

Student Handbook & Guide for Technology Device and Distance Learning



2020-2021

“Committed to Excellence in Education”

Western Line School District

Electronic Access/Acceptable Use Policy (IFBDAA)

Purpose

The Western Line School District (The District) provides employees and students with access to the District electronic communication system, referred to as the District System, which includes Internet access. The District system is limited to educational and instructional purposes. The term “educational purpose” includes use of the system for classroom activities and professional development. The purpose of the District system is to assist students in preparing for responsible citizenship and success in life. The District system provides electronic access to a wide range of information and the ability to communicate with people throughout the world. IN addition, the District system will enhance District intercommunication, enhance productivity, and assist personnel in upgrading their skills through greater exchange of information with their peers and the local community.

The District system is a public network provided by the Mississippi Department of Education. The District system incorporates Policy IJB (CIPA Compliance –Acceptable Use Policy) and is fully compliant with the Children’s Internet Protection Act (CIPA) and the Child Online Protection Act (COPA) regulations.

The ultimate goal is to supply students with laptops or tablets for use at school and at home to enhance the instructional program. This policy will apply to any District-owned device. This policy also applies to any student-owned device while used at school or during any District-sponsored activities.

District Responsibilities

The Principal’s at each school along with the Computer Technician will serve as the coordinator to oversee the District System, coordinate with other with other regional and state organizations as necessary, maintain executed license agreements, provide training in the use of the District system, and District software, and be responsible for the interpreting the District’s Acceptable Use Policy.

Each school’s principal will also serve as the building level coordinator for the District System, approve school site activities, ensure personnel receive proper training in the use of the district system and the requirements of this policy, establish procedures to ensure adequate supervision of students using the District system, and be responsible for interpreting the District’s Acceptable Use Policy at the school level.

Use Responsibilities

The user of the District system, including the internet, is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges and/or disciplinary actions by the District. In addition, the student accessing the internet from a school site or school device is responsible for all online activities that take place through the use of his or her account.

Users may not use the District system for political purposes.

Parent Notification and Responsibility

The District will notify the parents and/or guardians about the District system and the policies governing its use. As the District system offers internet access, students must have permission from their parents and/or guardians to access the internet at school. Parents and/or guardians may specifically request that their child/children not be provided internet access. However, the District is not responsible for user actions that are not in accord with District policy and Procedures.

The District complies with CIPA, the Children's Internet Protection Act, which was signed into law on December 21, 2000. The District's Acceptable Use Policy is an internet safety policy (Policy IJB) that protects against access through computers and internet access, to visual depictions that are obscene, child pornography, or (in the case of use by minors) harmful to minors.

This policy contains restrictions on accessing inappropriate material. There is a wide range of material available on the internet, some of which may not be aligned with the values of students' families. Filtering software will be utilized to limit access to certain sites and to monitor access to electronic resources. However, it is not possible for the District to monitor and enforce a wide range of social values in student use of the internet. Further, the District recognizes that parents and/or guardians bear primary responsibility for transmitting their particular set of family values to their children. The District will encourage parents to specify to their child/children what material is and is not acceptable for their child/children to access through the District system.

District Limitations of Liability

The District makes no warranties of any kind, either expressed or implied, that the functions or the services provided by or through the District system will be error-free or without defect. The District will not be responsible for any damage users may suffer, included but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the District system. The District will not be responsible for financial obligations arising through unauthorized use of the system.

Search and Seizure

District system users have a limited privacy expectation in the contents of their personal files on the District system. Routine maintenance and monitoring of the District system may lead to discovery that the user has or is violating this policy or the law.

An individual search and appropriate actions, in accordance with District policies will be conducted if there is reasonable suspicion that a user has violated the law and/or this policy.

Software, Copyright and Plagiarism

Users will respect the policies and laws regarding software licensure. No unlicensed software will be permitted on District technology. All licenses must be filed and approved with the principal and/or technology department. Although each user will provide for timely backup of essential data, no unauthorized copying of data and software will be permitted.

Users will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner.

Users will not plagiarize works. Plagiarism is taking the ideas or writings of others and representing them as if they were original to the user.

Instruction and Selection of Material

All students will be educated about appropriate online behavior, including interacting with other individuals on social networking sites, in chat rooms, through electronic mail, and/or other forms of direct electronic communications. Students will also be educated with regard to cyberbullying awareness and response.

When using the internet for class activities, teachers will select materials for students that are age appropriate and relevant to course objectives. Teachers will preview the materials and sites they require or recommend for students access to determine the appropriateness of the material contained or accessed through the site. Teachers will provide guidelines and/or lists of resources to assist their students in channeling their research activities effectively and properly. Teachers will assist their students in developing skill to ascertain the truthfulness of information, distinguish fact from opinion, and engage in discussions about controversial issues while demonstrating tolerance and respect for those who hold divergent views.

Personal Safety

The District complies with the Children's Online Privacy Protection Act (COPPA) that was signed into law on October 21, 1998 and was effective as of April 21, 2000. The purpose of COPPA is to regulate the online collection and use of personal information provided by and concerning children under the age of thirteen (13).

- Users will not disclose, use, disseminate or divulge personal and/or private information about himself/herself, minors or any other persons including personal identification information. Personal identification information includes (but is not limited to) addresses, phone numbers, school address, work address, etc.
- The District will not disclose personal information about students on websites – such as their full name, home or e-mail address, telephone number or social security number.
- Users will not agree to meet with someone they have met online
- Users will immediately report to District personnel any attempt by other internet users to engage in inappropriate conversations or personal contact.

Illegal and/or Unacceptable Usage

- Users agree not to access, transmit or retransmit any material(s) in furtherance of any illegal act or conspiracy to commit any illegal act in violation of local, state, or federal law or regulations and/or District policy.
- User shall not access, transmit, or retransmit threatening, harassing, profane or obscene material, pornographic or sexually explicit material, or material protected by trade secret, and/or any other material that is inappropriate to minors. User shall not transmit or retransmit copyrighted materials unless authorized. User shall not plagiarize copyrighted materials. (COPPA).
- User shall not access, transmit, or retransmit any material that promotes violence or the destruction of persons or property by devices including, but not limited to, the use of firearms, explosives, fireworks, smoke bombs, incendiary devices, or other similar materials.
- User shall not use the District system for any illegal activity including, but not limited to unauthorized access including hacking. This includes attempting to gain unauthorized access to the District system or to any District technology or software, and attempting to log in through another user's account or access another user's files/data.
- User shall not access, transmit, or retransmit language that may be considered offensive, defamatory or abusive.
- User shall not access, transmit or retransmit information that advocates or could cause danger or disruption.
- Users shall not make deliberate attempts to disrupt the District system performance or destroy data by spreading viruses or by any other means. Vandalism will result in the cancellation of user privileges, disciplinary action, and /or financial restitution paid by the user and/or parent according to Miss. Code Ann. §37-11-53. Vandalism also includes any malicious attempt to harm or destroy equipment, materials, or data of the District or any user.

Inappropriate Language/Harassment (Cyberbullying)

Restrictions against inappropriate language apply to all electronic access such as, but not limited to public messages, private messages, and material posted on the internet.

- Users shall not engage in personal attacks, including prejudicial or discriminatory attacks.
- Users shall not access, transmit, or retransmit information that harasses, and/or bullies (cyberbullies) another person. Harassment is persistently acting in a manner that distresses or annoys another person.
- Users shall not knowingly or recklessly post false or defamatory information about a person or organization.
- Users shall not repost a message that was sent to them privately without the permission of the sender.
- Users shall not post private information about another person.

System Resource Limits

- User shall only use the District system for education and career development activities and limited, high quality self-discovery activities as approved by District's faculty for a limited amount of time per week.
- User agrees not to download large files unless it is absolutely necessary. If absolutely necessary to download large files, user agrees to download the file at a time when the system is not being heavily used.
- User agrees not to post chain letters or engage in "spamming" (that is, sending an annoying or unnecessary message to large numbers of people).
- User agrees to immediately notify his/her teacher or other school administrator should user access inappropriate information. This will assist in protecting user against a claim of intentional violation of this policy.

User Rights

- User shall have the responsibility to use computer resources for academic purposes only. Therefore, as mandated by CIPA, filtering will be utilized on all computers accessing the internet. The only exception will be for academic research by a staff member with approval of school administration.
- The district will fully cooperate with local, state or federal officials in any investigation related to illegal activities conducted through the user's internet account.
- Under no conditions should a user provide his/her password to another person or use another's password.
- User should not expect files stored on a school-based computer to remain private. Authorized staff will periodically inspect folders and logs of network usage will be kept at all times. Routine review and maintenance of the system may indicate that a user has violated this policy, school codes, municipal law, state law or federal law. Parents of minor users shall have the right to inspect the contents of user's files.
- Individual schools within the District may create additional guidelines and procedures consistent with this policy. Such guidelines and procedures will be appropriate for the electronic information resources being used and the students served at the school.
- Use of the internet is a privilege, not a right. Unacceptable and/or illegal use may result in denial, revocation, suspension and/or cancellation of the user's privileges, as well as disciplinary action imposed by school officials. The District may include a process for a student to appeal the decision to deny, suspend, revoke or cancel internet privileges.

Consequences for Failure to Follow Terms and Conditions of Acceptable Use Policy

There will be consequences for any user who fails to follow District and School guidelines and policies. The consequences may include paying for damages, denial of access to technology, detention, suspension, expulsion or other remedies applicable under the discipline policy, and state or federal law. At the discretion of the District, law enforcement authorities may be involved and any violations of state and/or federal law may result in criminal or civil prosecution.

TECHNOLOGY DEVICE POLICY

For the purpose of these terms the “**District**” refers to the Western Line School District (WLSD). Any District owned technology device that is given to a student is considered a “**device**” and is subject to these terms.

Terms

Parents of students who are assigned a take home device and students will comply at all times with the WLSD Student Technology Guide and Policies. Any failure to comply may result in termination of user rights of possession effective immediately and the District may repossess the device. Any lost, stolen and/or damaged District device must be reported to school authorities immediately.

Title

The District has legal title to the property at all times. The user’s right of possession and use is limited to and conditioned upon full and complete compliance with this agreements, the WLSD Student Technology Handbook policies, and all District policies and procedures.

Loss, Theft or Full Damage

If a device is damaged, lost, or stolen, the student or parent/guardian should immediately notify the school administration. In the event that a device is damaged, lost or stolen, the user will be assessed a deductible for the repair or replacement of the device. Refer to ***Table of Estimated Repair Pricing for Deductibles*** on Page 10 of the Student Technology Guide.

In the event that a device is lost or stolen a police report must be filed. Western Line, in conjunction with the Sheriff’s office may deploy location software which may aid authorities in recovering the device (when the software is pre-loaded onto the device). It is imperative that a lost or stolen device be reported within 5 calendar days to Western Line personnel. Parent/Guardian will be responsible for up to \$150.00 for the replacement cost of the device.

Students who leave the District during the school year must return the device, along with any other issues accessories. At the time they leave the District. The device and all accessories should be returned to the school administrator. Any fees collected as a part of this initiative will be refunded based on the condition of the device.

Repossession

If the user does not fully comply with all terms of this Agreement and the Western Line School District Student Technology Handbook and Guide, including timely return of the property, WLSD shall be entitled to declare the user in default and come to the user’s place of residence, or other location of the property, to take possession of the device/property (including any case and/or charging cords).

Terms of Agreement

The user's right to use and possession of the property terminates not later than the last day of the school year unless earlier terminated by WLSD or upon withdrawal from Western Line Schools. Technology Devices may be checked out for Summer School based on these same conditions with termination being the last day of the extended school session.

Unlawful Appropriation

Failure to timely return the property and the continued use of it for non-school purposes without the District's consent may be considered unlawful appropriation of the District's property.

Handling and Care

- Keep the device in the district-issued or approved sleeve and case, if applicable.
- Keep device and sleeve free of any writing, drawing, stickers, or labels that are not applies by Western Line School District.
- Use the device on a flat, stable surface.
- Do not place heavy articles on the device cutting off air flow or warping the device.
- Do not have food or drinks around the device.
- Wipe surfaces with a clean dry cloth.
- Avoid touching the screen with pens and pencils or sharp objects.
- Do not leave the device exposed to direct sunlight or near any heat or moisture sources for extended periods of time. This includes the inside of a hot car or outside.

Power Management

- It is the user's responsibility to recharge the device's battery so it is fully charged by the start of the next school day.
- Devices with no battery life must be charged in the classroom. The student forfeits use of the device for the entire time it takes to charge the device.
- All classwork missed because of uncharged batteries must be made up at the teacher's discretion.
- The device must remain on (awake or sleep mode) at school at all times, with no exceptions.

Transport

- Transport the device in its protective case and sleeve, if applicable.
- Do not leave the device in a vehicle for extended periods of time or overnight.
- Do not leave the device in visible sight when left in a vehicle.

Monitoring and Supervision

- Do not leave the device unattended in an unlocked classroom or during an extracurricular activity.
- Do not lend the device to a classmate, friend, or family member.
- Any attempt to “Jailbreak” or remove the Western Line profile could result in disciplinary action, including suspension.
- Students are responsible for safety and security of the device and any activity on the device.

Responsible use

I will:

- Use school technology and technology devices for school-related activities.
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline (at school).
- Treat school resources carefully and alert staff if there is any problem with the operation of internet or a technology device.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher, administrator, or other staff member if I see threatening, inappropriate, or harmful content (images, messages, and posts) online.
- Use District technologies at appropriate times, in approved places, for educational pursuits.

This is not intended to be an exhaustive list. Users should use their own good judgement when using District technologies. You can also visit www.common sense media.org for further information.

FEE SCHEDULE FOR TECHNOLOGY DEVICES

Use and Maintenance Fees

Parents/guardians shall have the option to pay deductibles per damage incident, or to pay a yearly Insurance Deductible of \$15.00 which substantially lowers the repair costs. See Occurrence Deductibles for specifics.

The deductible is by incident (i.e. 1st damage, 2nd damage) AND by incident type (i.e. cracked glass, broken LCD, bent frame, etc.).

If the device is lost, stolen, or totally damaged as a result of irresponsible behavior, the parent will be responsible for up to \$150 for the replacement cost of the device. A police/sheriff report will be required for all stolen devices.

District may disable the device remotely to protect the device and/or data on the device.

Seniors must clear all records and pay all fees before they shall be allowed to participate in commencement exercises.

Damaged Devices

Any damage must be reported to school authorities immediately. Power adapters and sleeve (or cover if applicable) must be returned or paid in full. If a device is damaged and needs repair, the students will be assigned a loaner until device is returned. The loaner device falls under all of the same user agreements and responsibilities as the original device.

Occurrence Deductibles:

First damage occurrence: Covered by Insurance if Deducible if paid. Cost of repairs assessed if not insured.

Second damage occurrence: \$25 if Insurance Deducible is paid. Cost of repairs assessed if not insured and possible loss of device take home privileges.

Third Damage occurrence: Cost of repairs assessed and loss of device take home privileges.

Table of Estimated Repair Pricing for Deductibles

Loss, Deliberate Damage or Neglect	Chromebook Estimated Repair / Replacement
Broken Screen	\$50
Broken Keypad	\$75
Power Adaptor + Cord	\$25
Liquid damage to laptop	\$100
District Assigned Case / Sleeve (If applicable)	\$25
Total Loss	Up to \$150.00
Hot Spot – replacement cost	\$89

**Western Line School District
Student Device User Responsibilities
Parent/Student Signature Page**

As a borrower of a WLSD Device (Hot Spot, Ipad, tablet or laptop, etc.):

- I have read and will follow the policies established in the Western Line Student Technology Handbook & Guide.
- I will follow the guidelines listed below for proper care of the device.
- I will report to school authorities any problems/issues I discover while using the device.
- I understand that resetting the device to factory settings may occur as a result of any repairs or modifications on the device, and this reset may result in loss of data.
- I understand that it is my responsibility to turn in my device for periodic updates throughout the school year.
- I understand that the primary use of the device is as an instructional tool.

Guidelines for Proper Care of the Device:

- I shall not loan the device to anyone.
- **I will not remove the OUTER CASE (will cause ALL INSURANCE / WARRANTY PROTECTIONS to be invalidated) from the device.** I will not remove labels, stickers, or screen protectors placed on the device by the technology department.
- I will not write on or place any labels or stickers on the device.
- I shall give proper and due care to the device at all times, including but not limited to the following:
 - a. Keeping food and drink away from the device.
 - b. Not exposing the device to extreme heat or cold
 - c. Not attempting to repair a damaged or malfunctioning device
 - d. Not upgrading the device operating system unless directed by District IT staff.
 - e. Using the appropriate device A/C adapter to charge the device.
- I shall provide proper security for the device at all times, including, but not limited to:
 - a. Not leaving the device unattended in an unlocked classroom, locker, or extra-curricular activity site.
 - b. Not leaving the device in an unlocked vehicle.

Device Management

- I shall not sync the device to a personal phone or computer.
- Only district purchased software will be installed on students devices.
- **If the outer case is removed from the device, all insurance and warranty protection will be forfeit, full price will have to be paid for damage.**
- To protect the students and the district from a loss of a device, all locations services, filters and virus protection must remain on at all times.

In order to take home a device from Western Line School District, the parent must decide which of the following options they choose to cover any damage of the device.

_____ Pay **non-refundable insurance fee of \$15.00** up front which substantially lowers the repair costs.

_____ Pay for the cost of the deductibles per damage or lost incident (see chart on page 10).

Parent Signature

Student Signature

Print Parent Name: _____

**Western Line School District
User Responsibilities & Employee Signature Page**

As a borrower of a WLSD Device:

- I have read and will follow the policies established in the Western Line Student Technology Handbook & Guide.
- I will follow the guidelines listed below for proper care of the device.
- I will report to school authorities any problems/issues I discover while using the device.
- I understand that resetting the device to factory settings may occur as a result of any repairs or modifications on the device, and this reset may result in loss of data.
- I understand that it is my responsibility to turn in my device for periodic updates throughout the school year.
- I understand that the primary use of the device is as an instructional tool.

Guidelines for Proper Care of the Device:

- I shall not loan the device to anyone.
- **I will not remove the OUTER CASE (will cause ALL INSURANCE / WARRANTY PROTECTIONS to be invalidated) from the device.** I will not remove labels, stickers, or screen protectors placed on the device by the technology department.
- I will not write on or place any labels or stickers on the device.
- I shall give proper and due care to the device at all times, including but not limited to the following:
 - a. Keeping food and drink away from the device.
 - b. Not exposing the device to extreme heat or cold
 - c. Not attempting to repair a damaged or malfunctioning device
 - d. Not upgrading the device operating system unless directed by District IT staff.
 - e. Using the appropriate device A/C adapter to charge the device.
- I shall provide proper security for the device at all times, including, but not limited to:
 - a. Not leaving the device unattended in an unlocked classroom or other location.
 - b. Not leaving the device in an unlocked vehicle.

Employee Signature

Date

Print Employee Name: _____

Western Line Tag #: _____