Technology Handbook for Parents and Students

> Technology initiatives are an integral part of instruction in Lexington District Three. 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.

Technology in Lexington District Three

Purpose:
Preparing students for the future...now!

Direction:
The direction of Lexington County School District Three is to develop learners with a world class education to prepare them to become future leaders and contributors in a global community.

Lexington School District Three understands that technology is a critical tool in the pursuit of your child's education. Lexington Three uses a variety of technology resources to provide both depth and breadth to your child's education and to engage him/her in learning both now and in the future. In the fall of 2015, Lexington Three was awarded a grant by the SC State Department of Education of over $500,000 to support our plans to provide a device for every student in grades 6 through 12. Use of these devices will enrich our students' education, prepare them to be global citizens, and equip them for future learning in ways that we cannot foresee.

If you are a returning Lexington Three parent, then you have already witnessed the remarkable technological resources our district offers its students. 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 Lexington Three, we hope this handbook will inspire and excite you when you realize how many technological resources are now available to your child. We also hope that this handbook will be a source of guidance and comfort as you realize that Lexington Three has taken many steps to keep our children safe. Lexington School District Three needs you to be a partner in your child's education and safety. When the district resources are paired with

engaged parents, and students who are ready to learn, there is no limit to what we can accomplish!

Lexington School District Three encourages 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. Lexington Three aims 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.

LSD3 Technology Basics: What You Must Know

Responsible Use Agreement (RUA)

When signing the Responsible Use Agreement (RUA), you are acknowledging that you understand and accept the information in this document, along with the terms and conditions for device usage.

Lexington Three students and families must understand that:
1. All users of the LSD3 network and equipment must comply at all times with the district's Responsible Use Agreement and Personal Mobile Device Agreement, which are available on the district web site (www.lex3.org) under Departments → Technology → 1:1 Mobile Computing → Forms and Documents .
2. Devices are available for student use and remain the property of Lexington Three.
3. All users are accountable to all school and district policies, and to local, state, and federal laws.
4. All use of devices and network must support education and school-related activities.
5. Students and families must follow all guidelines set forth in this document and by Lexington Three staff.
6. All rules and guidelines are in effect before, during, and after school hours, for all Lexington Three devices whether on or off the school campus.
7. All files stored on Lexington Three equipment or the network are property of the district and may be subject to review and monitoring.
8. The terms "equipment" and "technology" refer to devices, batteries, power cords/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 or the prohibited use of a device 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 passwords 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. Lexington Three may remove a user's access to the network without notice at any time if the user is engaged in any unauthorized activity.
17. Lexington Three reserves the right to confiscate the property at any time.

Parent/Guardian Responsibilities

Lexington District Three makes every effort to equip parents/guardians with the necessary tools and information to ensure safe use of the devices by BLHS students 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 Responsible Use Agreement.
● All Parents/Guardians and Students are required to pay a device protection premium of $20 for each device each school year (see Device Protection Fee Schedule).
● School devices do not go home unless the Parent/Guardian and Student have signed the appropriate permissions (indicated on the Personal Mobile Computing Device Agreement).
● Devices will be collected at the end of each school year and for extended school breaks.
● Students will be assigned the same device each year while enrolled at the same school.

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 as devices are assigned to them.

● **All use of technology must:**
  ○ Support learning
  ○ Follow local, state, and federal laws
  ○ Be school appropriate
● **Security Reminders**
  ○ Do not share logins or passwords

- ○ Follow Internet safety guidelines
- **Students are prohibited from:**
  - ○ Defacing LSD3 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, removing barcodes or asset tags, or applying stickers or tags to the devices.
  - ○ 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 the Lexington School District Three Responsible Use Agreement.
- Students should use the device assigned to them and not lend the 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 reported to a teacher immediately for evaluation and/or repair.
- Only use a clean, soft cloth to clean the screen; do not use 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.
- No labels, stickers, or skins may be applied to the device, district-issued protective case or power cord/charger.

Carrying Device

- Devices must be in a carrying case when moving outside of the classroom.
- Protective cases have sufficient padding for typical use.
- Devices should always be within the protective cases 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.
- Schools will provide students with information on how they can personalize their protective cases for easy identification (i.e., tying a ribbon or luggage tag on the handle).

Carrying Case

- Students will be assigned a device carrying case from Lexington School District Three when they are assigned a device for take-home use. Each student will be expected to retain the case for the duration of their enrollment in school in Lexington Three.
- Students are expected to protect and take proper care of their device carrying cases.
- Students will not be permitted to bring to school a carrying case that has been defaced with inappropriate depictions or inappropriate language.

- In the event of a lost, stolen or otherwise unusable carrying case, students must purchase the current district standard carry case through their school.

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 is distributed with the device and may be kept at home for charging.
- 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, and pets.
- Do not leave the device in a vehicle.
- In case of theft, an official police report will be required.

Wireless Hotspots

Rural locations as well as financial considerations prohibit reliable home Internet access for all students in Lexington School District 3. Therefore, to support the one-to-one technology initiative we have begun, we have used a portion of our grant funding to provide further assistance to those students who do not have Internet access at home.   We have purchased wireless hotspot devices from a company called Kajeet and these can be borrowed by students from the media center for a period of one semester.

Each hotspot will allow for wifi access in the home for up to 500 MB of data per day and will filter for content in the same manner as all other district devices and networks. These devices and their components are subject to all the same guidelines and procedures as any other district owned equipment, and students who borrow them are subject to the same responsibilities and expectations.

Email for Students

All Lexington Three students are issued an email account. Lexington Three email allows students to safely and effectively communicate and collaborate with LSD3 staff and classmates, giving them an authentic purpose for writing. These accounts will be used for school-related projects. The accounts could also be used outside of school for school-related purposes 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 email (at school and at home), just as they are in a classroom or a school hallway.
- Access to email 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. The only exception is to share account information with parents/guardians.
- 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,or attempts by adults to lure them into dangerous behaviors, to a teacher immediately.
- 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.
- Student email is provided by the district and is district property. Lexington School District Three 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, Lexington School District Three, 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. 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! A reader never forgets the person who writes a poorly written message.

Guidelines and Reminders
- Email should be used for educational purposes only.
- Email transmissions are monitored by staff to ensure appropriate use.
- All email and all contents are property of the district.
- Email should only be used by the authorized owner of the account.
- Students should protect their passwords.

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

Backgrounds and Screensavers

Any images set as a device background must be school appropriate and in line with Lexington Three policy documents. Inappropriate media may not be used as a device background. Presence of guns, weapons, pornographic materials, 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 both stealing someone else's work and lying about it afterward.

Technology Discipline

Most technology 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.
- Cyberbullying 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. Administrators will follow the discipline procedures outlined in the student handbook to determine consequences for technology related violations.

Device Use Options

Student access to computers is one way that Lexington Three enhances the learning opportunities for our students. Use of the devices is a privilege. Students who use a computing device at school are expected to follow Lexington Three's policies, procedures, and practices. These are available in hardcopy and on the district web site.

In-School Program

Under this plan, students will charge their devices through the use of mobile carts stored in a central pick-up and drop-off location and carry them throughout the campus each day. A prepaid device protection premium is required, and it is imperative that the device the student is issued be maintained and handled in a responsible way.

Take-Home Program

Students and parents who choose to do so may have a device go home with a student. In this program, students would be responsible for charging their own devices at home and bringing them to school charged and ready to use each day. While there is no cost for the use of the device, a prepaid device protection premium is required. It is imperative that the device the student is issued be maintained and handled in a responsible way.

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. Lexington School District Three reserves 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.