ATTALA COUNTY SCHOOL DISTRICT

TECHNOLOGY HANDBOOK

2021-2022

Attala County Schools
Student Technology Handbook
2021-2022

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Technology Plan Implementation

Schools of the information age must effectively employ technology to better meet the needs of students, parents, teachers, and administrators. The Attala County School District (ACSD) realizes this and has worked diligently to upgrade our technology and now looks to move forward with new technology goals.

Technology Goals

- Equip all stakeholders to use technology to positively impact and interact with the world around them
- Integrate technology seamlessly in the teaching and learning process while ensuring that the use of technology adds value to learning
- Develop a new set of knowledge and skills for the 21st century learner
- Provide greater access to educational opportunities and differentiated instruction by utilizing access to technology for anytime, anywhere learning
- Improve communication and widen our sense of community by expanding the way teachers, students, and parents are able to interact with each other
- Integrate digital tools for students to develop products demonstrating their understanding
- Provide greater access to digital content in a variety of formats and modes

Acceptable Use Policy

The Attala County School District (ACSD) recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. The District is committed to helping students develop progressive technology and communication skills. The ACSD is committed to providing educational opportunities for all students and maintaining compliance with the Individuals with Disabilities Education Act 2004 (20 U.S.C 1400 et seq.). To that end, the District provides the privilege of access to technologies for students and staff use.

This Acceptable Use Policy outlines the guidelines and behaviors that all users are expected to follow when using school technologies or when using personally-owned devices on school property, including:

- The Attala County Schools network is intended for educational purposes **only**.
- All activity over the network or use of District technologies may be monitored, documented, and retained
- Access to online content via the network may be restricted in accordance with District policies and procedures and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline
- Misuse of school resources can result in disciplinary action
- Using an Internet filter and other technologies, the District makes a reasonable effort to ensure students' safety and security online, but it will not be held accountable for any harm or damages resulting or arising from use of ACSD technologies
- Users of the District network or other technologies are expected to alert staff immediately of any concerns for safety or security
- Users have no expectation of privacy

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Technologies Covered

ACSD may provide the privilege of Internet access, desktop computers, other devices, mobile computers or other devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more. This Acceptable Use Policy applies to both District-owned technology equipment utilizing the ACSD network, the ACSD Internet connection, and/or private networks/Internet connections accessed from District-owned devices at any time. This Acceptable Usage Policy also applies to privately-owned devices accessing the ACSD network, the ACSD Internet connection, and/or private networks/Internet connections while on school property or participating in school functions or events off campus. ACSD policies in this document cover all available technologies now and in the future, not just those specifically listed or currently available.

Usage Policies

All technologies provided by the District are intended for education purposes. All users are expected to use good judgment by following the ACSD student code of conduct and social media policy. Users should be safe, appropriate, careful, and kind; should not try to disable or bypass technological protection measures; use good common sense; and ask if they don't know.

Internet Access

ACSD provides its users the privilege of access to the Internet, including web sites, resources, content, and online tools. Access to the Internet will be restricted as required to comply with CIPA regulations and school policies. Web browsing may be monitored, and web activity records may be retained indefinitely. Users are expected to respect the web filter as a safety precaution, and shall not attempt to circumvent the web filter when browsing the Internet. The determination of whether material is appropriate or inappropriate is based solely on the content of the material and the intended use of the material, not on whether a website has been blocked or not.

Email

ACSD provides faculty, staff, and students in grades 7-12 with the privilege of email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies. Users provides with email accounts should use these accounts with care. Users should not send personal information and should not attempt to open files and follow links from unknown or untrusted origins. Users should use appropriate language and should only communicate with other people as allowed by District policy or the teacher or administrator. Users are expected to communicate with the same appropriate, safe, mindful, courteous manner online as offline. Email usage may be monitored and archived.

District Device Usage

ACSD may provide users with devices to promote learning outside of the classroom. Users should abide by the same Acceptable Use Policies when using school devices off the school network as on the school network. Users are expected to treat the devices with extreme care and caution; these are expensive devices that the District is entrusting to users' care. Users should report immediately any loss, damage, or malfunction to staff. Users will be financially accountable for any damage resulting from negligence or misuse. Use of District-issued devices off the District network can be monitored

Policy

In some cases, a separate network may be provided for personally-owned devices. Please remember, the Responsible Use Policy applies to privately owned devices accessing the ACSD network, the ACSD Internet connection, and private networks/Internet connections while on school property.

Security

Users are expected to take reasonable safeguards against the transmission of security threats over the ACSD network. This includes not opening or distributing infected files or programs and not opening files or programs or unknown or un-trusted origin. Users should never share personal information. If users believe a computer or device they are using might be infected with a virus, they should contact staff immediately. Users should not attempt to remove the virus themselves or download any program to help remove the virus.

Netiquette

Users should always use the Internet, network resources, and online sites in a courteous and respectful manner. Users should recognize that among the valuable content online there is also verified, incorrect, or inappropriate content, Users should only use known or trusted sources when conducting research via the Internet. Users should remember not to post anything online that they would not want students, parents, teachers, or future colleges or employers to see. Once something is online, it cannot be completely retracted and can sometimes be shared and spread in ways the user never intended.

Plagiarism

Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Users should not take credit for things they did not create themselves, or misrepresent themselves as an author or creator or something found online. Information obtained via the Internet should be appropriately cited, giving credit to the original author.

Personal Safety

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without permission. Users should recognize that communicating over the Internet brings anonymity and associated risk and should carefully safeguard the personal information of themselves and others. Users should never agree to meet in person someone they meet online without parental permission. If users see a message, comment, image, or anything else online that makes them concerned for their personal safety or the safety of someone else, they should immediately bring it to the attention of an adult.

Cyber bullying

Cyber bullying including, but not limited to, harassing, de-flaming, denigrating, impersonating, outing, tricking, excluding, and cyber stalking will not be tolerated. Users should not be mean or send emails or post comments with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student a hostile school environment. Engaging in these behaviors or in any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyber bullying can be a crime. Users should remember that online activities may be monitored.

All students will be educated about appropriate online behavior, including interacting with other persons on social networking websites and in chat rooms, and cyber bullying awareness and response.

Social Media Policy

The District has a separate Social Media Policy that applies to all employees and may have implications for students. By signing the Acceptable Use Policy, users are acknowledging they have read the Social Media Policy and agree to abide by its requirements. Violations of the Social Media Policy are violations of the Acceptable Use Policy.

Limitations of Liability

ACSD will not be responsible for damage or harm to persons, files, data, or hardware. While ACSD employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness. ACSD will not be responsible or liable for, financially or otherwise, for unauthorized transactions conducted over the ACSD network.
Violations of this policy may have disciplinary consequences, including:
- Suspension of network, technology, or computer privileges
- Notification of parents
- Suspension from school and school-related activities
- Employment disciplinary action up to and including termination of employment
- Legal action and/or prosecution

Employees, students, and parents/guardians shall be required to sign the District's Acceptance Use Policy annually before Internet or network access shall be allowed.

District Device Policy

Terms

Parents of students who are assigned a District Device shall pay a non-refundable $25 annual charge. This annual charge also covers the first incident of damage; not loss. Loss of the District Device charger or cable is no covered by the annual charge. Users will comply at all times with the ACSD Student Technology Handbook 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 damaged device must be reported to school authorities immediately.

Title

The District has legal title to the property at all times. The user's rights of possession and use is limited to and conditioned upon full and complete compliance with this agreement, the ACSD 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. At that time the parent/guardian may be advised to file a police report. If a device is lost, stolen, or damaged as a result of irresponsible behavior, the parent may be responsible for the full replacement cost. Parent/guardian will be responsible for full replacement cost of device if not reported to ACSD administration within 3 calendar days of missing the device. In the event that a device is damaged, lost, or stolen, the device user will be assessed a $25 deductible for the repair or

replacement of the device after the first occurrence per device. A chart listing replacement cost is attached to this document. In the event of a lost or stolen device and once a police report is filed, the ACSD, in conjunction with law enforcement, may deploy location software which may aid authorities in recovering the device. It is imperative that a lost or stolen device must be reported immediately. If stolen/lost device is not reported within 3 calendar days to ACSD administration, parent/guardian will be responsible for full replacement cost. Students who leave the District during the school year must return the device, along with any other issued 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 not be refunded.

Repossession
If the user does not fully comply with all terms of this Agreement and the ACSD Student Technology Handbook, including the timely return of the property, ACSD 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 property.

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 ACSD or upon withdrawal from ACSD.

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.

Fees for Device Use
Use and Maintenance Fees
- Parents/guardians shall pay a non-refundable annual fee of $25, which covers one incident of damage
- The premium is by device and covers electrical surges, drops or falls, liquid spills, and parts damage
- The deductible is by incident and by incident type
- If the device is lost, stolen, or totally damaged as a result of irresponsible behavior, the parent may be responsible for the replacement cost. 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
- Senior must clear all records and pay all fees before they shall be allowed to participate in commencement exercises

Damaged Device
Any damaged must be reported to school authorities immediately. Power adapters, sync cables, and cases must be returned or paid in full.

Deductibles

- **First damage occurrence: included in annual charge and student will get a replacement device upon determination the damage/loss was not intention**
- **Second damage occurrence: $25.00 plus the cost to repair the device or fair market value and possible loss of device take home privilege. The replacement device will be checked in and out daily during the school day.**
- **Third damage occurrence: Cost to repair the laptop or fair market value and loss of take home device Privilege**
- **Sync cables and power adapters are not covered by the deductible and must be returned**

Table of Estimated Repair Pricing for Deductible

Loss, Deliberate Damage or Neglect	Estimated Repair/Replacement
Chromebook Broken Screen	$50
Power Adapter and Sync Cable	$30
Power Adapter	$20
Sync Cable	$15
Liquid Damage to Device	$150
District Assigned Case	$30
Hand Held Device Screen	$150

Handling and Care of Device

- Keep device in district issued case
- Keep device and case free of any writing, drawing, stickers, or labels that are not applied by ACSD
- Use the device on a flat, stable surface
- Do not place books on the device
- Do not have food or drinks on or near the device
- Wipe surfaces with a clean, dry soft cloth
- Avoid touching the screen with pens or pencils
- Do not leave the device exposed to direct sunlight or near any heat or moisture sources for extended periods of time

Power Management

- It is the user's responsibility to recharge the device 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 class work missed because of uncharged batteries must be made up on a student's own time.
- The device must remain on at school at all times, with no exceptions.

Transport

- Transport device in its protective case
- 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 ACSD profile could result in disciplinary action, including suspension and loss of future device use.
- Students are responsible for the safety and security of the laptop and any activity on the device.

ACCEPTABLE USE POLICY AND PROCEDURES

The District recognizes the value of computer and other electronic resources to improve student learning, teaching, instruction, research, and communication to enhance the administration and operation of its schools. To this end, the ACSD provides Intranet (internal) and Internet (external) connections for staff, students, and faculty. ACSD encourages the responsible use of computers, computer networks, including the Internet, e-mail, and other electronic resources in support of the mission and goals of the ACSD and its schools.

In order to access District services such as the Intranet and Internet via the District Network, each user must sign a Statement of Assurance to acknowledge with this Acceptable Use Policy stating that he/she has read and acknowledges agreement with all sections below.

The operation of the ACSD network is guided by policy or policies set forth by the Board of Education of the Attala County School District, District administration, the Mississippi Department of Education, and/or all applicable local, state and federal laws. This Acceptable Use Policy does not list every applicable policy or law, but sets forth some specific policies particular to ACSD.

Monitoring of Network Use

All data transferred and/or transmitted over the ACSD network can be monitored and recorded at any time. All data transferred or transmitted over the network can be tracked and identified, and originating users can be held liable if their use of the network violates an established policy, regulation, or law. Any data stored on District-owned equipment may be archived and preserved by the District for an indefinite period. Such data includes, but is not limited, to email, text documents, digital photographs, music and other digital or electronic files.

School District Ownership

All data transferred over the District network or stored on any District-owned equipment/media is the property of ACSD.

Consequences of Policy Violation(s)

The use of the District Network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Any student or District employee, including contract services, who violate any policy, regulation, or law regarding use of the District Network will be identified and corrective and/or punitive actions will be taken. All users of the ACSD network are charged with

reporting violations or misconduct to their teachers, supervisors, or administration. Users who fail to report violations are subject to the same disciplinary actions as those who violate the policy.

Violations of these procedures may result in, but not limited to, loss of access privilege, disciplinary action by the District, and/or involvement of law enforcement authorities.

Disclaimer of Liability

ACSD disclaims all liability for the content of materials to which a student or employee may have access on the Internet and for any harm or damages suffered as a result of the student or employee member's Internet use. Because the Internet and e-mail is an unregulated, worldwide vehicle for communication, information available to employees and students is impossible to control, therefore, ACSD shall not be responsible for:

- Any damages a student or employee may suffer, including, but not limited to, loss of data or interruption of services,
- For the accuracy or quality of information obtained from or stored on any of its network or client systems,
- Financial obligations arising through the unauthorized use of the systems,
- Theft, loss or damage to personal electronic devices,
- Any actions or obligations of a student or employee while accessing the Internet outside the public school system for any purpose

While ACSD takes steps to protect users from inappropriate material, to intercept unlawful and malicious actions from users, to safeguard users, no system is perfect. Those risks must be recognized and accepted by users who sign the Acceptable Use Policy and Statement of Assurance.

Filtering

ACSD uses an aggressive Content Filter and SPAM filter. ACSD complies with the regulations of CIPA, the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)], to provide Internet content filtering services for staff and students. Filtering services are a means of protection from objectionable sites but cannot provide a 100% protection. Therefore, ACSD provides no guarantees but will attempt to protect employees and students from accessing such objectionable Internet sites. In the event that inappropriate material is accessible, ACSD will not be held liable.

Email and Electronic Document Retention

All emails and electronic documents created and shared with others inside or outside the District in conducting District business should be saved in user-designated folders on the user's computers. All District employee email will be archived for a minimum of one year. All District employees and students in Grades 7-12 will be issued a District email account. Any official communications, e.g. teacher to parent, teacher to student, student to teacher, staff to staff, must be via the District's email system. This includes, but not limited to, teachers who guide extracurricular activities such as clubs, band, and athletics.

Use of "Internet Mail" by students and employees, such as Yahoo mail, Gmail, and POP3 accounts provided by their "home" Internet service providers are allowed at this time.

Prohibited Actions
The following actions on the District Network are specifically prohibited, and this list is not all inclusive but by way of example:

- Installing software, software applications, utility, plug-in or other such operations without the approval of the Technology office
- Creating, downloading, storing, sending, or displaying offensive messages or pictures including but not limited to pornographic or other sexually explicit material
- Using obscene, profane, or vulgar language
- Harassing, insulting, intimidating, or attacking others
- Giving out personal information about another person
- Engaging in any practice(s) that threaten the network and other technological tools
- Violating copyright laws
- Downloading entertainment files for transferring or sharing
- Using the password of others to access the network
- Accessing the device of others without the permission of the owner
- Using the network for commercial promotion or advertisement not previously approved by ACSD
- Using the network, electronic information, or device for personal gain or convenience
- Conducting business other than that deemed academic in nature over the network
- Misusing the resources of the District's network, electronic information, or device
- Promoting causes that are religious in nature, with no apparent educational/instructional value
- Attempt to bypass network and filters

Stipulations for Website Use as District Representatives
Use of Non-District web sites to present information, classrooms, clubs, or any other officially sponsored activities of the ACSD is prohibited. Any sanctioned activity must be hosted on the District website, http://www.attala.k12.ms.us. All web publications will abide by the Family Education Rights and Privacy Act (FERPA) for the dissemination of student information. Current teacher or organization web sites operating outside the ACSD's website as of July 1, 2008, will be granted exception from this new procedure. However, a statement of disclaimer must be posted at the school's website and a section under the name of each teacher or organization that has an external web site. The disclaimer must read, "DISCLAIMER; you are now leaving the Attala County Schools Web Site. The District does not endorse and assumes no responsibility for content or control of the web site(s) to which you are about to proceed. The link provided at this page is a courtesy service. Responsibility of external web site control and content rest solely on the author(s), manager(s), or Webmaster(s) of such web site(s) and not with the District."

At the external teacher organization web site, another disclaimer should be posted, "As (a) representative(s) of the Attala County School District, responsibility of external web site control and content rest solely on the author(s), manager(s), or Webmaster(s) of this website(s) and not with the district. ACSD does not endorse this web site for school, academic, business, or any other purposes." Personal electronic devices used on the district network should have anti-virus and spy ware software installed when applicable.

Attala County School District
Student/Parent Technology Agreement
2021-2022

Student Name: Last _____   First _____

Parent Name: Last _____   First _____

Address: _____

Parent Email Address: _____   Parent Phone #: _____

The Attala County School District's Responsible Use Policy allows students to use technology inside and/or outside the classroom. Attala County Schools may provide Internet access, desktop computers, other devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more.

I have reviewed the ACSD Student Technology Handbook and understand the rules and guidelines for the following:
1. District Technology Goals
2. Responsible Use Policy
3. Use of District Mobile technology
4. Financial Terms of device Agreement (annual $25.00 deposit is non-refundable)

Terms of Agreement
The student is responsible at all times for the care and appropriate use of technology. I understand if my student violates the guidelines agreed to in the ACSD Student Technology Handbook, his/her privilege to use technology may be restricted or removed and he/she may be subject to disciplinary action.

I understand that I may be held responsible for reimbursement for loss, damage, or repair of my student's device, which may have occurred at school, home, or while the mobile device was being transported.

The device remains the property of the District. At the end of the school year or upon transfer from the District, parents and students agree to return the device to the District in the same condition it was issued to the student, less reasonable wear.

Signatures

_____   _____   _____

Parent Signature   Student Signature   Date

_____   _____   _____

School   Grade   Asset Number

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Attala County School District
Student Device User Agreement

As a borrower of an ACSD Device:
- I have signed and will follow the policies established in the ACSD Student Technology Handbook
- I will follow the guidelines listed below for proper care of the I P device ad
- I will report to the 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 the 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 an instructional tool

Guidelines for Proper Care of the Device
- I shall not loan the device to anyone
- I will not remove labels, stickers, screen protectors, or the case already placed on the device
- I will not write on or place labels or stickers on the device or case
- Keep food and drink away from device
- Do not expose device to extreme heat or cold
- Do not attempt to repair a damage or malfunctioning device
- Do not attempt to update or download apps on the device
- Use the provided adapter and charger to charge the device
- Do not leave the device unattended in unlocked classroom or activity
- Do not leave the device in an unlocked vehicle

Device Management
- I shall not sync the device to personal or school computers
- District purchased software/apps will be installed on the device
- To protect the students and the district from loss, the device will be provided with GPS tracking that cannot be disabled

Attala County School District
Student Device Acceptance Form

I understand that the device and/or accessories that ACSD has provided to me are the property of the Attala County Schools. I agree to the terms and conditions in the ACSD device User Agreement and the ACSD Student Technology Handbook.

I understand that I must immediately report any damage, loss, or theft of the device to ACSD personnel immediately. In addition, I understand that my parent/ guardian may be held responsible for reimbursement for loss, damage, or repair of the laptop issued to me, which may have occurred at school or at home, or while the device was being transported, in accordance with the policies outlined in the ACSD Student Technology Handbook. My parent/guardian will be held responsible for full reimbursement for lost/stolen device that is not reported within 3 calendar days.

I have participated in a training session about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyber bullying awareness and response.

I understand that a violation of the terms and conditions set out in the Student Device Agreement and the ACSD Student Technology Handbook will result in the restriction and/or termination of my use of a ACSD device and/or accessories.

_____   _____
Student Signature   Date

_____   _____
Parent Signature   Date