Meridian Public School District

Technology Handbook

2017-2018

Technology Mission

The mission of the Meridian Public School District Technology Department is to develop, provide, and support appropriate use of technology in efforts to promote learning responsibly, to increase achievement, and to promote lifelong learning.

Technology Goals
Equip all stakeholders to use technology to positively impact and interact with the world around them.
- Teach digital citizenship.
- 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

Acceptable Use Policy
Meridian Public School District (MPSD) 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.

MPSD 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 student and staff use.

This Acceptable Use Policy (AUP) 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 Meridian Public School District network is intended for educational purposes.
- 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 MPSD technologies.

Technologies Covered

MPSD may provide the privilege of Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more.

This Acceptable Use Policy applies to both District-owned technology equipment utilizing the MPSD network, the MPSD Internet connection, and/or private networks/Internet connections accessed from District-owned devices at any time. This AUP also applies to privately-owned devices accessing the MPSD network, the MPSD Internet connection, and/or private networks/Internet connections while on school property or participating in school functions or events off campus. MPSD policies outlined 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 educational purposes. All users are expected to use good judgment by following the MPSD Code of Conduct. Users should be safe, appropriate, careful, and kind; should not try to disable or get around technological protection measures; use good common sense; and ask if they don't know.

Internet Access

MPSD provides its users the privilege of access to the Internet, including websites, 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 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. If a user believes a site is unnecessarily blocked, the user should submit a request for website review through the MPSD Technology Department or restricted access screen.

Email
MPSD provides faculty, staff and students with the privilege of email accounts for the purpose of school related communication. Availability and use may be restricted based on school policies.

Users provided with email accounts should use these accounts with care. Users should not send personal information and should not attempt to open files or follow links from unknown or untrusted origins. Users should use appropriate language and should only communicate with other people 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.

Device Usage
MPSD may provide users with laptops or other 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 immediately report any loss, damage, or malfunction to IT 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.

Security
Users are expected to take reasonable safeguards against the transmission of security threats over the MPSD network. This includes not opening or disturbing infected files or programs and not opening files or programs of unknown or untrusted origin. Users should never share personal information.

If users believe a device they are using might be infected with a virus, they should alert IT. Users should not attempt to remove the virus themselves or download any programs 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 unverified, 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 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 of 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 adult permission. Users should recognize that communicating over the Internet brings anonymity and associated risks 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 (teacher or administrator if at school, parent if using the device at home).

Cyberbullying
Cyberbullying including, but not limited to, harassing, 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, cyberbullying can be a crime. Users should remember that online activities may be monitored.

Examples of Responsible Use
I will:
- Use school technology for school-related activities.
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat school resources carefully and alert staff if there is any problem with their operation.

- 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, posts) online.
- Use District technologies at appropriate times, in approved places, and for educational pursuits.

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

Chromebook/Device Policy

Terms
Users will comply at all times with the MPSD 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 devices 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 agreement, the MPSD 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 MPSD personnel within calendar 3 days of missing the device.

In the event that a device is damaged, lost or stolen, the device user will be assessed a $50.00 deductible for the repair or replacement of the device for 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 MPSD, in conjunction and with police or sheriff, 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 MPSD personnel, parent/guardian will be responsible for full replacement cost.

Students who leave the District during the school year must return the laptop, 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 part of this initiative will not be refunded.

Repossession

If the user does not fully comply with all terms of this Agreement and the MPSD Student Technology Handbook, including the timely return of the property, MPSD 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 MPSD or upon from withdrawal from MPSD.

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.

Damaged Devices

Any damage must be reported to school authorities immediately. Power adapters and case must be returned or paid in full.

Estimated Repair Pricing

Loss, Deliberate Damage or Neglect	Estimated Repair/Replacement
Broken screen	$50.00
Broken keyboard	$50.00
Liquid damage to device	$150.00
Power adapter + cord	$50.00
Power adapter	$35.00
Power cord	$15.00
District assigned device case	$20.00
Total device replacement	$200.00

Handling and Care of the Device
- Keep the device in the district-issued approved case.

- Keep devices and cases free of any writing, drawing, stickers, or labels that are not applied by MPSD.
- Use the device on a flat, stable surface.
- Do not place books on the device.
- Do not have food or drinks around the device.
- Wipe surfaces clean 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'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 class work missed because of uncharged batteries must be made up on the student's time.
- The device must remain on (awake or sleep mode) at school at all times, with no exceptions.

Transport
- Transport device in its protective case and sleeve.
- Do not leave the device in a vehicle for extended periods of time or overnight.
- Do not leave the device in a vehicle unattended.

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 MPSD profile could result in disciplinary action.
- Students are responsible for the safety and security of the device and any activity on the device.

Acceptable Use Policy and Procedures

CHILDREN'S INTERNET PROTECTION ACT (CIPA) POLICY

It is the belief of the Meridian Public School District that the use of telecommunications, including the Internet, in instructional programs is an educational strategy which facilitates communication, innovation, resource sharing, and access to information. Use of the Internet must be in support of education and research and consistent with the educational mission, goals, and objectives of the school system.

It shall be the policy of the Meridian Public School District Board of Education that the school district shall have in continuous operation, with respect to any computers belonging to the school having access to the Internet:

1. A qualifying "technology protection measure," as that term is defined in Section 1703 (b)(1) of the Children's Internet Protection Act of 2000;

2. Procedures or guidelines developed by the superintendent, administrators and/or other appropriate personnel which provide for monitoring the online activities of users and the use of the chosen technology protection measure to protect against access through such computers to visual depictions that are (i) obscene, (ii) child pornography, or (iii) harmful to minors, as those terms are defined in Section 1703 (b)(1) and (2) of the Children's Internet Protection Act of 2000. Such procedures or guidelines shall be designed to:

   a) Provide for monitoring the online activities of users to prevent, to the extent practicable, access by minors to inappropriate matter on the Internet and the World Wide Web;

   b) Promote the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;

   c) Prevent unauthorized access, including so-called "hacking," and other unauthorized activities by minors online; and

   d) Prevent the unauthorized disclosure, use and dissemination of personal identification information regarding minors; and

   e) Restrict minors' access to materials "harmful to minors," as that term is defined in Section 1703 (b)(2) of the Children's Internet Protection Act of 2000.

DEFINITIONS

Technology protection measure means a specific technology that blocks or filters Internet access to visual depictions that are:

1. Obscene, as that term is defined in section 1460 of title 18, United States Code;

2. Child pornography, as that term is defined in section 2256 of title 18, United States Code; or

3. Harmful to minors.

Harmful to minors means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;

2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and

3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

School boards receiving E-Rate discounts must comply with CIPA in order to continue receiving the discount. The certification should be made by submitting a modified FCC Form 486 (Receipt of Service Confirmation Form) which can be obtained at www.sl.universalservice.org.

NOTE: CIPA resources are available online at the following sites:
   www.ifea.net/cipa
   www.nsba.org

LEGAL REF.: Children's Internet Protection Act of 2000 (H.R. 4577, P.L. 106-554)
CROSS REF.: Policies IJ- Technology and Instruction / Electronic Information Resources
               IJ-E (1)- Internet and Network Access Agreement
               IJ-E (2)- Internet Parental Consent Form
               IJ-R- Internet Use by Students
               IJA-E- Internet Etiquette
               IJA-P- Internet Administrative Procedures