Student Use of Technology

Southmont Schools consider technology integral to our learning environment and believe that it will only continue to grow in importance and availability. In this age, students denied access to modern technology resources would be as unable to function in the learning environment as students denied books and pencils. Therefore, given the following: (1) a wide variety of digital electronic devices and Internet-based technologies are utilized at all grade levels across the curriculum in support of teaching, learning and assessing traditional and technology standards, (2) many traditional resources are now available online only, (3) our requirement and obligation as a school district to teach technology standards and digital citizenship, the use of modern educational resources such as computers, mobile devices and the Internet is an acknowledged condition of enrollment at Southmont Schools.

In the same way all enrolled students possess implied parent/guardian permission to access critical educational resources such as books, libraries, pencils and notebooks, and to participate in educational activities such as paper-based worksheets and tests, group discussions, group projects, art, music and research, all enrolled students will possess implied parent/guardian permission to access critical educational resources such as computers and Internet-based resources, activities and assessments.

Southmont Schools and the Board of Trustees, therefore, provide students, staff and the community reasonable access to a variety of technological resources. These resources provide opportunities to students and employees while remaining within the bounds of safe, legal and responsible use. Accordingly, the district has established guidelines for acceptable and responsible computer and Internet use, which will apply regardless of whether such use occurs on or off district property, and applies to all district resources, including but not limited to computer networks and connections and the resources, tools and learning environments made available by or on the networks, and all devices that connect to those networks. For more information about network access or policies, you may contact the Office of Technology Services. Additional resources are also available on our website at http://www.southmontschools.org/technology-services.

I. RESPONSIBLE USE: TECHNOLOGY, INTERNET AND SOCIAL MEDIA

All use of district-owned technology and the Internet shall be consistent with Southmont Schools' goal of maximizing the potential of every person every day by facilitating resource sharing, innovation and communication. Guidance and instruction will be provided for each individual granted network access through school. The policy does not attempt to state all required and/or unacceptable behaviors by users. However, some specific examples are provided. The failure of any user to follow the terms of the Responsible Use Policy will result in the loss of privileges, disciplinary action and/or appropriate legal action.

1. Allowable Use. The use of your network account must be in support of education and research and consistent with the educational objectives of Southmont Schools.

2. Privileges. The use of the district-provided network, communication and wireless services is a privilege, not a right. Inappropriate use will result in the cancellation of those privileges. The Director of Operations and the Superintendent will deem what is appropriate use and their decision is final. The administration, faculty and staff of Southmont Schools may request that specific user accounts be denied, revoked or suspended.

3. Prohibited Use. You are responsible for your actions and activities online. Some examples of irresponsible, prohibited use include:

- Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or state regulation or law.
- Any action that violates school or district policy.
- Unauthorized downloading of software as determined by the developer.
- Downloading copyrighted material for other than personal use.
- Using the network for private or commercial gain and/or using the network for commercial or private advertising.

- Gaining unauthorized access to resources or entities, including the accounts of others.
- Invading the privacy of others, cyberbullying and/or spamming.
- Posting material authored or created by another without his/her consent.
- Accessing, submitting, posting/publishing or displaying defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing or illegal material, or any other material deemed educationally inappropriate.
- Using the network while access privileges are suspended or revoked.
- Attempts to disrupt or otherwise interfere with the normal operation of any district website, network or wireless system or equipment.
- Attempting to bypass safeguards put in place on the devices, including device settings and the district web filter.

4. Exclusive Use of Access. Network users are solely responsible for the use of their logins, passwords and access privileges. Any problems that arise from the use of a registered user's login are the user's responsibility. The use of a registered login by someone other than the user is forbidden and is grounds for denial or limitation of network access privileges.

5. Network Etiquette. You are expected to abide by the accepted rules of network and safety etiquette. These include, but are not limited to the following:
- Be polite.
- Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
- Do not reveal the addresses or telephone numbers of students or colleagues.
- Do not engage in spamming, or other attempts to otherwise disrupt the use of the network by other users. All communications and information accessible via the network should be assumed to be the property of Southmont Schools.

6. Personal Safety. For your own benefit, observe the following precautions:
- Do not post personal contact information about yourself or other people. This information includes, but is not limited to your address, telephone number, work details, etc.
- Do not agree to meet with someone you have met online.
- Disclose to your teacher, counselor, principal, parents or other trusted adult any message you receive that is inappropriate or makes you feel uncomfortable.

7. Search and Seizure/Due Process. Your network accounts are not private. Routine maintenance and monitoring of the email or file servers may lead to discovery that you have violated this policy or the law. The technology department will conduct searches if there is reasonable suspicion that you have violated this policy or the law, or if requested by local, state and/or federal law enforcement officials. Southmont Schools will cooperate fully with officials in any investigation related to illegal activities conducted on network resources owned by Southmont Schools.

8. Security. Security on any computer system is of the highest priority, especially when the system involves many users. If you identify a security problem on technology resources you should notify the Office of Technology Services or a member of its staff. Users should not demonstrate the problem to other users. Users should not use another individual's login credentials. Attempts to log on to the network with a stolen identity or as a system administrator will result in cancellation of user privileges and possible expulsion. If a user is identified as a security risk or has a history of problems with ours or other computers systems, Southmont Schools may deny access to technology resources.

9. Vandalism/Harassment. Vandalism and/or harassment will result in the cancellation of privileges, and disciplinary action will be taken. Vandalism is defined as any malicious and/or intentional attempt to harm, steal or destroy data of another user, district networks or technology hardware and software. This incudes, but is not limited to the uploading or creation of computer viruses, installing unapproved software, changing equipment configurations, deliberately destroying or stealing hardware and/or its components or seeking to circumvent network security. Harassment is defined as the persistent annoyance of another user or the interference in another's work. This includes, but is not limited to the sending of unwanted electronic messages of any kind on any electronic platform.

II. Use Agreement: School– and Student-Owned Technology

Southmont Schools Board of Trustees has approved the distribution of mobile devices, specifically iPads and Chromebooks, to all students in our district. In keeping with the district's commitment to providing the best possible educational opportunities in a 21st century society, we are committed to providing the infrastructure, resources and guidance necessary to ensure that this initiative is beneficial to and in support of our students. However, knowing that instant connectivity with the world is an awesome responsibility, that students are able to access resources that do not support their educational pursuits and that such access requires guidance and supervision by both staff and parents, Southmont Schools expects students to abide by procedures and expectations that are designed to ensure maximum productivity and benefit from those devices. The following will govern use of all district-owned devices while a student is enrolled in our district:
1. Students are responsible for the care and maintenance of the device while it is assigned to them. Because the device belongs to the district, students are not to alter, damage, change or otherwise deface the device, case, carrying case, cord or charger.
2. Students are to keep the device in the supplied case (iPad) at all times, or in the carrying case (Chromebook) when not in use.
3. Students should ensure that the device is charged each night and ready for use each day.
4. Students are responsible for the device and should keep it with them at all times or in a secure location when necessary. The district is not responsible for, and any repair/replacement fee does not cover, lost or stolen devices.
5. Students should keep food and liquids away from the device at all times.
6. Students must immediately report damaged or malfunctioning devices to their school office or a member of the Office of Technology Services staff.
7. Intentional damage to, abuse of or misuse of a district-owned device will result in possible repair charges being levied and disciplinary action being taken.
8. Students are forbidden from engaging in any action that violates school or district policy or local, state or federal regulation or law.
9. Students are forbidden from participating in any form of cyberbullying.
10. Students are prohibited from transmitting, accessing, uploading, downloading or distributing offensive, profane, pornographic, obscene or sexually explicit materials.
11. Students are prohibited from hacking, altering or erasing the device in any way.
12. Students are prohibited from bypassing the district's web filter or removing software that has been placed on the device by Southmont Schools' staff.
13. Students are prohibited from using the device to access other students' accounts, files and/or data.

Because the district has provided students with a mobile device to be used to access the internet via the district's wireless infrastructure and collaborate with other students in support of learning goals, no personally-owned devices will be allowed to connect to our network, unless otherwise approved by the Office of Technology Services.

Additional guidance is provided in the Use of Student Provided Device Agreement that each student and parent receives and signs before taking possession of the device. A copy can be found on the Technology Services page of our website.

III. Chromebook and iPad Guidelines

All students attending Southmont Schools will receive a mobile device for their use while enrolled in our schools—an iPad Gen 4 for students in grades K-2 and a Dell Chromebook for students in grades 3-12. Additionally, classrooms might have sets of iPads that may also be used by students to assist in their academic endeavors. All students who utilize district-owned devices, including but not limited to iPads, Chromebooks and laptops, are required to adhere to the following guidelines:
1. Charge the device nightly at home before returning to school so they are fully charged for the beginning of

the next school day.

2. Bring the device to school every day for instructional use.

3. Have the device available to present to staff when asked. If a student is unable to present their device for three (3) consecutive school days, the device will be considered lost and appropriate action taken, including but not limited to compensation for the cost of a replacement device.

4. Keep the device secure and damage free.

5. Do not remove the device from the protective case (iPad) for any reason and only remove the device from the case when in use (Chromebook).

6. Use a soft, lint-free towel or cloth to clean the screen—do not use spray or liquids.

7. Because the devices are touch screen, students should use care when using this feature to navigate their device.

8. Do not loan out the device, charger or cord to others.

9. Use only the included charger and a standard outlet to charge your device.

10. Do not deface the device, charger, cord or case with drawings, stickers or other permanent adornment. Defacing any district-owned equipment will result in being charged for a replacement.

11. Do not leave the device unattended at any time.

12. Do not eat or drink while using the device or have food or drinks in close proximity to the device.

13. Do not allow pets near the device.

14. Do not place the device on the floor or on a sitting area, such as a chair or a couch.

15. Do not leave the device near table or desk edges.

16. Do not stack objects on top of the device. If there are any ventilation holes on the device, do not block or obstruct them while the device is powered on.

17. Do not leave the device in your vehicle.

18. Do not leave the device outside.

19. Use your device in a climate controlled environment—do not expose to extreme temperatures.

20. Do not use the device near water.

21. Do not check the device as luggage should you be traveling with it.

22. Make sure to back up files regularly (via a cloud-based system like Google Drive or a USB drive). All students are provided a G Suite for Education account which allows them to store documents in their Google account. This allows students to access those documents from other devices via the Internet and to share them with other students and teachers.

23. Take good physical care of your device because you will use this device for several years while enrolled in Southmont Schools.

24. Do not modify or alter the asset tag, serial number or model number for any reason. Do not remove the student ID in the carrying case (Chromebook).

25. Report damage or lost/stolen devices to your school office immediately. Failure to report damage will result in charges for repair being assessed. The loss or theft of a device will result in a charge for replacement being assessed to the student. If theft is suspected, a police report must be filed with local law enforcement immediately.

Failure to follow the above guidelines could result in the assessment of repair/replacement costs, suspension of take-home privileges and/or suspension of use.

A complete version of the ConnectED@SouthmontSchools Technology Handbook is available on our website at http://www.southmontschools.org/technology-services.