

APPROPRIATE USE OF COMPUTERS, COMPUTER NETWORK SYSTEMS AND THE INTERNET

**The Vision for Teaching and Learning
in the Midland Community School District**

While technology has always been important and utilized in the district, the 1:1 initiative is allowing students more access to computers. While 6-12 grade students will have the opportunity to “have their own computer,” other students will also benefit from having more computers available. The goal is to infuse and integrate more technology into the students learning, as technology is an integral component in the lives of students.

The 1:1 laptop initiative gives students the tools to have instant access to the world of information and also to become producers rather than just consumers of information that is available through the use of technology. The goal of the initiative is to provide each secondary (grades 6-12) school student in the district a computer, and more computer and technology opportunities to all students.

Students will become producers of knowledge instead of only consumers of knowledge. Research shows that the 1:1 initiative “levels the playing field” for all students, regardless of any families’ economic situation.

The Midland Community School District is taking an aggressive initiative to transform teaching and learning within the district. The 1:1 Initiative allows several things to occur for the benefit of student learning, and some of these include...

- I. Promoting student engagement and enthusiasm for learning
- II. Encouraging collaboration among students, teachers, parents, community members and people throughout the nation and world through interactive capabilities and opportunities.
- III. Reduces the use of worksheets and workbooks
- IV. Guides students in their learning and production of knowledge
- V. Allows students access to information, along with an opportunity to connect it to their learning in a meaningful manner.

The use of technology has been found to be beneficial in allowing educators to give students opportunities to demonstrate their higher level thinking skills. In schools where the 1:1 initiative and technology is most successful, educators have come to appreciate the higher level thinking behind projects which involves the time, energy and depth of knowledge students use to produce evidence of learning.

Computer Use and Conduct Policy

The primary goal of the Midland Community School District’s available technology is to enrich the learning that takes place in and out of classrooms. In particular, technology offers opportunities for exploration and analysis of academic subjects in ways that traditional instruction cannot replicate. However, certain legal and ethical restrictions apply. Also, the limited supply of both hardware and software requires us to set priorities for use. Academic work for courses always takes priority over any other use of the computer equipment. Library equipment are reserved exclusively for academic use.

The following is a list of rules and guidelines that govern the use of the Midland Community School District’s computers and network resources.

Approved: November 21, 2011 Reviewed: October 17, 2011 Revised: _____

Network Resources refers to all aspects of the school's owned or leased equipment, including computers, printers, scanners and other peripherals, as well as email, Internet services, servers, network files and folders, and all other technology related equipment and services. These rules apply to any use of the school's network resources whether this access occurs while on or off campus.

Students may not use network resources:

- A. to create, send, access or download material which is abusive, hateful, harassing or sexually explicit;
- to alter, add or delete any files that affect the configuration of a school computer;
- to conduct any commercial business;
- to conduct any illegal activity (this includes adhering to copyright laws);
- to access the data or account of another user (altering files of another user is considered vandalism);
- to copy Midland Community School District's school software (copying school owned software programs is considered theft).

In addition, students may not:

- give out their home address or phone number to anyone on the Internet (this protects users from becoming potential victims of those with criminal intent);
- give password(s) to anyone;
- post anonymous messages;
- forward email commonly known as "SPAM," Unsolicited Commercial Email (UCE), or "junk email."

Equipment Lending Agreement

The signed agreement is part of the Student Laptop Program Acknowledgement Form.

The Midland CSD grants the user permission to borrow technology equipment for school and home use based on mutual agreement of the following:

Agreements

1. Students will return the equipment at the established due dates and times and understand that I will be billed for replacement costs if equipment is not returned promptly. Approximate replacement cost of a laptop is \$650.
2. Students will treat this equipment with the same care as if it were my own property.
3. Students will maintain the equipment in clean condition.
4. Students will avoid use in situations that are conducive to loss or damage.
5. Students will heed general maintenance alerts and advice from school technology personnel.
6. Students will promptly report any malfunction, loss, damage or theft to the Technology Coordinator.
7. Students will always transport the equipment within the case provided in the school building and whenever leaving the school building.

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Damage or Loss

Students are responsible for any costs incurred due to loss or damage of equipment as determined by the school. In addition, students may not be permitted to checkout school equipment in the future and may be billed for any costs incurred by the school.

Disclaimer

The Midland Community School District does not have control of the information on the Internet or incoming email, nor does it provide any technical barriers to account holders accessing the full range of information available. Sites accessible via the Internet may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal or otherwise inconsistent with the mission of the Midland Community School District. While the Midland Community School District's intent is to make Internet access available for educational goals and objectives, account holders will have the ability to access other materials as well. The Midland Community School District expects students to use technology appropriately and follow all policies when using the Internet. Students found in violation of the policy will be disciplined.

In addition, Midland Community School District account holders take full responsibility for their access to the district's network resources and the Internet. Specifically, the Midland Community School District makes no warranties with respect to school network resources nor does it take responsibility for:

1. the content of any advice or information received by an account holder.
2. The costs, liability or damages incurred as a result of access to school network resources or the Internet; any consequences of service interruptions.

Laptop Use and Policies for Students

1. Computer Damages and Care

Computer Damages

- If a computer is damaged the school needs to be notified immediately. Each student is required to be involved in the school's **Cooperative Loss Program** (explained below). If a student damages a computer, the student/student's family is responsible for paying repair costs according to the Cooperative Loss Agreement.
- If a computer is intentionally damaged, judged by the administration to be intentionally damaged, or is severely damaged due to the student's negligent or irresponsible behavior, the student will be responsible for paying the entire cost of repair or replacement.
- A student who does not have a computer at the time due to a computer being damaged accidentally will be allowed to use a computer from school and be allowed to take it home. A student who does not have a computer due to a computer being damaged intentionally may be allowed to use a computer from the office that is available for situations similar to this if judged appropriate by the **Midland School Technology Advisory Committee**. The student will not be allowed to take the computer home.

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Cooperative Loss Program

- In the event of damage to the computer not covered by the warranty and within the student's control, the student and parent will be billed a fee according to the following schedule:
 - First Incident – Up to \$250 deductible
 - Second Incident – Up to \$250 deductible
 - Third Incident and all Future Incidents – Up to the full cost of repair or replacement
- The administration has the authority to waive the first incident deductible charge if the cause of damage is judged to be beyond the student's control and is viewed as an accident. A second incident involving the same student would automatically move the consequence to the "Second Incident" consequences.
- The Cooperative Loss Program does not apply to items/repairs/losses that are less than \$250 in cost, as some items costing less than \$250 are the full responsibility of the students. This includes chargers, cases, and several other basic repairs. Students will be required to pay the full costs of these items

Midland School Technology Advisory Committee

- The Midland School Technology Advisory Committee is comprised of 3 students, 3 staff members, and technology director. This committee will serve as an advisory role to the Superintendent in discussing the impact of the computers on learning and the development of future policies. In addition, the committee will serve as an appeal board for students in regard to decision that were made by the administration on damages to computers and other technology. to financial obligations of damages to computers by students, often times exploring the causes of the damage (intentional, unintentional, etc.) and recommending specific consequences to the Superintendent.

2. Student Use in Classrooms

- Students will be required to take their computer to each classroom each day, unless told differently by the teacher for that specific day. When the computer is not being used in class it is to be closed or at a 45 degree angle.

3. Student Access to Internet

- At school, students will have access to the Internet through the school server. When not at school students can access the internet if they have internet access available to them in their home or other locations.
- Students are allowed 24/7 computer access, and parents are recommended to monitor their student's time on the computer along with their activities on the computer.

4. Appropriate Use Education

- Students will have ethical and appropriate use of technology lessons presented to them during the first full week of school in one of their classes or in a separate session. It is important that students are aware of appropriate use of technology for their own protection, security and in order to effectively use technology in the 21st Century.
- Topics covered in these learning sessions will include information on cyber bullying, inappropriate web sites, online safety, plagiarism, and misuse of the equipment.

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5. Students Access & Monitoring

- Ultimately the computer is the property of the school, and the school has the right to determine what is appropriate and to search the computer if necessary at any time.
- The district's website monitoring software that allows the district to block websites which are inappropriate for students whether they are accessing the web via the district wireless network.
- Students who access inappropriate sites during the school day or are accessing sites that are not related to the class that they are in will face disciplinary action from the teacher and/or the administration. Consequences may vary from a warning to not being allowed to take the computer home with them at the end of the school day as initial steps.
- If sites are accessed by accident (which does occur at times) it is recommended that the student immediately move to another site within a few seconds.
- This being said, the best filtering software in the world can not match the combination of education and supervision at school and home. The Midland CSD is working hard to establish a quality curriculum of "digital citizenship" in which students are educated on acceptable standards of online behavior.

6. Bringing the Computer to School

- It is imperative that students bring their computers and charging unit to school each day for their learning. Teachers will be designing their lessons and classrooms based on students having access to their computer. The computer must be kept in the carrying bag at all times when it is not being used.
- Students who accidentally leave their computers at home may have access to a limited amount of computers that are available in room 117. Students will be able to "sign-in" to their account on the server, but would not be able to take this computer home with them.

7. Charging of Computers

- It is the student's responsibility to have their computers charged each day when they come to school. During a normal school day a typical computer fully charged (through a normal electrical outlet) can be used the entire day for classes with no additional charging required. Students must be responsible and charge their computers before coming to school. The school cannot allow "one student" to charge their computer during class due to the disruption to the learning environment that this may cause. If a student comes to class with a computer that is not charged, specific consequences may occur for the student.
- The school will allow students to charge computers in the classroom that they are departing prior to lunch if needed. The room will be locked so that the computers are in a safe and secure location.
- Establish a routine at home for the charging of the computer so that it can charge overnight. The charging time of the computer and responsibility is very similar to the charging of a cell phone.

8. Lost Computers

- Computers that are lost or stolen need to be reported to the school office immediately.
- If a computer is lost the student will be financially responsible for its replacement.

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9. Downloading Programs & Personalizing the Computer

- All students will be able to personalize their computer through the legal downloading of music from iTunes, CD's, and other similar methods. In addition, screen savers, wallpaper and other pictures may be placed on the computer. All items must be appropriate and not violate any school policies.
- Stickers and other markings on the outside of the computer will not be allowed. Each computer and bag will be identified.
- "Skins" are not considered a protective covering, and are considered stickers.

10. Computers from Home

- Students are not allowed to bring their computers from home to use. Computers at Midland CSD are all formatted with the same basic programs and structures, and many of these are not possible on other computers.

11. Ear Buds

- With permission from the teacher or room monitor (typically during student work time in the room), students may listen to music or other educationally-related material on their computer. The basic rule is the "One Bud Rule", which indicates that students will have one ear bud in and one ear bud out, and students must have the volume at a level that allows for students to hear the instructor in the room.
- The use of ear buds in study hall and study table is at the teacher/supervisor's discretion. iPods can also be used in study hall and study table with the supervisor's permission.

12. School "Server"

- We encourage students to use a flash drive for backups, as well as, web based tools such as Google Apps and Dropbox for additional back up.

13. Student Printer Use

- Students will have access to print to the printers.
- It is hoped that less material will need to be printed as a result of the opportunities to communicate learning to the teacher by sending assignments and other materials to them through their computer.
- Printing is discouraged in most cases.

14. Read all Safety Warnings and Information

- The computer comes with some general information for its user. Reading this will allow you to understand more about the computer and its capabilities, along with general hints and reminders for the care of the computer.

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15. Legal and Ethical Use

Monitoring: During School hours only, Midland CSD will randomly monitor computers for proper use of the computer by the students while in the classroom. An electronic remote access software will allow the Technology Director to take control of the computer and fix any issues the student may have during its use without the student leaving class. Midland CSD will NOT be installing any type of software that would allow them to monitor students through laptop webcams. The computer should not be turned on, used, or out of its case while in the restroom or locker room to ensure privacy to all of our students and staff.

- All aspects of Midland computer Use Policy remain in effect, except as mentioned in this section.
- **File-sharing and File-sharing Programs:** File-sharing and File-sharing Programs: The installation and/or use of any Internet-based file-sharing tools is explicitly prohibited. File-sharing programs and protocols like BitTorrent, Limewire, Kazaa, Acquisition and others may not be used to facilitate the illegal sharing of copyrighted material (music, video and images). Individuals with legitimate, school-related needs for use of these tools may seek prior approval from the Director of Technology.

Laptop Care Reminders

1. Keep your computer in a safe place.

- The computer bag, with the computer and other equipment, must be stored in a safe place (lockers at school during non-class times). Don't leave the computer on the floor where it might be stepped on, or within reach of small children or pets. Don't leave it in a car or anywhere it might be exposed to extreme temperatures.
- Laptops left in bags in unattended classrooms or other areas are considered "unattended" and may be confiscated by faculty or staff as a protection against theft. If confiscated, the student will receive a warning before getting the laptop back. If the laptop is confiscated a second time, the student may be required to get a parent signature acknowledging financial responsibility before getting the laptop back, along with other potential appropriate consequences. Unattended and unlocked equipment, if stolen – including at school – will be the student's responsibility.

2. Computer bags

- Each student will be given a computer bag that they are required to use to carry their computer in during the school day and outside of school. This is the only bag that is approved for the computer to be placed in. It is specially designed for the computer that students are using. It is important to keep the bag clean, and take time to remove any items like paper clips that can scratch the exterior of your computer. Static electricity may develop in the bag during the cold, dry winter months, and a simple solution to reduce this problem and to keep your bag smelling fresher is to put a dryer sheet in your bag.

3. Keep your laptop away from all liquids.

- Exposure to liquids will severely damage a laptop and will result in large repair costs. Water, pop, juice, power drinks, coffee, etc. will all ruin your computer completely. Keep your friends' food and liquid away from your laptop. Open cans of pop and cups of coffee (even those with lids) are especially dangerous. Do not put a bottle of water/pop/etc. in your backpack with your laptop--even if it is sealed.

APPROPRIATE USE OF COMPUTERS, COMPUTER NETWORK SYSTEMS AND THE INTERNET**1. Computer Problems**

- It is a student's responsibility to maintain a 100% working computer at all times.
- If the student's computer is not working properly the student needs to take the computer to room number 117 where it can be examined. If the computer cannot be fixed immediately, the student will be issued a different computer to use on a temporary basis.
- Do not attempt to remove or change the physical structure of the computer, including keys, screen cover or plastic casing. Doing so will void the warranty, and the student/family will be responsible for 100% of the repair or replacement cost.

5. Only One User

- Do not allow anyone else to use your computer other than your parent or guardian. Loss or damage that occurs when anyone else is using it will be your responsibility.

6. Cleaning the computer

- Use a soft, dry, lint-free cloth in most cases when cleaning the computer. If necessary, the cloth may be dampened slightly to assist in the cleaning areas that do not appear to be coming clean with the dry cloth. Computer screens show fingerprints and smudges easily, but be sure to follow proper cleaning procedures to keep your screen looking new. Never use cleaning products with acetone or ammonia. Screens cost over \$800 to replace, so it is imperative that they are cleaned appropriately (as listed above) or with cleaners that have been approved by the school technology coordinator or administration office.
- Read and follow any maintenance alerts from the school technology personnel or the administration office.

7. Shutting down the computer.

- Shut down the computer when it won't be used for an extended duration.
Putting your computer to sleep and not using it for several days can drain the battery to a point where it may no longer accept a charge.
Wait until the sleep light on the front of the computer pulses before moving it.

8. Closing the Computer

- The laptop lid/screen needs to be completely closed when moving it from one point to another in a classroom.

9. Violations, Consequences and Notifications

- Students who do not follow the outlined Guidelines and Policy shall be subject to the appropriate action described in board policy, and /or decided upon between teacher, technology staff, administration, and parents/guardians. Administration has the authority to create appropriate consequences as needed based on individual circumstances.
- **First Violation: Student will lose the right to take home the laptop computer for one week.**
- **Second Violation: Student will lose the right to take home the laptop computer for one month.**
- **Third Violation: There will be a parent meeting scheduled, and a plan will be implemented.**
- Written "Acceptable Use Policy Violation Notice" will be issued and given to the technology staff, building principal, and parent/guardian.

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**Midland Community School District
Student Laptop Program Acknowledgement Form
2012-2013 school year**

Review and Sign for each statement below that focuses on some of the most important points covered in the Student Laptop Computer Program Policy Handbook

Student Name (*print clearly*) _____ Grade Level _____.
Laptop ID # _____.

I understand that my family is financially responsible for up to the full cost if damage occurs to the laptop. Please refer to the "Computer Damages", "Cooperative Loss Program", and "Midland School Technology Advisory Committee" sections. (Page 6)

Student _____ Parent _____ Date _____

I understand that the school owns the computer and has the right to search the computer at any time if they believe that inappropriate use is taking place or has taken place. (Page 7)

Student _____ Parent _____ Date _____

I will not leave my laptop unattended unless it is locked in a secure place. My family is fully responsible for the cost of replacement should my laptop become lost or stolen due to "negligent or irresponsible behavior." (Page 8)

Student _____ Parent _____ Date _____

I will not install or use file-sharing programs to download other programs, or duplicate nor distribute copyrighted materials other than a back-up copy of those items I legally own. (Page 8)

Student _____ Parent _____ Date _____

I understand that I am responsible for backing up my own files and that important files should always be stored in at least two locations (such as on the laptop, external hard-drive, CD, or flash drive). (Page 8)

Student _____ Parent _____ Date _____

I will read and follow general maintenance alerts from school technology personnel, and report any problems with my laptop to a member of the tech support staff or administrative office in a timely manner. (Page 9)

Student _____ Parent _____ Date _____

I will keep the laptop lid fully closed and in its case whenever it is moved from one point to another. (Page 10)

Student _____ Parent _____ Date _____