a police report must be filed immediately. A copy of the police report must be provided to the school by the student or parent in a timely manner.

Financial Responsibility

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Students/parents will be held financially responsible and will be billed for full replacement costs for stolen equipment. Remember, it is the parent's/student's responsibility to

Replacement and Repair Costs

Reporting Process

report the theft to the proper police and school authorities immediately upon incident. After investigation, if a Chromebook or iPad is deemed stolen, the school will make a determination regarding a replacement device.

If equipment is stolen, the school must be notified, and a police report must be filed immediately. A copy of the police report must be provided to the school by the student or parent in a timely manner. The District reserves the right to deny coverage in the event of abuse of the theft/burglary/robbery coverage

Students are expected to return the computer in the same condition in which it was issued. While normal wear and tear will be taken into consideration, students who have mistreated the equipment will be subject to fines. Students will be issued financial obligations forms if any of the following occurs:

Students will be issued financial obligations forms if any of the following occurs:

Item Description	Cost of Repair/Replacement
Replacement cost of the damaged Chromebook	\$340.00
Replacement cost of the Chromebook charger	\$59.00
Cost of the repair will be per occurrence	Full cost of the repair plus any shipping charges
Cost of the Chromebook protection cover	\$32.00

Terms and Conditions of the Computing Device Agreement:

Student access to Chromebooks is one way that Randolph Clay Middle School enhances the learning opportunities for our students. Use of the devices is a privilege. Students who use a computing device at school are expected to follow Randolph County School District & Randolph Clay Middle School's policies, procedures, and practices. It is imperative that the device the student is issued be maintained and handled in a responsible way.

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Virtual Attendance and Grading Procedures

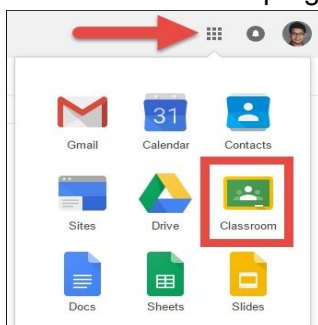
- Students must log on every day for class.
- Teachers must check attendance after the first five minutes of each class.
- If a student misses two or more days within the same week, the parent will be sent a letter and be contacted by the Attendance Support Team.
- If a student misses three or more days, the Attendance Support Team will make a home visit.
- Students must be logged on at least 30 minutes per class.
- Teachers must have grades and attendance current and up to date every Friday by 3:00 P.M.
- A weekly attendance and grading report will be sent to each Principal.

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How to log into your Chromebook, locate your WiFi, and log into Google Classroom?

1. Input School Email Address
2. Use GTID # for your Password
3. Locate wifi by click on the quick setting panel at the bottom right hand of the screen. Then click on the wifi slide button to make sure the wifi is turned on.
Select the wifi network.
4. Enter the password for your wifi network
5. www.google.com
6. Click on the :: waffle in the top right corner.



7. Scroll down and locate "Google Classroom"
8. Click on "Google Classroom" and open the icon.
9. Join the class by putting in the assigned teacher code.
10. Next, you will be able to click on the teacher's name to enter the specific classroom.
11. Click the icon to join the live classroom.
12. Make sure you log out, turn off your Chromebook, and charge it up for the next day.

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2020-2021 VIRTUAL LEARNING SCHEDULE

Periods	Time	Instructional Time
1 st period	7:55-8:55a	55 mins
2 nd period	9:00-9:55a	55 mins
3 rd period	10:00- 10:55a	55 mins
4 th period	11:00-12:30p*	55 mins
Lunch	11:00a-11:40a 6th grade 11:15a-11:55a 7th grade 11:30a-12:10p 8th grade	
5 th period	12:35-1:30p*	55 mins
6 th period	1:35-2:30p*	55 mins
7 th period	2:35-3:30	55 mins

*= Denotes RCMS Exploratory class periods which is taught by RCHS teachers

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RCMS Virtual Master Schedule

Grade/Groups	1 st	2 nd	3 rd	4 th	5 th	6 th	7 th
	7:55-8:55	9:00-9:55	10:00-10:55	11:00-12:30	12:35-1:30	1:35-2:30	2:35-3:30
6 th Grade Red	ELA	ELA Support	SocSt	Exploratory/ Planning	Earth Science	Math	Math Support
	Allen	Allen	Davis		Allen	Baldwin	Baldwin
6 th Grade Black	Math	Math Support	Earth Science	Exploratory/ Planning	SocSt	ELA	ELA Support
	Baldwin	Baldwin	Allen		Davis	Allen	Allen
7 th Grade Red	ELA	ELA Support	Math	Math Support	Exploratory/ Planning	Life Science	SocSt
	Bryant	Bryant	Barnes	Barnes		Barnes	Davis
7 th Grade Black	Math	Math Support	ELA	ELA Support	Exploratory/ Planning	SocSt	Life Science
	Barnes	Barnes	Bryant	Bryant		Davis	Barnes
8 th Grade Red	ELA	ELA Support	Math	Math Support	Georgia Studies	Exploratory/ Planning	Physical Science
	Thomas	Thomas	Gilbert	Gilbert	Thomas		Gilbert
8 th Grade Black	Math	Math Support	ELA	ELA Support	Physical Science	Exploratory/ Planning	Georgia Studies
	Gilbert	Gilbert	Thomas	Thomas	Gilbert		Thomas
8 th Grade Gray	ELA	ELA Support	Math	Math Support	Georgia Studies	Exploratory/ Planning	Physical Science
	Davis	Davis	Baldwin	Baldwin	Bryant		Bryant

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POWERSCHOOL ACCESS

Dear RCSS Parents/Guardians:

All district communication will be shared in 2020-2021 using the contact information that we have on record for each student in your household. **Please take a moment and make sure that your information is correct in PowerSchool.** This process is important because the Parent Portal gives you access to your child's *grades, attendance and communication* with teachers.

Below, you will find instructions to guide you through this process and to sign up for Parent Portal. Please select the option that applies to you.

Option 1: No, I do not have a PowerSchool Account and need to sign up for Parent Portal:

1. To get your Access ID and Access Password, please fill out the Google Form below. You will be contacted by the school counselor with your ID and Password to create your account.

<https://forms.gle/VynYkbBwSMhk49GGA>

2. Once you have your Access ID and Access Password, go to sis.sowegak12.org/public
2. Click on the button labeled **Create Account**.
3. Enter the parent/guardian account information. Each account must have a unique email address and username.
4. Create a password of your choosing.
5. Enter your Access ID and Access Password for each student you'd like to add to your account
6. Under **Relationship**, select the term that refers to your relationship to the student.
7. Take note of the User Name and Password that you have just created, because you will need them to log in to the PowerSchool portal once you click on **"Enter"**.

Option 2: Yes, I have a PowerSchool Account and only need to confirm my child's information in Parent Portal:

- To view/change your student's information, click **Update Student Information**. Review and make changes where appropriate.
- Once you review/change the information in the system, click **Submit** to confirm your information is correct. **Even if you have no changes, please still click **Submit** to confirm for us that the information is current.**

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APPENDICES

A. REMOTE-LEARNING DAYS

Remote learning allows Randolph County School District to extend learning into the home and keep everyone safe during emergency closures.

Google Classroom is a tool that integrates many facets of education into one platform. Randolph Clay Middle School educators can create an engaging and stimulating atmosphere via virtual learning now with Google Classroom. More digital tools could be added.

At the core of Google Classroom –all educators in our school can create their own virtual platform for students to receive the following: instruction, guides and resources, assignments and assessments, and other forms of direct delivery instruction.

Educators have the capability not just to create resources but to share their content across several levels of education. In other words, any educators at any level in our school can collaborate with any student to provide a complete classroom experience online. We strive to provide excellence by focusing on the 21st Century, future ready skills that will prepare our students for College and Career Readiness.

What can I do to make sure my student is successful with their Remote Learning Day? Our number one goal with remote learning is to make sure your child continues to learn and is safe. With a new process, there will be many things your student can share about their learning and demonstrate success, but there will also be some areas of improvement for the whole system. When students return to school, there will be an opportunity for the home and students to share (strengths and needs improvement) about the remote learning experience.

How will my students get the remote learning assignments that they need to complete at home? Teachers will have lessons for your student loaded into Google Classroom. Prior to leaving the school building, students will receive the necessary resources to complete their work at home. Students who are English Language Learners/Special education will receive additional materials and supports.

Students, grades 6 - 8, will be able to use Google Docs (create and edit documents, Microsoft Excel (create and edit spreadsheets), Microsoft PowerPoint (create and edit presentations), and Microsoft Publisher (create and edit diagrams) offline. There will be some lessons that will have videos or other media. Teachers will work with the students

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to have this information downloaded to their Chromebook or iPad, prior to leaving the school for the day.

How many lessons will my student need to complete?

Grade 6 - 8 students will receive take-home devices. Classroom lessons will be delivered via the Google Classroom Meets Platform. Teachers will use the Google Classroom Meets Platform to provide daily 30-45 minute lessons in the following content areas: ELA, Math, Science, and Social Studies. The students will also be provided with Physical Education on a daily basis from their Physical Education teacher. This could include physical exercise and/or health lessons.

* Students who are English Language Learners/ Exceptional Education will receive additional resources and supports.

How can we work with the teacher? Teachers will be available throughout the day during scheduled planning periods and by appointment on Fridays.

During these hours, our teachers will be accessible through a line of communication and be available for feedback, discussion, and for grading of student work via PowerSchool.

What is my student's responsibility? How long do the students have to complete the lesson(s) assigned on Remote Learning Days? Students are expected to complete the lesson(s) assigned by their teachers on a daily basis. Remote Learning days are about extending learning outside of the school building and not stopping instruction. Teachers will enter grades into PowerSchool at the end of every week on Fridays.

B. Digital Code of Conduct

Proper behavior, as it relates to the use of technology, is no different than proper behavior in all other aspects of district activities. All users are expected to use the district technology resources in a legal, responsible, ethical, and polite manner. The digital citizenship guidelines are intended to clarify those expectations as they apply to computer and network usage and are consistent with the Randolph County School Board policy on use of technology resources in instruction. A student who knowingly violates any portion of the digital citizenship expectations will be subject to suspension of access and/or revocation of privileges on the district's system and will be subject to disciplinary action in accordance with the school district disciplinary handbook.

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Students will practice responsible use of digital information regarding intellectual property, including complying with software licenses, copyright laws, and all other state and federal laws governing intellectual property. Students will practice safe and appropriate online behavior including using professional etiquette while communicating online. Improper use of district technology resources is prohibited including, but not limited to:

- using racist, profane, pornographic, sexually oriented, or obscene language or materials
- attempting to send or sending anonymous messages of any kind
- using the network to access inappropriate and/or harmful materials
- bypassing the district's security measures to access sites that are filtered on the district network
- encrypting communications so as to avoid security review or monitoring by the system administrator
- using the network to provide addresses or other personal information that others may use inappropriately
- purposely engaging in activity that may harass, threaten, defame, slander, libel, malign, or abuse another (individual or group)
- forgery or attempted forgery of electronic messages; attempts to read, delete, copy, or modify the electronic mail of other system users or deliberate interference with the ability of other system users to send/receive electronic mail
- using the network for illegal purposes, in support of illegal activities, or for any other activity prohibited by district policy or guidelines

Students will use the technology resources in a positive and responsible manner that promotes creativity, innovation, collaboration, communication, critical thinking, and problem solving. Improper use of the district's technology resources is prohibited including, but not limited to:

- using the network for political activity, financial gain, or commercial activity
- attempting to harm or harming equipment, materials, or data
- changing any computer configurations and/or settings
- installing software, including freeware and file sharing services, without permission from the director of technology or his/her designee
- streaming media, such as radio, games, video, etc., for non-educational purposes

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- proxy sites - bypassing or attempting to bypass the filtering device by using sites such as, but not limited to, proxy sites on the district's electronic communications system
- running security programs or utilities that reveal or exploit weaknesses in the security of a system such as password cracking programs, packet sniffers, or port scanners or any other non-approved programs on district technology resources
- otherwise engaging in acts against the aims and purposes of the district as specified in its governing documents or in rules, regulations, and procedures adopted from time to time

Students will understand the negative impact of inappropriate technology use including online bullying and harassment, hacking, intentional virus setting, invasion of privacy, and piracy of materials such as software, music, video, and other media.

Students will log in to the district network using their own login credentials (school email address and GTID number). Account information and passwords, or similar information used for identification and authorization purposes, must be kept private. Passwords should not be written down and left in a location where others may find it. The individual in whose name a system account is issued will be responsible at all times for its proper use.

Students will use technology resources cautiously to prevent damage.

Students are asked to conserve district technology resources (such as network bandwidth and storage) by limiting usage to educational purposes. System users must not degrade the performance of district technology resources (i.e., streaming video, streaming audio, and Internet radio), deprive an authorized district user access to a district resource, obtain extra resources beyond those allocated, or circumvent district computer security measures.

Creative credit and copyright - students have the right to protect their own creative works. Additionally, students must exercise academic integrity in a fair and legal manner when using other people's creative works. Failure to appropriately cite ideas or work other than your own will result in adverse academic and behavioral action. Academic integrity protects against the following:

- Cheating is fabricating written assignments; giving or receiving aid to another student without the consent of the instructor on tests, quizzes, assignments, or exams; or accessing unauthorized teacher's editions or answer keys. Cheating

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also includes the use of technology such as computers, phones, cameras, or any other device that provides access to unauthorized information related to graded course material, tests, quizzes, assignments, or examinations.

- Double assignments are also a form of cheating. This is defined as an assignment that is used to fulfill the requirements of more than one course without prior approval from all involved instructors.
- Colluding is allowing one's work to be copied or submitted by another student. This applies to individual as well as group work where the students are given individual grades. It also applies to work that is transferred electronically and then submitted by another student. Joint student projects where information is combined for a final product submission are acceptable.
- Plagiarizing is the act of presenting the ideas or works of another person as one's own. This includes presenting information, ideas, phrasing, words, artwork, music, figures, diagrams, graphs, song lyrics, films, maps, illustrations, data, computer programs, emails, CDs, and electronic files from the Internet. All of these must be acknowledged with the proper documentation. The instructor or the school links should be consulted for proper citation practices. All assignments submitted to instructors should contain the proper citation. Plagiarism occurs when a student does one of the following: fails to cite borrowed, quoted, or paraphrased material, even by accident; deliberately intends to deceive through lack of citation; or uses strings of words from a cited source without indicating these words are not his/her own (attempted paraphrase without quotations, even if there is a correct citation).

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C. Acceptable Use for Technology –Electronic Mobile Device Contract

Students and Parents/Guardians must sign the Acceptable Use for Technology–Electronic Mobile Device Contract every year.

School Name: **Randolph Clay Middle School**

Student Name: _____ Student ID: _____

Grade Level: _____

I understand, and pledge, that:

- I will take good care of my Electronic Mobile Device.
- I will always secure or have in my possession my Electronic Mobile Device.
- I will recognize that the Electronic Mobile Device is for my use only.
- I will know where my Electronic Mobile Device is at all times.
- I will charge my Electronic Mobile Device's battery daily.
- I will keep food and beverages away from my Electronic Mobile Device since they may cause damage to the device.
- I will not disassemble any part of my Electronic Mobile Device or attempt any repairs or modifications.
- I will protect my Electronic Mobile Device by only carrying it while in the case provided.
- I will use my Electronic Mobile Device in ways that are appropriate, meet Randolph County Schools' expectations and are educational.
- I will not place decorations (such as stickers, markers, etc.) on the Electronic Mobile Device.
- I will not deface the serial number.
- I understand that my Electronic Mobile Device is subject to inspection at any time without notice and remains the property of the Randolph County Schools.
- I will follow the policies outlined in this regulation while at school, as well as outside the School day.
- I agree to immediately notify the School Administration and IT department upon occurrence of any loss to, damage to, or malfunctioning of any part of the mobile device for any reason.
- If it becomes a necessity due to loss or theft, I understand that a tracking system may be enabled to identify the location of the mobile device. This program will only be utilized to find devices that have been reported lost/stolen.
- I agree to return the mobile device on the date specified below in the same condition in which it was issued. Failure to return the Electronic Mobile Device will result in a theft report being filed with the Randolph County Police Department.

Expected Return Date: May 21, 2021

Parent Signature: _____

Student Signature: _____

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RCMS Electronic Mobile Device Agreement

* By checking the first box and signing below, the student and the student’s parent or guardian acknowledges and agrees to the terms of use set forth in this RCMS virtual handbook. Additionally, the student and the student’s parent or guardian agree that the student’s use of the Electronic Device is a privilege and acknowledge the student’s responsibility to protect and safeguard the Electronic Device and to return the same device in good condition.

____ I agree to the stipulations set forth in the RCMS virtual handbook including the Acceptable Use of Technology – Electronic Mobile Device Regulation and the Student Pledge for Electronic Mobile Device Use.

____ I wish to opt out of participating in the Electronic Mobile Device Project. I understand that I will not have access to a District owned Electronic Mobile Device at school or at home.

Mobile Device Return Date: May 21, 2021

Student Signature and Date:

Parent Name/Guardian (Please Print):

Parent/Guardian Signature and Date:

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