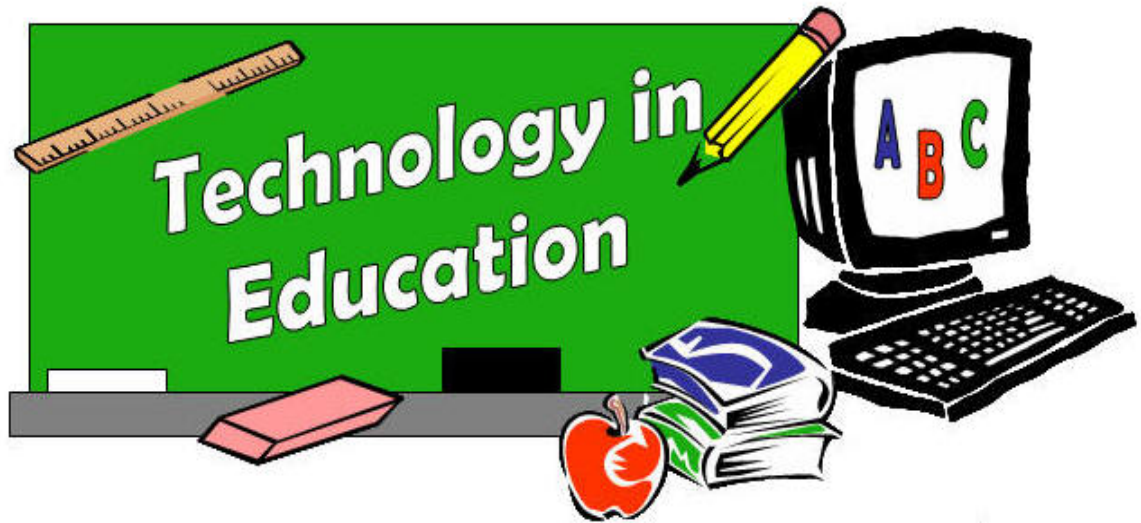




1:1 Learning Initiative

Student and Parent/Guardian 2021-2022 Handbook

Policies, Procedures and Information



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Dear Parents/Guardians and Students,

Harrison School District 36's mission is to create a 1:1 Technology program in a collaborative learning environment that gives universal access to all of our learners. This environment will enable and support students and teachers to implement transformative technology while enhancing students' engagement with content and promote the development of self-directed and lifelong learners.

This handbook is designed to provide answers to the fundamentals. Students will utilize technology as a tool to challenge, expand and enhance learning. Harrison may assign student digital learning tools for use both at school and at home as a means to promote achievement and provide flexible learning opportunities. This handbook provides guidelines and information about Harrison School District's expectations for students and families who are being issued these one-to-one (1:1) digital learning tools, as well as students who are issued devices to be used in the classroom.

It is our expectation and belief that students will use technology responsibly and that they understand the appropriate and acceptable use of both the technology and network resources. We also expect that students will Be Responsible, Be Respectful and Be Safe with their school-issued devices.

As a District we are excited to offer this journey within our community, and we know that our students will be inspired to discover, learn, and achieve. Thank you for your partnership in shaping our students to be "Future-Ready" as they become creative producers and owners of knowledge.

Sincerely,

Dr. Susan Wings
Superintendent

Mrs. Christy Brown
Principal

Mrs. Jennifer Lachel
Technology Instructional Specialist

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I. General Information

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A. Introduction

Harrison School District 36 is providing the tools and resources for our students to find success in the 21st century of learning. Technology should be seamlessly integrated throughout the educational program, and for the last several years, Harrison has done this. However, it is now time for the students to gain responsibility in using their own school-issued device for the entire school year. After fifteen years of research on this initiative, Zheng (2016) found that 1-to-1 programs have a significant positive impact on student test scores in reading, writing, language usage, math, and science. This initiative has also led to increased student-centered and project-centered learning in schools across the world. Increasing access to technology is essential for our students' futures, and various tools have been made available for our learners which access Google Apps for Education (GAFE) and other cloud resources. This individualized use of technology is a way to empower students to maximize their learning and practice skills of critical thinking, creativity, confidence, communication and collaboration.

Students in K-2 will be issued an iPad Air 2 and students in Grades 3-8 will be issued Chromebooks. Students will be instructed in proper safety, carry and storage of each device.

B. Receiving a Device for Learning Purposes

A District-owned technology device (i.e. iPad or Chromebook) may be provided for your student in support of learning targets. Before the device can be issued to the student, parents and student must:

- Review and agree to the Access to Electronic Networks; and
- Review, sign and return the Student-Parent Commitment Pledge to their homeroom teacher before receiving the device.

The District owned devices will be provided a case specified by the school. The student is expected to keep the device in the carrying case at all times to keep the device safe. **3rd & 4th grade are expected to keep their computers in the charging cart at the end of every day.



C. Returning the Device

At the end of each school year, students must return their device, case and accessories to the Harrison Technology Department. Students that transfer out of or withdraw from Harrison during the school year must turn in their device to the main office on their last day of attendance. Failure to turn in the device, case and accessories will result in the student being charged the full replacement cost of the device. Unpaid fines and fees may be turned over to a collection agency; and the District may also file a report of stolen property with the police department.

D. Failure to Return the Device

If a student fails to return the District-owned device at the end of the school year or upon termination of enrollment, this inaction will result in a theft report being filed with the Wonder Lake Police Department and the McHenry County Sheriff's Department. The student/parents will be expected to pay the replacement cost of the device, case and accessories.

Furthermore, if the student does not return the device in proper working condition or it is damaged beyond normal wear and tear, the student will be responsible for paying the per-incident charge or cost of replacement as determined by the Technology Department in conjunction with administration. The student must return the device with the case and accessories to the main office. Any needed repair will be managed under the 1:1 Learning Technology Support Plan. Accessories will need to be replaced at cost.

II. Care of the Device

A. General Precautions

All devices are labeled with a District asset tag and barcode. This label should remain on the device at all times. Students are responsible for the general care of the device they have been issued by the District. Devices that are broken or fail to work properly must be reported to a teacher so that a help desk ticket can be submitted as soon as possible for a replacement. Harrison will evaluate the device's condition and send it out for repair as necessary. Students should never leave their devices unattended except when locked in their locker and/or classroom. **Failure to take proper care of the device may result in disciplinary action and/or being charged up to the full replacement cost of the device.**

- Keep all liquids or food away from the technology device.

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- Cords and cables must be inserted and disconnected carefully into the device to prevent damage.
- The device must remain free of any writing, drawing, stickers or labels that are not the property of Harrison School District 36.
- Only use a clean, soft cloth to clean the screen or around the device; no cleansers of any type. Cleaning wipes are permissible, but be sure to wipe the device and screen dry. Students can always access cleaning supplies on school premises
- Do not lean on top of the device or stack items on top of the device.
- Students are responsible for keeping their assigned device's battery charged for use in school each day.
- Devices should not be kept in extreme temperature conditions (i.e. in a hot car) for prolonged periods of time or when temperatures rise then fall so condensation occurs.

B. Carrying the Device

The protective carrying cases provided with the devices (iPads and Chromebooks) have sufficient protection for the device under normal treatment and provide a suitable means for carrying the device. The guidelines below should be followed:

- Each student will be issued a protective carrying case for his/her iPad and/or Chromebook. This case must remain on the device at all times.
- Protective cases are not guaranteed to prevent all damages. It remains the student's responsibility to care for and protect his/her device.
- For students in grades 5-8, Chromebooks should be kept in the carrying cases at all times.
- Never carry a device with the screen open and never lift the device by the screen (except the iPads).

III. Using the 1:1 Technology Device at School

A. Chromebooks Left at Home (Grades 3-8)

Students are expected to bring a fully charged Chromebook to school every day and bring their Chromebooks to all classes unless specifically advised not to do so by their teacher. If a student leaves his/her Chromebook at home, s/he is responsible for getting the course work completed when s/he is able to use the device again. In these cases of forgetfulness, checking out a loaner Chromebook may not be an option if the Technology Department does



not have enough on hand. Loaner devices are for in-school use only and must be returned to the Technology Department before the end of the school day.

If a student repeatedly leaves the device at home, interventions will be put into place by the teacher and/or administrator, consistent with grade level classroom procedures. Further disciplinary action or behavioral interventions may be taken if a student continues to be unsuccessful in meeting this expectation.

B. Charging the 1:1 Technology Device

Charging the device is the student's responsibility. K-4th grade students will return devices to the classroom cart to charge until the next usage. 5th-8th grade students should charge the device each night and each weekend. Repeatedly forgetting to charge the device will result in interventions put into place by teachers and/or administrators.

C. Avatars/Screensavers/Wallpaper Photos

Students may set school appropriate backgrounds and themes for their device. Inappropriate media may not be used, such as an avatar, screensaver or wallpaper photos. Inappropriate media includes, but is not limited to, the following: the presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols or pictures or racist images. Use of such media will result in disciplinary actions as set forward in the Student Handbook.

D. Sound, Music, Games and Data

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Internet games are not allowed on the District-issued device. If game apps are installed, it will be at the discretion and guidance of the teacher or administrator. All District-provided software/apps are distributed through the Google Management Console or the Mobile Device Management system. Data storage will be through Harrison's Google Apps for Education (GAFE) accounts.

Headphones/earbuds may be used at the discretion of the teachers. Students in K-5 have been issued new headphones, and 6th-8th grade students may use their own earbuds. Students should have their own personal set of headphones/earbuds for sanitary reasons. If a student damages the school-issued headphones, the teacher will notify the parents and they will need to send in a new pair for their child.

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E. Printing

Although Chromebooks and iPads were designed to foster a digital environment, Internet or cloud printing protocols may be utilized. Students may print their work directly from their devices at school as directed by their teachers and to specified printing stations throughout the school when applicable.

For Chromebook users, students may set up their home printers with the Google Cloud Print solution to print from their Chromebooks at home. Information about Google Cloud Print can be obtained here: <http://www.google.com/cloudprint/learn/>.

F. Connecting the Device to a WiFi Network

Students are encouraged to use their Chromebooks at home and other locations outside of school. A WiFi Internet connection will be required for the majority of Chromebook use. Some applications may be used while not connected to the Internet. Students will need to set up their District-issued Chromebook on their home wireless network.

1. In the lower right corner, you'll see a WiFi icon. Click on the icon 
2. You will then see a menu with options. Click on Network/WiFi. This will prompt the device to scan for wireless networks available. Find your home network and click.
3. You will be prompted through your home wifi security requirements (i.e. passwords).

It is incumbent upon parents to monitor and manage student internet activity or screen time while at home. It is the prerogative of the parents to limit or restrict Chromebook or Internet use at home.

The District understands that not all families have access to the Internet at home. The District will work with families to find solutions that work best for the student. Please understand that the Chromebook is a resource for the students, but not a requirement to complete assignments.



IV. Google Apps for Education (GAFE)

A. Managing your Data

The majority of student work will be stored in Google Drive and can be accessed from any computer with an Internet connection and most mobile Internet devices. Please note that storage space is very limited on the Chromebook. It is the student's responsibility to ensure that work is not lost due to accidental deletion. Device malfunctions are not an acceptable excuse for not handing in school work. Please work with your teacher, Instructional Technology Specialist, or Principal to establish offline access to files. Furthermore, teachers, the Instructional Technology Specialist or Technology Support will help to retrieve files or data when there is a device malfunction.

B. Passwords and Privacy

Google Apps is governed by a detailed Privacy Policy, which ensures that Google will not appropriately share or use personal information placed in its systems. Google complies with applicable US privacy law, and the Google Apps Terms of Service specifically details its obligations and compliance with FERPA (Family Educational Rights and Privacy Act) regulations. Google is registered with the US-EU Safe Harbor agreement, which helps ensure that our data protection compliance meets European Union standards for educational institutions.

Students should keep passwords safe and private. If a student feels his/her password security has been breached, the student should contact his/her teacher, Instructional Technology Specialist or tech support for assistance.

V. Apps and Extensions on the Chromebook

A. Installation of Apps and Extensions

All Chrome apps and extensions are managed and distributed by Harrison. If a student discovers an app or extension that is useful in the pursuit of learning, s/he is encouraged to discuss this with his/her teacher, Instructional Technology Specialist or Principal. The Chrome apps and extensions incorporated by Harrison are propagated through District GAFE accounts. From time to time, Harrison may add apps/extensions for use in a particular course. Periodic checks of devices will be made to ensure that students have not removed required apps or have added apps that are not authorized by Harrison.

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Students will be able to login to their GAFE accounts from other devices that either have a browser, or specifically the Chrome browser, available or run the Chrome OS. These apps and extensions will install on any device running the Chrome browser or Chrome OS.

B. Inspection

Teachers and administration will be monitoring student use on the devices. Classroom teachers will inspect devices for appropriate apps and extensions.

Harrison uses an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All devices will have all Internet activity protected and monitored by the District, regardless of device location (school or home). If a website is blocked at school, it will also be blocked out of school. If an educationally valuable site is blocked, students should contact their teachers to request the site be unblocked.

C. Procedure for Re-loading Extensions and Apps

If technical difficulties occur, illegal software or jailbreaking (a.k.a. Rooting which is the process by which you take complete control of the software running on a particular device) has been done or non-District 36 apps are discovered, the device will be restored to factory settings by the school's technology department. The student and parent must work in conjunction with administration to re-establish any District-owned apps and extensions through the District GAFE account.

The school does not accept responsibility for the loss of any data or documents deleted due to a reformat in order to rectify a violation. Violations will be addressed as outlined by teachers and administration. A student may lose at-home privileges and the device will need to remain at school in the Technology Department for daily pickup and return by the student. Teachers and administrators will explain what the consequences are for violations.



VI. Acceptable Use

A. Statement of Responsibility

The use of Harrison's technology equipment and network is a privilege, not a right. The privilege of using the technology resources provided by Harrison is not transferable by a student to people or groups outside the District and terminates when a student is no longer enrolled in the District. This handbook is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of the device. If a student violates any of the Policies, Procedures and Information contained in this handbook, privileges may be terminated, access to the District's technology resources may be denied, and the appropriate disciplinary action shall be applied.

The act of jailbreaking a device voids any warranty and is in strict violation of the Acceptable Use Policy and the guidelines in this handbook. Technology privileges will be terminated and appropriate disciplinary action shall be applied.

Internet access is available on every device with network access in District 36. The Network Manager and Technology Department will make reasonable efforts to maintain reliable service. They cannot, however, absolutely guarantee that the network will always be available or operating correctly. Student users should assume that none of their data is private or confidential. Any communication or data may be subject to review by network or school administration.

A student is responsible for what he/she says and does with the computer device and on the network. Communication with thousands of others is quick and easy. Therefore, it is important for the user to stop and think before communicating and to show respect for other people and for their ideas.

A crucial part of the 1:1 Learning Initiative is encouraging a strong partnership between teachers, parents, and students. When students are using their District GAFE account, ultimately, they are held responsible for the expectations of Harrison District 36. This means that any inappropriate usage at home can still affect the learning process in the classroom. Parents are responsible for managing and monitoring technology devices (i.e. Chromebook) usage when at home. Teachers are expected to monitor student GAFE account activity, as it can affect the learning process. Teachers will have access to all students' Google Drive documents and activity.

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B. Parent/Guardian Responsibilities

- Talk to your child about values and the standards that your student should follow on the use of the Internet just as you would on the use of all media information sources, such as television, movies and radio.
- Monitor your student’s Internet activity and instruct your student on proper digital citizenship.
- Set parameters around when and how long students are “plugged in” and using technology of all kinds.
- Help your student maintain the assigned device as a 1:1 learning tool in the pursuit of academic success.

C. School Responsibilities

- Provide Internet to its students while at school.
- Provide Internet filtering of inappropriate materials as able.
- Provide network data storage areas.
- Harrison reserves the right to review, monitor and restrict information stored on or transmitted via District 36 owned-equipment and to investigate inappropriate use of technology resources. Privacy should not be assumed.
- Provide staff guidance to aid students in doing research, managing a digital footprint, and help assure student compliance of the Acceptable Use Policy.
- Provide an effective learning environment for seamless integration of 1:1 Learning tools (i.e. iPads, Macbooks, or Chromebooks).

D. Student Responsibilities

- Use devices in a responsible and ethical manner.
- Obey general school rules concerning behavior and communication that apply to the Chromebook as well as all technology resources and network use according to the Harrison School District 36 Access to Electronic Networks and Student Acceptable Use Policy agreements. The Student-Parent Commitment Pledge must be reviewed by both student and parent and signed each year. The Student Acceptable Use Policy is available here in this handbook. These documents must be signed by students and their parents each year as part of this agreement.
- Use all technology resources in an appropriate manner so as not to damage school equipment. This “damage” includes, but is not limited to, jailbreaking the device, the loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by the student’s own negligence, errors or omissions.

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- Help Harrison protect the computer network and devices by contacting a teacher or principal about any security problems that may be encountered.
- Monitor all activity on your account(s) and keep passwords private and uncompromised.
- Always log out of your technology device after use and secure the device in an appropriate location to protect your work and information.
- If you should receive an email or other electronic message(s) containing inappropriate or abusive language or if the subject matter is questionable, alert a teacher or the principal.
- Return the District-issued technology with its case (when applicable) and accessories to the Technology Department at the end of each school year for check-in. Students who withdraw, are expelled or terminate enrollment at Harrison for any other reason must return the District-issued technology and all accompanying equipment on the date of termination to the school office.

E. iPad Care

- Students will be held responsible for maintaining the iPad and keeping it in good working order.
- Only labels or stickers approved by Harrison may be applied to the iPad and the provided case. These District labels and stickers must not be tampered with, and if one needs to be replaced, please contact the technology department.
- The case furnished by the District must be kept in working condition with only normal wear and no alterations to avoid paying for a replacement.
- iPads that malfunction or are damaged must be reported to the Technology Department via the student, classroom teacher, Instructional Technology Specialist or administrator.
- iPads that have been damaged from student misuse or neglect will need to be repaired with all repair or replacement costs being borne by the student/parents.
- iPads that are stolen must be reported immediately to the Technology Department via the school office. A police report must be filed promptly with the Wonder Lake Police Department.
- Upon notification that the iPad has been lost or stolen, certain procedures will be put in place by the Technology Department in an attempt to secure data and prevent the use of the device.

F. Chromebook Care

- Chromebooks must be charged and ready for school each day.

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- Chromebooks must be kept in a carrying case at all times.
- Students will be held responsible for maintaining their individual Chromebook and keeping it in good working order.
- A soft, microfiber cloth may be used to clean the screen. Students may also access cleaning supplies at school.
- Only labels or stickers approved by Harrison may be applied to the iPad and the provided case. These District labels and stickers must not be tampered with, and if one needs to be replaced, please contact the Technology Department.
- The case furnished by the District must be kept in working condition with only normal wear and no alterations to avoid paying for a replacement.
- Chromebooks that malfunction or are damaged must be reported to the Technology Department via the student, classroom teacher, Instructional Technology Specialist or administrator.
- Chromebooks that have been damaged from student misuse or neglect will need to be repaired with all repair or replacement costs being borne by the student/parents.
- Chromebooks that are stolen must be reported immediately to the Technology Department via the school office. A police report must be filed promptly with the Wonder Lake Police Department.
- Upon notification that the device has been lost or stolen, certain procedures will be put in place by the Technology Department in an attempt to secure data and prevent use of the device.

VII. Protecting and Storing the Devices

A. Storing the iPad (Grades K-2) or Chromebook (Grades 3-4)

When an elementary student is not using his/her device during school, it should be placed either on top of his/her desk (but not inside the desk) or in the charging cart. Nothing should be placed on top of the device.

B. Storing the Chromebook Grades 3-8

When a 5 th-8th grade student is not using his/her device, the Chromebook should be stored in the carrying case in his/her desk or locker. Harrison requires that a student keeps his/her

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locker locked at all times. Nothing should be placed in the carrying case with the Chromebook when being stored. Students in 5th-8th may take their Chromebooks home every day after school if necessary. The Chromebooks should not be stored in a vehicle at school or at home.

C. Unsupervised Devices

Under no circumstances should devices be left in unsupervised areas. Any device left unattended in these areas is in danger of being lost or stolen. If a Chromebook is found in an unsupervised area, it will be taken to the Technology Department to be reclaimed by the student. Repeated offenses will be addressed by the classroom teacher and/or administrator with a plan for intervention.

VIII. The 1:1 Learning Technology Support Plan

Harrison recognizes that with the implementation of the 1:1 Learning Initiative, there is a need to protect the investment by both the District and the Student/Parent. The 1:1 Learning Technology Support Plan consists of several components for upkeep, maintenance, repair, and support of technology devices used for student learning. The following section outlines the areas of protection.

A. Repair Claims and Level of Damages

All repair and replacement claims must be reported to the Harrison Technology Department. The device must be turned into the Technology Department for investigation of the reported issue. In cases of fire, theft, or other criminal acts, a copy of the police/fire report must be made, and a copy of the report must be provided to the Technology Department. A per-incident charge will be assessed when repairs or replacement of the device is necessary after the investigation of the incident by school staff determines that the incident was a result of accidental damage. Students waiting for repairs will have a loaner device made available for in-school use.

Damage to minor components is considered Level 1 and a per incident charge of \$20 will be issued. Damage to major components or multiple minor components is considered Level 2 and a per incident charge of \$50 will be issued. Damage that is purely cosmetic in nature as determined by the Technology Department will not be repaired unless there is reasonable concern it will lead to further issues.



Should the actual cost of repair exceed 50% of the cost of purchasing a new device, the student/parents will be charged the actual replacement cost for the device (\$250 for Chromebook, \$300 for iPad or \$150 for iPad Screen). Loss or theft of the Chromebook is also the student's responsibility and may result in the student/parent being charged and a police report being filed. Parents will be charged the actual replacement cost for lost or damaged items such as cases (\$20) and cables (\$20).

Level 1 Damages-\$20 (examples, but not limited to)

Lost or damaged chargers

Level 2 Damages-\$50 (examples, but not limited to)

Chromebook Screens, keyboards

Level 3 Damages-\$250 (examples, but not limited to)

Replacement chromebook, water or electrical damage)

iPad Damages - \$150-\$300

Broken screen - \$150

All other damage - \$300

B. Loss or Damage Due to Misuse, Neglect, Misconduct or Vandalism

If it has been determined by the District that there was loss or damage of a District-issued device due to misuse, neglect, misconduct or vandalism, even while in school, then the student's parents are responsible for full payment of repair of damage or full replacement value as determined by administration and the Technology Department.

C. Payment of Per Incident Charges or Replacements

Based on the level of damage assessed by District's Technology Department, an invoice letter will be issued to the student's parents detailing the damage assessed, the per-incident charge and/or the cost of replacement (i.e. for the Chromebook, a cable, the power adapter, or the case) required. Incident charge or Chromebook replacement payment must be made to the District and can also be done online. The payment for the replacement of an accessory (i.e. cables, power adapters, case) must be submitted by cash or check payable to "Harrison School District 36" to the main office.



If a lost device is later found and both the lost device and replacement device are in satisfactory condition, the cost of replacement may be refunded, but the \$50 per-incident charge will still be assessed.



Student-Parent Commitment Pledge

The Student-Parent Commitment Pledge is provided herein on the next page for students in all grades. This pledge should be reviewed and signed by parents and students each year.

You have an exciting opportunity to be part of the 1:1 Learning Initiative with iPads or Chromebooks at Harrison! With this opportunity comes the understanding that you will assume responsibility for the use and care of your device for the year.

I will:

- Bring my device safely to and from school each day with a full charge (Grades 5-8 only).
- Ensure that my device is in a safe place when not in use and keep it in its carrying case.
- Use my device with care and in a responsible way.
- Will only use my device and refrain from touching, using or stealing another's device.
- Contact my teacher right away if my device is misplaced, lost or broken.
- Keep all identification barcodes and labels on the device.
- Refrain from adding decorations or personalization (e.g. stickers, markers, etc.) to my device.
- Follow the teacher's instructions and Harrison's PBIS Technology Matrix for device use during class.
- Respect myself and others in online communities.
- Be mindful of my digital footprint.
- Think before I click or post.
- Keep my passwords and personal information secure and private.
- Follow all expectations and guidelines of Harrison's Acceptable Use Policy and school rules when using the Chromebook both at home and at school.

I understand that the things that I do using a school device or network are not private and that my teachers and administrators may review my work and activities at any time. I understand and agree to the above expectations.

Student Signature

Date

Your student has been loaned a device to improve and personalize his/her education as a part of the Harrison School District 36 1:1 Learning Initiative. We ask for your partnership to ensure an upstanding, productive and safe experience for our students.

I will support my child in meeting the above commitments and expectations.

Parent Signature

Date

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Access to the Electronic Networks

Harrison School District 36 believes that all students should have access to educationally appropriate technology when they act in a responsible, trustworthy, courteous and legal manner. Internet access, online services, and 21st century learning technologies improve student communication and student collaboration skills, provide access to people and material from all over the world, and build digital citizenship skills. The purpose of this policy is to establish guidelines for student use of the district's technology systems and equipment, including those that provide access to the Internet. Network and Internet access is provided for students as a tool for learning. All such use must be for educational purposes, be consistent with the goals and objectives of School District 36, and conform to the requirements of all district policies regarding student conduct and behavior.

Terms and Conditions

1. **Acceptable Use** – Access to the district's electronic networks must be (a) for the purpose of education or research and be consistent with the educational objectives of the district; or (b) for a legitimate school district use.
2. **Privileges** – The use of the district's electronic networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Consequences for misuse will follow established District 36 discipline guidelines.
3. **Technology systems and equipment** – System and equipment shall include software, desktop and laptop computers, Chromebooks, servers, networks, printers, iPads or other portable devices, cameras, scanners, external drives or devices, and other emerging technologies. Student owned computers or other devices may not be installed or used on the District 36 network.
4. **Consequences for Violations** – Violations of these policies will result in consequences, which may include, but are not limited to:
 - a. Notification of parent/guardian;
 - b. Suspension or revocation of technology privileges;
 - c. School consequences (detentions, suspension, expulsion);
 - d. Civil or criminal prosecution.
5. **Privacy** – Harrison School District 36 reserves the right to monitor and/or review transmissions and/or storage media that are part of the district's electronic networks. Users of



the district's electronic networks have no exception of privacy in any material that is stored, transmitted or received via the district's electronic networks or computers.

- a. Information about students shall be kept confidential. Student's names, photos, grade and other information shall not be posted on web pages or transmitted electronically without administrative and parent authorization.--See Parent/Student Handbook.
- b. Information about staff may not be posted on web pages or transmitted electronically without the staff member's notification and consent.

6. Safety – Safe student use of electronic networks is the responsibility of all staff. Harrison School District 36 has taken precautions to ensure that students are not exposed to inappropriate or obscene material when using the Internet. The most important of these precautions is the constant monitoring of students when they are online. Staff members that are supervising students who are using the Internet should stay in visual contact with the student's computer screen. Constant supervision is the most effective means of keeping students safe when they are using the Internet.

7. Unacceptable Use - The user is responsible for his/her actions and activities involving the use of the district technology systems and equipment. Examples of unacceptable use include, but are not limited to:

- a. Sharing of, or asking for passwords or account information of others.
- b. Sharing of school issued devices.
- c. Logging into the system as anyone other than yourself, i.e. email, hacking another user's account, etc.
- d. Invasion of privacy, including accessing or modifying accounts or data of other users; or disclosing personal identifying information about others.
- e. Illegal activity, including copyright violations such as downloading or uploading software or media.
- f. Vandalism, including intentionally or recklessly causing damage to any equipment, entity, data, or website.
- g. Posting, accessing, publishing, or displaying material that is defamatory, inaccurate, abusive, obscene, profane, threatening, racially or sexually offensive, harassing or illegal.
- h. Use of the technology systems and equipment for personal financial gain or advertisement, including gambling.
- i. Circumventing anti-virus, user authentication, content filters, or other security features.
- j. Installing or running unauthorized software on the District's computers or network without the permission of the Technology Department.
- k. Attempting to commit any action that would constitute an unacceptable use if accomplished successfully.

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- l. Use of the District 36 logo, name or any information that identifies Harrison School District 36 on web sites that are not provided by the district.
- m. Accessing sites that have age restrictions.

7. Network Etiquette – Users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
- a. Be polite. Do not become abusive in messages to others.
 - b. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
 - c. Do not reveal the personal addresses or telephone numbers of others without permission.
 - d. Recognize that email is not private. School and the system administrators have access to all mail. Messages relating to or in support of illegal activities may be reported to the law enforcement authorities.
 - e. Do not use the network in any way that would disrupt its use by others.
 - f. Consider all communications and information you access via the network to be private property, and do not redistribute it without permission or acknowledgement of ownership.
 - g. Do not make inappropriate comments that create a hostile environment. Be aware that the impact of your message may not be reflective of your intent. The appropriate behavior standard to be applied when communicating by electronic networks is that of a reasonable person.

8. No Warranties – This district makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages or injury claimed in connection with use of the District’s electronic networks. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence; errors; omissions; damage or injury resulting from breaches of confidentiality; or exposure to defamatory, harassing, or inappropriate material. Use of any information obtained via the Internet is at the user’s own risk. The district specifically denies any responsibility for the accuracy or quality of information obtained through its services.

9. Indemnification – The user agrees to indemnify the school district for any losses, costs or damages, including reasonable attorney fees, incurred by the district relating to, or arising out of, any breach of this authorization.

10. Security – Network security is a high priority. If the user identifies a security problem on the Internet, the user must notify the system administrator or building principal. Do not

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demonstrate the problem to other users. Keep accounts and passwords confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

11. Vandalism – Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, the Internet, or any other network. This includes, but is not limited to, the intentional uploading or creation of computer viruses.

12. Copyright Rules – The use of text, graphics, or any other materials found on the web or on district's website or file-servers without explicit written permission is strictly prohibited. Such re-publishing is a violation of district policy and may also constitute a violation of federal copyright law. The following applies:

- a. For each use (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
- b. Students and staff engaged in producing web pages must provide the principal or designee with email or hard copy permissions before web pages are published. Printed evidence of the status of "public domain" documents must be provided.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.
- d. The "fair use" rules governing student reports in classrooms are less stringent than those for non-students and permit limited use of graphics and text.
- e. Per the handbook, student work may only be published if there is written permission from both the parent/guardian and student. Under no circumstances may a student's full name and/or picture be published with his/her work.

13. Use of Email – Email accounts are provided for ALL students in District 36. The students' gmail accounts are used for internal school use only in which they may email teachers and/or students but not receive outside email. Students are not allowed to access remote email servers such as Hotmail, AOL, Yahoo or their personal Gmail accounts without permission from their teacher (i.e. to retrieve a homework assignment).

Student emails are used to access 3rd party applications (eg. edPuzzle, Quizlet, Schoology...). Any data or personal information (eg. name, username, etc) shared with these applications is shared for educational purposes only and are consistent with the requirements

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of FERPA and COPPA. Authorizing use of these applications is done so through the signage of the Electronic Access Form.

14. Access to Chat Rooms – Students may not access chat rooms or use Internet Relay Chat (IRC) without specific permission from their teacher. Use of chat rooms must be limited to instructional purposes and done under the direct supervision of the classroom teacher.

Harrison School District 36 retains the right to perform upgrades and scheduled or unscheduled maintenance, which may make equipment and systems temporarily unavailable to students and staff.



Authorization for Electronic Network Access

Student's Name (please print): _____ Grade _____

Homeroom Teacher: _____

Directions: After reading the District 36 Student Authorization for Electronic Networks Access, please complete and sign this form. Parents and guardians must sign below as well.

NO DEVICE WILL BE ISSUED UNLESS FORM IS SIGNED BY PARENT and STUDENT.

STUDENT: By signing below I certify that:

- I have read the Harrison School District 36 Student 1:1 Learning Initiative Handbook and the Authorization for Electronic Networks Access, and I understand the significance of each.
- I have discussed the rules for technology use with my parents or guardians.
- I understand that school technology is available to me as a tool to support my education and is afforded to me as a privilege.
- I understand and agree to abide by the rules stated in the Student Authorization for Electronic Networks Access.
- I know that if I violate this contract disciplinary action including, but not limited to the following, may be taken against me:
 - Notification of parents/guardians
 - Suspension or revocation of technology privileges
 - School consequences (detention, suspension, expulsion)
 - Civil or criminal prosecution

PARENT OR GUARDIAN: By signing below I certify that:

- I have read the Harrison School District 36 Student 1:1 Learning Initiative Handbook and the Authorization for Electronic Networks Access, and I understand the significance of each.
- I have reviewed and discussed the rules for technology use with my child.
- I understand that access to technology is designed for educational purposes and it is the student's obligation to use the resources in a responsible manner.
- Although Harrison School District 36 utilizes an Internet content filtering system, users may accidentally come across inappropriate content. I will not hold the District responsible for material my child may encounter while on the network.
- I hereby give my permission for my child to use school technology and 3rd party applications and certify that the information contained on this form is correct.

Parent or Guardian Name (please print): _____

Daytime Phone: _____ Evening Phone: _____

Parent Signature: _____ Date: /___/

Student Signature: _____ Date: /___/

I WOULD LIKE A PAPER COPY

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