



## Technology Handbook for Parents and Students

The 1:1 computing initiative is an integral part of the OA & BCIG districts. Using technology, students will inquire and explore their world. Transformative technologies will ignite a joy of learning in our students and inspire them to become 21st century learners. Students will work collaboratively on authentic problem and project-based activities which enhance creativity, critical thinking, communication, and problem solving. Through personalized, authentic, and collaborative experiences, our students will develop the skills to prepare them for a future that we can only imagine.

## **OA & BCIG Student Computing Goals**

1. **Improved Student Learning:** Through instructional strategies that apply best practices in teaching with technology and a variety of resources which support the curriculum, student learning will improve.
2. **Meaningful Student Engagement:** We will offer 1:1 computing to make school more engaging and relevant for our students and to support meaningful and more challenging work.
3. **21st Century Skills:** We will ensure that students have high level 21st century skills which will prepare them for a successful future.
4. **Project and Problem-based Learning Opportunities:** Through personalized, authentic, and collaborative experiences, students will solve problems and demonstrate their learning through project-based activities.
5. **Equity of Access:** We will bridge the digital divide by providing all students with access to technology tools and resources for anytime, anywhere learning.

OA-BCIG understands that technology is a critical tool in the pursuit of your child's education. OA-BCIG uses technology of many sorts to provide depth and width to your child's education and to engage him/her in the world both now and in the future. If you are a returning OA-BCIG parent, then for you this Handbook provides ready access to policies and resources that will help you guide your child in his/her education. If you are new to OA-BCIG, then we hope this Handbook will inspire and excite you when you realize how many technological resources are now available to your child. But we also hope that this Handbook will be a source of guidance and comfort as you realize that OA-BCIG has taken many steps to keep our children safe. The OA & BCIG School Districts encourages you to be a partner in your child's education and safety. When the Districts resources are paired with engaged parents, and students who are ready to learn, there is no limit to what we can accomplish!

The OA & BCIG School Districts encourage students to use a variety of technologies to enhance their learning. To ensure the privacy and safety of our students, and to protect data and our resources, we ask parents and students to become familiar with policy and regulations that have been established for technology use in the district. OA & BCIG's aim is to maintain an environment that promotes ethical and responsible conduct in all electronic resource activities. With this privilege and opportunity to explore resources come responsibilities for the parent and for the student.

Federal and state laws as well as OABCIG policies prohibit employment and/or public accommodation discrimination on the basis of age, color, creed, disability, gender identity, national origin, pregnancy, race, religion, sex, sexual orientation, marital status, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, familial status, or veteran's status. If you believe you have been discriminated against, please contact the Iowa Civil Rights Commission at 800-457-4416.

It is the policy of the Odebolt-Arthur and the Battle Creek-Ida Grove Community School Districts not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the districts' Equity Coordinator, Alan Henderson, BCIG Elementary Principal, 403 Barnes Street, Ida Grove, Iowa 51445, phone number: 712-364-2360 and email address: [ahenderson@oabcig.org](mailto:ahenderson@oabcig.org).

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## **2016-2019**

# **Responsible Use Procedures (RUP)**

When signing the Responsible Use Procedures (RUP), you are acknowledging that you understand and accept the information in this document and the Technology Handbook. You further agree to the OA & BCIG School Districts Responsible Use Procedures and Terms and Conditions for Device Usage.

OA & BCIG students and families understand that:

1. All users of the OA & BCIG networks and equipment must comply at all times with the district's Acceptable Use Policy which is available on the district web site, <http://www.oabcig.org>
2. Devices are available for student use and remain the property of OA-BCIG.
3. All users are accountable to all school, district, local, state, and federal laws.
4. All use of devices and network must support education.
5. Students and families must follow all guidelines set forth in this document and by OA & BCIG staff.
6. All rules and guidelines are in effect before, during, and after school hours, for all OA & BCIG devices whether on or off the school campus.
7. All files stored on OA-BCIG equipment or the network are property of the districts and may be subject to review and monitoring.
8. The term "equipment" or "technology" refers to devices, batteries, power cord/chargers and cases. Each piece of equipment is issued as an educational resource. The conditions surrounding this equipment can be equated to those of a textbook.
9. Students are expected to keep the devices in good condition. Failure to do so may result in bills for repair or replacement.
10. Students are expected to report any damage to their device as soon as possible to their teacher. This means no later than the next school day.
11. Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students.
12. Students are expected to notify a staff member immediately if they come across information, images, or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
13. All users are expected to follow existing copyright laws and educational fair use policies.
14. Students may only log in under their assigned username. Students may not share their password with other students.
15. Students are encouraged not to loan device components to other students. Students who do so are responsible for any loss of components.
16. Any failure to comply may result in disciplinary action. OA-BCIG may remove a user's access to the network or device without notice at any time if the user is engaged in any unauthorized activity.
17. OA-BCIG reserves the right to confiscate the property at any time.

## Parent/Guardian Responsibilities

The OA & BCIG School Districts makes every effort to equip parents/guardians with the necessary tools and information to ensure safe use of the devices in the home. There are several responsibilities assumed by the parent/guardian and the student. These are outlined below.

- All Parents/Guardians and Students are required to sign the 1:1 Student & Parent Responsible Use Procedures Agreement, signed once every three years.
- Student devices will not be assigned for take home use until all device debts are paid.
- Devices will be collected at the end of each school year.
- Students will be assigned the same device each year while enrolled in the districts.

## Monitor Student Use

The parent/guardian must agree to monitor student use at home, and away from school. The best way to keep students safe and on-task is to have a parent/guardian present and involved.

### Suggestions

- Investigate parental controls available through your Internet/phone service provider and/or your wireless router.
- Develop a set of rules/expectations for device use at home. Some websites provide parent/child agreements for you to sign.
- Only allow device use in common rooms of the home (e.g. living room or kitchen) and not in bedrooms.
- Demonstrate a genuine interest in what your student is doing on the device. Ask questions and request that they show you his or her work often.

## Health Tips for Parents

The average child in the US now spends an average of 7 hours a day using computers, cell phones, televisions and other electronic devices.

As screen and electronics time increases, time spent on exercise and family activities typically decreases. An increase in screen time has been shown to be linked to an increase in obesity rates.

So here's what you can do to help keep your child safe and healthy as he or she ventures into this new world of electronic education.

1. Limit the amount of time that your child is using the computer outside of schoolwork. The AAP recommends limiting total screen time to 2 hours daily.
2. Be aware of what your child is using the computer for. Know what Internet sites he is visiting and what he is doing on those sites.
3. Keep the bedroom as a screen free area. No televisions, cell phones or computers need to be in a child's bedroom, especially at night.
4. Encourage your child to get plenty of exercise daily.
5. Above all, talk with your child. Discuss what she is doing with her new computer and discuss things that have absolutely nothing to do with computers. Just talk!

### Additional Articles

Healthy Habits for TV, Video Games, and the Internet by <http://kidshealth.org>

Turn Off the TV or Computer and Get Active by <http://www.healthykids.nsw.gov.au>

## **Cyber-Safety Tips**

Open communication with your child is vital. Your child needs to feel they can come to you if they encounter frightening communications or images.

- **Set age limits.** Keep young children away from any unaccompanied chatting.
- **Understand the technology.** Open an account yourself, and get your whole family connected. If your child views the program as a way of staying in touch with family, there might be less risk of misuse with friends.
- **Model good video chat behavior.** Show children how to be polite and respectful, and let them know that's the behavior you expect when they're video chatting with their friends.
- **Use privacy settings.** Just like other communication tools like Facebook and Yahoo Messenger, most video chat programs come with privacy settings.
- **No inappropriate activities.** You can use parental controls through your Internet provider to restrict what sites your children can visit.
- **Set time limits.** With any online activity, be sure to tell your children how long they will have to engage in these activities.

## **E-Mail, IM and Chat Rooms - Help children stay safer online**

- Know who your child is communicating with online.
- Open a family e-mail account to share with younger children.
- Teach your child never to open e-mails from unknown senders and to use settings on IM programs to block messages from people they do not know.
- Be aware of other ways your child may be going online—with cell phones, devices, or from friends' homes or the library.
- Tell your child not to share passwords with anyone but you to help avoid identity theft and cyber bullying.
- Familiarize yourself with popular acronyms at sites like [www.netlingo.com](http://www.netlingo.com) and [www.noslang.com/](http://www.noslang.com/).
- Help protect children against inappropriate content
- Use the NetSmartz [Internet Safety Pledges](#) to set clear guidelines for going online.
- Report the sexual exploitation or online enticement of a child to [www.cybertipline.com](http://www.cybertipline.com).

## **Teach Your Children The Following Rules**

- Never accept files or downloads from unknown sources; this includes familiar sources if you were not expecting them. Accepting files or downloads from unknown sources can bring a virus that could harm the device.
- Never give out real name, telephone or cell phone number(s), mailing address, or passwords. Giving away personal information can lead to identity theft or worse.
- Do not post photographs in publicly accessible sites. The settings for ANY social networking profiles should be PRIVATE and new friends are accepted only if they are known to the child AND parent.
- Posting pictures online or sending images can have dangerous consequences.
- Report Cyber bullying to an adult. (Cyber bullying refers to the practice of using technology to harass, or bully, someone else).

## Device Rules and Guidelines

The rules and regulations are provided here so that students and parents/guardians are aware of the responsibilities students accept when they use a district-owned device. In general, this requires efficient, ethical and legal utilization of all technology resources. Violations of these rules and guidelines will result in disciplinary action. Students receive device-related training at school during the first weeks of school.

### All use of technology must:

- Support learning
- Follow local, state, and federal laws
- Be school appropriate

### Security Reminders

- Do not share logins or passwords
  - *Exception: students should share passwords with parents or guardians*
- Follow Internet safety guidelines

### Students are prohibited from:

- Defacing OA-BCIG issued equipment in any way. This includes but is not limited to marking, painting, drawing or marring any surface of the devices or any stitching on the case.
- If such action occurs, the student will be billed the cost of repair or replacement.

## Caring For the Device

- The device is district property and all users will follow this procedure and the OA & BCIG School Districts Acceptable Use Policy.
- Students should use the device assigned to them and not lend their device to others.
- Students are responsible for the general care of the device issued by the school.
- Students are responsible for keeping the device's battery charged for school each day.
- Damaged devices or devices failing to operate properly must be given to the technology department for an evaluation and or repair.
- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted carefully into the device to prevent damage.
- Devices must never be left unattended, in an unlocked locker, unlocked car, unsupervised area or in extreme temperatures (hot and cold).
- Only labels, stickers or Skins approved by the OA & BCIG School Districts may be applied to the device, district-issued protective case or power cord/charger. These items must be removed by the student when returning the device.
- Device protective cases furnished by the school district must be returned with only normal wear and no alterations to avoid a case replacement fee.

### **Carrying Device**

- Devices must be in a carrying case when moving outside of the classroom.
- When protective cases are provided with the device, they have sufficient padding for typical use.
- When a protective case is provided, the devices should always be within the protective case when transported.
- Carrying cases should not hold other objects. Folders, workbooks, etc. should be kept in a book bag or carried separately to avoid placing excessive pressure and weight on the device screen.
- When students are assigned a protective case, schools will provide students with information on how they can personalize their cases for easy identification. (i.e. tie a ribbon or luggage tag on the handle)

### **Screen Care**

- Screen damage will occur when pressure is applied to the screen. Users must avoid leaning on the top of the device when closed and placing objects in a book bag that would apply pressure to the screen.
- The screen must be cleaned with a dry soft cloth or anti-static cloth.
- The device must not be bumped against lockers, walls, car doors, floors, etc. as it will break the screen.
- Only carry a device that has a lid by holding the base not the screen.

### **Care of Device at Home**

- The power cord/charger remains at home.
- Charge the device fully each night.
- Use the device in a common room of the home.
- Store the device on a desk or table - never on the floor!
- Protect the device from: Extreme heat or cold. - Food and drinks. - Small children. - Pets.
- Do not leave the device in a vehicle.
- In case of theft, an official police report will be required.

### **Simple Troubleshooting**

Always try restarting the device as the first step of troubleshooting.

**At School** - If restarting the device does not solve the problem, contact your teacher.

**At Home** - If restarting the device does not solve the problem and it is an Internet connectivity problem, contact your Internet service provider. For other problems, contact your teacher when you return to school.

## **Digital Citizenship**

- Digital Citizenship is a concept that helps students understand how to use technology appropriately in a society full of technology.
- The district expects students to use technology appropriately and responsibly whether in electronic communication or participation.
- The district has electronic precautions in place in order for students to participate safely and securely in this environment and enjoy the rights of a digital world in an educational setting.

## **District Responsibilities**

- The school will provide Internet and email access to students.
- School staff will help students conduct research and ensure student compliance with the district's [Responsible use Procedures](#).
- Filtering/blocking of inappropriate Internet materials is done at the district level.
- The OA & BCIG School Districts reserves the right to investigate the inappropriate use of resources and to review, monitor and restrict information stored on or transmitted via the OA & BCIG School Districts-owned equipment and resources.

## **Student Responsibilities**

Students will abide by the district's Responsible Use Procedures and:

- Contact an administrator about any security issue they encounter.
- Monitor all activity on their personal account(s).
- Report email containing inappropriate or abusive language or questionable subject matter to a teacher or administrator at school.
- Return the device and accessories to the school at the end of each school year or when requested.
- When students withdraw from school or transfer to another school, they must return their device to the issuing school on the date of departure.

## **Parent/Guardian Responsibilities**

- Talk to your children about the values and standards you expect your children to follow as they use the Internet just as you talk to them about their use of all other media information sources such as television, telephone, movies, radio, etc.
- All district-issued devices contain Internet filters that are enabled at school and at home. Parents are encouraged to monitor student activity at home, especially their Internet use.

## **Appropriate Content**

All files must be school appropriate. Inappropriate materials include explicit or implicit references to:

- Alcohol, tobacco or drugs
- Gangs
- Obscene language or nudity
- Bullying or harassment
- Discriminatory or prejudicial behavior

## **Email for Students**

### **Purpose**

All OA-BCIG school students are issued an email account. OA-BCIG email allows students to safely and effectively communicate and collaborate with OA-BCIG staff and classmates, giving them an authentic purpose for writing. These accounts will be used at school for school-related projects. The accounts could also be used outside of school for school-related email by students, with the permission of their parents/guardians.

### **Email Usage**

- The primary purpose of the student electronic mail system is for students to communicate with school staff, outside resources related to school assignments, and fellow students to collaborate on school activities.
- Students are responsible for good behavior while using school e-mail (at school and at home), just as they are in a classroom or a school hallway.
- Access to e-mail is given to students who agree to act in a considerate and responsible manner. Access is a privilege – not a right. Access entails responsibility.
- Students are responsible for messages sent from their accounts.
- Students should not share their passwords.
- Students should not give out personal information over email, including home telephone numbers or home addresses.
- Students will not use email to bully, harass, or threaten other students or individuals.
- Students will report any unusual activities such as "spam" communications, obscene email, attempts by adults to lure them into dangerous behaviors to the school's technology specialist.
- Students will not use email to send chain letters, viruses, hoaxes or forward social or non-school related email to other students or staff.
- Email accounts are filtered and messages written containing inappropriate language or content will be flagged.
- School email should only be used to sign up for school related accounts and other collaborative Internet tools.
- Students should not use Google Voice to make phone calls.
- Student email is provided by the district and is district property. The OA & BCIG School Districts reserves the right to archive, monitor and/or review all use of its email system, and users should not have any expectation of privacy in any electronic message created, sent or received on the District's email system.
- Student email accounts will be removed from the system after graduation, leaving the school district, or disciplinary actions. If necessary, the OA-BCIG School Districts, at its discretion, may close the accounts at any time.

### **Email Etiquette**

- **Don't SHOUT!** If you type in all capital letters, your reader will see this as yelling, or they will think that you were just too lazy to use proper text formatting. It's also hard on the eyes - did you know that it takes longer to read something written in all caps than it does to read something that is properly formatted?
- **Use a meaningful subject line.** This is the first thing your reader will see, so use the space to help them understand the contents of the email even before they open it. So type in a subject that relates to the message you're sending.
- **Proof, spell-check, and use proper formatting.** Poor writing skills are a direct reflection on you! And the reader never forgets the person who writes an poorly written message.

### **Guidelines and Reminders**

- Email should be used for educational purposes only.
- Email transmissions may be monitored by staff at any time to ensure appropriate use. This means that teachers may check students' email.
- All -mail and all contents are property of the district.
- Email should only be used by the authorized owner of the account.
- Students need to protect their passwords.

### **Unacceptable Use Examples**

- Non-education related forwards (e.g. jokes, chain letters, images).
- Harassment, profanity, obscenity, racist terms.
- Cyber-bullying, hate mail, discriminatory remarks.
- Email for individual profit or gain, advertisement, or political activities.

### **Chatting**

Chatting should be used for educational purposes to collaborate with teachers and fellow students on a school based project.

***Similar to supervision at school, we recommend parent/guardian supervise the device use at home.***

### **Web Cams**

Devices equipped with a webcam offers students an extraordinary opportunity to experience a 21st Century tool and to develop 21st Century communication skills.

Web cams are to be used for educational purposes only, under the direction of a teacher. Examples include:

- Recording videos or taking pictures to include in a project
- Recording a student giving a speech and playing it back for rehearsal and improvement.
- **At Home** - Use of web cams is allowed at home with permission from parents/guardians.

## **Listening to Music**

**At School** - Listening to music on your device is not allowed during school hours without permission from the teacher.

**At Home** - Listening to music on your device is allowed at home with permission from parents/guardians.

## **Watching Movies**

**At School** - Watching movies on your device is not allowed during school hours without permission from the teacher.

**At Home** - Watching movies on your device is allowed at home with permission from parents/guardians.

## **Gaming**

**At School** - Online gaming is not allowed during school hours unless you have been given permission by a teacher. Any games must be in support of education.

**At Home** - Online gaming is allowed at home if all of the following conditions are met:

- The content of the game is school appropriate.
- You have permission from your parent/guardian.
- No download of any kind is needed.

## **Backgrounds and Screensavers**

Any images set as a device background must be school appropriate and in line with School Board Policy documents. Inappropriate media may not be used as a device background. Presence of guns, weapons, adult material, inappropriate language, alcohol, drugs, or gang-related symbols will result in disciplinary action and/or loss of device privileges.

## **Copyright and Plagiarism**

Students are expected to follow all copyright laws as outlined in [Fair Use Doctrine of the United States Copyright Law \(Title 17, USC\)](#). The distinction between what is fair use and what is infringement in a particular case will not always be clear or easily defined. There is no specific number of words, lines, or notes that may safely be taken without permission.

Acknowledging the source of the copyrighted material does not substitute for obtaining permission. Copyright protects the particular way authors have expressed themselves. The safest course is to get permission from the copyright owner before using copyrighted material.

Many people think of plagiarism as copying another's work or borrowing someone else's original ideas. To "Plagiarize" means that you are stealing and passing off the ideas or words of another as one's own. You should never use another person's' work without crediting the source. In other words, plagiarism is an act of fraud. It involves stealing someone else's work and lying about it afterward.

## **Technology Discipline**

Most tech-related behavior violations are equivalent to “traditional” classroom violations.

- Leaving your device at home is equivalent to leaving your textbook or school supplies at home.
- Cutting and pasting without citing sources or putting it into your own words is equivalent to plagiarism.
- Cyber-bullying is equivalent to bullying or harassment.
- Damaging or defacing the device or accessories is equivalent to vandalism or property damage.

In cases where unacceptable use or negligence is suspected, contact your teacher first. The teacher will follow up an Administrator and/or the Technology Department.

### **School-Based Discipline**

The discipline policies at each school encompass the 1:1 environment. Please contact the school directly for details.

## **Device Protection Plan**

### **Terms and Conditions of the Computing Device Agreement**

While there is no cost for the use of the device, it is imperative that the device the student is issued be maintained and handled in a responsible way. Damages must be reported to the Technology department for repair or replacement. Repeated damage may require the student to pay a deductible or replace the device in its entirety, depending upon the scope of the damage. If a power cord, case or other accessories are damaged or lost the student is responsible for the full cost of replacement.

### **Items Not Covered by Protection Plan**

Students will be responsible for the entire cost of repairs or replacement to computing devices damaged through student misuse, neglect, intentional damage or loss. In case of theft, an official police report will be required.

## **Accountability**

### **Legal Title**

Legal title to the device is with the district and shall at all times remain with the district. The student is responsible at all times for the device's appropriate care and use.

## **Legal Property**

Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent. Plagiarism is a violation of the student policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

## **Liability**

The device is to be returned at the end of the school year (or a designated date prior to the end of school). Failure to return the device on or before this date to the issuing teacher or his/her designee may result in criminal charges sought against the student and/or the person in possession of the device. The OA & BCIG School Districts reserve the right at any time to demand return of the device. Students remain responsible for the device until it has been verified to be in working order. The parent/guardian/student are responsible for the entire cost of repairs or replacement to computing devices damaged through student misuse, neglect, intentional damage or loss. In case of theft, an official police report will be required.

**Thank you for partnering with the OA & BCIG School Districts by agreeing to abide by the Responsible Use Procedures (RUP) and becoming familiar with the *Technology Handbook for Parents and Students*.**