

# Technology Policy and Procedures

## *Howells-Dodge Consolidated School*

**It is the vision of Howells-Dodge Consolidated to remain as technologically current as financially feasible to enable our students and teachers to have the best possible classroom experience, with a focus on improving reading skills in all curriculum areas. We strive to infuse technology with quality instruction to prepare students for the 21st century workforce; produce digitally literate and digitally responsible citizens; provide the necessary tools and resources for a progressive learning environment characterized by: flexibility, collaboration, personalization, and creativity.**

### **1 : 1 Learning Policies and Procedures**

Howells-Dodge Consolidated Schools is proud to offer our Howells-Dodge High School students the opportunity to learn in a dynamic and growing environment.

For students and parents/guardians, the following information is provided to help everyone understand the expectations and the responsibility of care and use related to receiving a Chromebook.

- Students will receive instruction from school district staff on the proper use of the laptop.
- Students will be able to take the laptop home during the school year if the student signs the Student Acceptable Use of Technology, Check-out Sheet, Consent Form, and provides proof of home-owners insurance or joins the School's Damage/Loss Cooperative Protection Plan.
- Students are expected to treat the laptop as a valuable piece of equipment.
- Students must take all precautions to prevent theft; for example, do not leave the laptop unattended in the passenger area of a car.
- Students must take precautions to prevent damage to the laptop; for example, do not leave the laptop where there is danger of coming in contact with moisture or excessive heat. This would include protecting the machine from inclement weather.
- The laptop comes with preloaded software. Students may not load additional software onto the machine without the expressed permission of the technology department.
- Students are to use the laptop to access only socially and educationally appropriate materials and websites.
- Parents/students are charged with full responsibility for any financial obligations incurred from the use of the laptop.
- Students are to use the laptop in accordance with the Howells-Dodge Consolidated Schools Acceptable Use Regulations and to maintain the laptop in accordance with the procedures and information provided.
- Laptops are the property of Howells-Dodge Consolidated Schools and must be returned at the end of the academic year, upon withdrawal from Howells-Dodge Consolidated Schools, or at the request of a teacher or administrator. Willful failure to return the laptop in accordance with the stated conditions will result in criminal prosecution.
- Since the Chromebooks are the property of Howells-Dodge Consolidated Schools,

officials of the school have the right to review all material stored on or accessed by any laptop. School officials may revoke a student's computer use privileges for misuse or violation of policies.

The 1:1 laptop initiative that has been adopted by Howells-Dodge Consolidated Schools will enhance opportunities for students to learn in a dynamic environment.

### **Laptop Restrictions**

- Personal machines will be allowed in Howells-Dodge Consolidated Schools only if the Technology department is given remote monitoring access and the students agree to the Acceptable Use Policy.

## **Using Your Laptop at School**

### **General**

- Ownership: The school shall be deemed to have retained title to the equipment at all times, unless the school transfers title to student. The student shall hold no security or ownership interest in the equipment. Likewise, the student shall hold no security or ownership interest neither in the licenses to the installed software included with the equipment nor in the licenses to any other software that the school may from time to time install on the notebook computer used by the student.
- Laptops are intended for use at school each day. Students are responsible for bringing their laptop to all classes, unless specifically advised not to do so by their teacher.
- Laptops must be brought to school each day fully charged. Only charge your laptop with the provided charger.

### **Laptops Undergoing Repair**

- Any attempt by the student to repair equipment on their own will void warranty and insurance coverage. The student is never to duct tape or super-glue or otherwise try to repair damaged equipment on his/her own. Attempting to do so is considered gross negligence and voids warranty and or insurance coverage resulting in the student being responsible for any and all charges related to the repair or replacement of the equipment.
- Damage to equipment due to gross negligence or willful misconduct is not covered by warranty or insurance. If damage is attributed to either of these causes, the student will be held responsible for all charges related to the repair or replacement of equipment.
- Loaner laptops may be issued to students when they leave their laptops for repair with the Technology Department.
- Students will be expected to return the loaner laptop by the end of the school day to the Technology Department office.

### **Screensavers and Backgrounds**

- Only school appropriate backgrounds and screensavers may be used on the laptops.
- Presence of weapons-related materials, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols, or pictures on the laptop or within its files will result in disciplinary action and, where appropriate, referral to law enforcement.
- The computer is the property of the school district. Therefore, school staff have the right to check any material stored on a student's laptop, including the screensaver at anytime.
- Violations of this policy will result in disciplinary action.

## **Printing**

- Materials printed on school printers must be school related. No personal printing is allowed.

## **Security**

- Internet usage is filtered and documented at all times.

## **Inspection**

- Students may be selected at random to provide their school-issued laptop for inspection without notice.

## **Protecting and Storing Your Laptop Computer**

### **Laptop Identification**

- Student laptops will be labeled in the manner specified by the school. **Under no circumstances are students to modify, remove, or destroy these labels.**

### **Password Protection**

- Students must change their password the first time they log-in. This password is to be kept private.
- Tampering with machine security measures is forbidden. Violations of this policy will result in disciplinary action.

## **Acceptable Use Guidelines**

### **General Guidelines**

- Students are responsible for their ethical, socially appropriate and educational use of the technology resources of the Howells-Dodge Consolidated Schools.
- Access to the Howells-Dodge Consolidated Schools technology resources is a privilege and not a right.
- Transmission of any material that is in violation of any law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- In addition to any standard or rules established by the schools, the following behaviors are specifically prohibited as they violate the standard of integrity and civility.
  - Cheating
  - Plagiarizing
  - Falsifying Information
  - Violating Copyright Law
  - Hacking
  - Gaining unauthorized access to any network or computer

**Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the Principal or Technology Team, will be considered an act of vandalism and subject to disciplinary action in accordance with the district Acceptable**

**Use Policies. Students who violate this may also be referred to law enforcement for criminal prosecution as appropriate.**

## **E-mail**

The only e-mail account that students are allowed to access during school hours is that students' Howells-Dodge Consolidated Schools Gmail account. Please note that emails sent via the Gmail server and accessed on school-issued computers are not private and may be reviewed at any time and without notice. Correspondence on the Gmail server is limited to users within Howells-Dodge Consolidated Schools. The following rules will apply when using a Gmail account:

- Always use appropriate language
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others
- Do not send mass emails, chain letters, or spam
- Students should maintain high integrity with regard to email content
- No private chatting during class without permission
- **Cyber bullying - Refer to Internet Safety in Student Handbook**

## **Precautions and Consequences**

### **Technology Left in Unsupervised Areas**

- Under no circumstances should laptops or other technology equipment be left in unsupervised areas. Unsupervised areas include, but are not limited to: the school grounds and campus, computer labs, commons areas, unlocked classrooms, bathrooms, busses and hallways. Any computer left in these areas is in danger of being stolen.
- Store laptops in supervised areas or lockers. Optional locker locks will be provided by the school.
- Unsupervised laptops will be confiscated by staff and taken to the administrative office. Disciplinary action will be taken for leaving your laptop in an unsupervised location. Each student is responsible for his or her laptop once it has been issued.

### **Insurance**

- Insurance must be purchased through the Howells-Dodge Consolidated Schools Damage/Loss Cooperative or parents must purchase insurance through home owners insurance. **Proof of insurance must be turned in before student is allowed to take computer home or out of the building.**
- If electing to participate in the Howells-Dodge Damage/Loss Cooperative, cost to participate is \$35 per student. Checks made payable to "Howells-Dodge Consolidated Schools." An individual check must be made for this fee for each student. This fee is applicable for one academic year.
- Homeowner's insurance or the Damage Loss Cooperative will cover one machine per student for any costs outside the manufacturer's warranty.
- Damage to equipment due to gross negligence or willful misconduct is not covered by warranty, insurance, or the schools Damage/Loss Cooperative. If damage is attributed to either of these causes, the student will be held responsible for all charges related to the repair or replacement of equipment.

- \*\*\*Governing Law: Nebraska statutes 79-737 and 79-2, 127 allow the district to obtain reimbursement from, or on behalf of, students for any damage to, loss of, or failure to return school property. Student/borrower acknowledges and agrees that his/her use of the district property is a privilege and that by student/borrower's agreement to the terms hereof, student/borrower acknowledges his/her responsibility to protect and safeguard the district property and to return the same in good condition and repair upon request by Howells-Dodge Public Schools.
- If your laptop is stolen, you are required to file a police report.

**\*Power adapter, bag or any other school-owned accessories are not included. These items require a full replacement cost with the exact same item.**

### **Damage/Loss Cooperative Protection Plan**

If parents/students elect to pay \$35.00 and be part of the School District protection plan, the School District protection plan would cover 100% of expense on the first incident and 75% of expense on the 2<sup>nd</sup> incident. Three or more incidents, involving damages to a laptop, will be the sole responsibility of the parent/student. Coverage for the School District protection plan is 24/7. Again, parents will be given the option of Self Insurance, under their homeowner's insurance plan and not pay the \$35.00. If parents choose to self-insure, proof of insurance will need to be provided before a student is issued a computer.

Noncompliance with the policies of the Howells-Dodge Consolidated Schools Laptop Handbook or acceptable use policies will result in loss of privileges, disciplinary action, and/or criminal prosecution as deemed appropriate. (See Acceptable Use Policy.)

**Electronic mail, network usage, and all files stored on a school-issued laptop is not considered confidential and may be monitored at any time by designated Howells-Dodge Consolidated Schools staff. The district will refer student misconduct to law enforcement and will cooperate fully with local, state, or federal officials in any criminal investigation, particularly those concerning or relating to violations of computer crime laws.**

## **ACCEPTABLE USE POLICY**

### **Definition:**

The Computer Network includes, but is not limited to, the use of local area networks, Internet, online commercial communications, and all other computer communications provided by the Howells-Dodge Consolidated School District.

### **Purpose:**

The purpose of the District's Computer Network is to assist in preparing students for success in life and provide them with electronic access to a wide range of information.

The following conditions are imposed on the use of the Computer Network and violation of these conditions is cause for revoking the privilege of access to the network or further disciplinary action. These conditions apply whether the user accesses the network during school time and on school property or at a remote location.

### **Acceptable:**

1. The computer network is to be used for the educational purposes stated above.
2. Computer network use in the School District is a privilege and not a right.
3. Use of the computer network to support illegal, inappropriate or obscene purposes, is expressly prohibited and is grounds for disciplinary or legal action, account termination and monetary reimbursement for expenses incurred due to such activities. Illegal activities are defined as violations of local, state, or federal law. Inappropriate use is defined as violation of the intended use or purpose of the network such as the use of any unauthorized games, email accounts, chat rooms, attempts to gain unauthorized access, harassment, threats, racial slurs or any other actions that are disruptive to the network or network users. Inappropriate activities include, but are not limited to, the distribution of profanity or other offensive language and sexually explicit materials including nudity and other graphic or textual depictions of sexually explicit activities.
4. Commercial use, product advertisement, or political lobbying activities on the computer network are prohibited.
5. Each individual computer network account will be issued to one designated user only. Each user is ultimately responsible for all activity in the use of the account and will keep the password confidential.
6. Computer network users shall be committed to the efficient use of computer networks and use all practical measures to conserve time and storage space in their use of these resources.
7. The Superintendent or designee of the School District is the final authority on the acceptable use of the network and accounts under its jurisdiction.
8. Copyright law is strictly adhered to within the School District. Any violation of copyright law is prohibited.
9. The School District cautions users that no computer network should ever be considered as completely private, and is subject to monitoring by local, state, and federal authorities.
10. The Howells-Dodge School District will take reasonable precautions to insure the security and appropriate use of the computer network. However, it accepts no responsibility for harm caused directly or indirectly through its use.

### **Examples of Unacceptable Uses.**

- Technology-Related Limitations: Technology resources shall not be used in any manner, which impairs its effective operations or the rights of other technology users.
- Users shall not use another person's name, logon, password, or files for any reason, or allow another to use their password (except for authorized staff members).
- Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
- Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
- Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.

- Users shall not copy, change, or transfer any software without permission from the network administrators.
- Users shall not write, produce, generate, copy, pagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
- Users shall not play games not related to classroom education.
- Users shall not engage in any form of vandalism of the technology resources.
- Users shall follow the generally accepted rules of network etiquette. The Superintendent, Technology Team or other designees may further define such rules.

## **Howells-Dodge Consolidated Schools Acceptable Use Agreement**

The consequences for students who abuse their computer privileges are as follows:

1st offense - Student will lose the option of taking his/her chromebook home for 2 weeks with program and network restrictions in-school.

2nd offense - Student will lose the option of taking his/her chromebook home for 4 weeks and will receive a 2 week program and network restriction in-school.

3rd offense - Student will lose the option of taking his/her chromebook home for 9 weeks and will receive complete program and network restriction in school.

The Howells-Dodge Consolidated Schools District is not liable for and disclaims any liability arising from any injury or damage caused by or stemming from unauthorized access to the network or inappropriate use of authorized access to the network.

A student and the student's parents or guardians, by submitting the User Application and Waiver Form with their respective signatures in order to gain access to the computer network, agree to release the School District from any liability for physical or emotional harm or damage resulting to the student that is caused by or related to the inappropriate use of the computer network.

### **To ensure mastery of online safety, students will:**

- Use technology at school only for academic purposes.
- Only log into accounts authorized to the student by HDC when using District technology resources.
- Protect personal information such as name, address, email, family information, or school details while visiting websites or engaging in online communications.
- Immediately report any suspected incidents of malicious online behaviors such as

cyber-bullying or online predators to a HDC staff member.

- Students uncertain about whether a particular site is acceptable or appropriate should consult an HDC staff member.
- Ask the teacher before registering or signing up for online accounts, including competitions.
- Participate in HDC provided online safety education programs.

## **Google Policies**

Your Howells-Dodge Consolidated Google Domain Student account has been provided to you as a powerful and innovative digital tool to collaborate, organize your time, and share your school work.

1. **Never give out your Google Account to anyone outside of your school district.**
2. **Never share anything as Public, unless you have consent from your teacher.**
3. **Never accept a shared item if you do not know and trust the sender.**
4. **Never give out your password or student numerical ID to anyone, except your teacher or guardian.**
5. **When in doubt, ask your teacher for help if you have any concerns.**
6. **When collaborating within digital work, please respect your peer's work.**
7. **Your HDC Google account is to be used for academic work only.**

Google Apps is offered by Google in conjunction with HDC. HDC may have access to your account information and data. Specifically, HDC may:

- View statistics regarding your account, such as information concerning your last login or data storage usage;
- Change your account password, suspend or terminate your account access and your ability to modify your account;
- Access or retain information stored as part of your account, including your email, contacts, documents, and other information; and,
- Receive account information in order to satisfy applicable law, regulation, legal process or enforceable governmental request.

***Technology use at HDC is a privilege, not a right, and failure to meet these guidelines could result in suspension of your HDC Google Domain Student account and other disciplinary actions, as outlined in your HDC Student Handbook. We believe you are a responsible, innovative, and collaborative digital citizen. You now have safe and powerful tools to accelerate your academic growth that extends beyond the campus, everywhere learning happens.***

**\*\*Students must agree to the HDC Google Policies before using Google Apps\*\***

## Technology Permission Forms

Name of Student \_\_\_\_\_

Grade \_\_\_\_\_ Age \_\_\_\_\_

Address \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

### Google Domain Account and Additional Educational Applications Permission

\_\_\_\_\_ Yes, I agree to allow my child to have a Howells-Dodge Consolidated Google Domain account where they will gain school monitored access to online collaborative tools and apps such as Google Documents, Spreadsheets, Forms, Gmail for school use, and other Educational Applications that Staff have deemed appropriate for Educational Use. I understand that some student information may be used with these programs.

### Acceptable Use Policy

In order to make sure that all members of Howells Dodge Consolidated School District community understand and agree to these rules of conduct, Howells Dodge Consolidated School District asks that you as a student user sign the following statement:

I understand the Internet Safety and Acceptable Use Policy is available in the student handbook, which is available on the school website, and have read, the Internet Safety and Acceptable Use Policy adopted by the Howells Dodge Consolidated School District, and I understand and will abide by those District guidelines and conditions for the use of the facilities of Howells Dodge Consolidated School District and access to the Internet. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action will be taken.

I agree not to hold the Howells Dodge Consolidated School District, any of its employees, or any institution providing network access to Howells Dodge Consolidated School District responsible for the performance of the system or the content of any material accessed through it.

Student Signature \_\_\_\_\_

Student Signature Date \_\_\_\_\_

Parent Signature \_\_\_\_\_

Parent Signature Date \_\_\_\_\_

## Chromebook Checkout/Insurance

### COVERAGE AND BENEFIT

Parents/students may pay \$35.00 and be part of School District Computer Damage/Loss Cooperative Fund. Belonging to the School District Cooperative coverage would cover 100% of expense on the first incident and 75% of expense on the 2nd incident. Three or more incidents, involving damages to a laptop, will be the sole responsibility of the parent/student. Coverage for the School District protection Plan is 24/7. Parents will be given the option of Self Insurance, under their homeowner's insurance plan and not pay the \$35.00.

### EFFECTIVE AND EXPIRATION DATES

This coverage is effective from the date of this request form and premium payment is received by the school through the date at which the computer is requested to be returned in good order to the school.

### PREMIUM

The total premium cost is \$35.00 per school year and is not refundable.

It is agreed and understood that:

- The Howells-Dodge Consolidated Schools will offer coverage to all students.
- Premium coverage is voluntary but encouraged.
- A separate application will be needed for each computer covered.

\_\_\_\_\_ Yes, I would like to participate in the Howells-Dodge Consolidated Damage/Loss Cooperative.

\$35.00 Payment per Student  **Check #** \_\_\_\_\_  **Cash**  **Money Order**

\_\_\_\_\_ No, I decline service at this time, and I understand that I am responsible for 100% of any damage or loss to the loaned computer and will provide proof of insurance for the laptop through our homeowner's insurance before a laptop will be checked out to the student.

**Parent/Guardian Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

This equipment is, and at all times remains the property of Howells-Dodge Consolidated Schools, and is herewith lent to the student for educational purposes only for the academic school year. Students may not deface or destroy this property in any way. Inappropriate use of the machine may result in the student losing his/her right to use this computer. The equipment will be returned to the school when requested by Howells-Dodge Consolidated Schools, or sooner, if the student withdraws from Howells-Dodge Consolidated Schools prior to the end of the school year.

The District Property may be used by Borrower only for non-commercial purposes, in accordance with the District's policies and rules, the Howells-Dodge Consolidated Schools Student Handbook, as well as local, state, and federal statutes.

Borrower may not install or use any software other than software owned or approved by the District and made available to Borrower in accordance with this Receipt and Agreement. Borrower agrees not to make any unauthorized use of or modifications of such software.

The District is not responsible for any computer or electronic viruses that may be transferred to or from Borrower's diskettes or other data storage medium and Borrower agrees to use Borrower's best efforts to assure that the District Property is not damaged or rendered inoperable by any such electronic virus while in Borrower's possession.

Nebraska statutes 79-737 and 79-2,127 allow the District to obtain reimbursement from, or on behalf of, students for any damage to, loss of, or failure to return school property. Borrower acknowledges and agrees that Borrower's use of the District Property is a privilege and that by Borrower's agreement to the terms hereof, Borrower acknowledges Borrower's responsibility to protect and safeguard the District Property and to return the same in good condition and repair upon request by Howells-Dodge Consolidated Schools.

# Howells-Dodge Consolidated Publicity Permission Form

Parents and Guardians, As schools and education move further and further into the technological future, there are multiple occasions when student work or pictures of students can be used for display purposes. However, to display student work or pictures requires parental permission. This permission slip covers all written, audio, video and electronic publishing mediums. We are committed as an institution to preserving your child's privacy and security. If you consent to the usage of your child's work or photograph, please fill out the form below and return it to your child's teacher. Should you have any concerns, please do not hesitate to contact us at the Main Office.

Please complete this form and return it to your child's homeroom teacher. If you have any questions, please call the Main Office of your child's school.

I give my permission to:

- Include my son/daughter's picture on our webpage (no individual student identification beyond the student's first name or the situation)
- Include my son/daughter's picture on the Internet (publishing of student names will use only the child's first name and last initial)
- Include my son/daughter's picture in a newspaper (a student's first and last name, along with the name of the school will be printed)
- Include my son/daughter's work (writing, artwork, projects, etc.)
- Include my son/daughter's work and/or picture on school social media sites such as Twitter, Facebook, Instagram, and others

## Student & Parent Handbook Acknowledgement

In accordance with Nebraska State Law, Section 79-4, 176 paragraph(3) which states in part: "Rules and Standards which form the basis for discipline shall be distributed to students and parents at the beginning of each school year or at the time of enrollment...". Parents or guardians and students are requested to sign and return this form acknowledging the availability of the Student/Parent Handbook on the school's website [www.howellsdodgeschools.org](http://www.howellsdodgeschools.org).

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child's name (printed)

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grade

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child's signature

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date

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parent's signature