

Tishomingo County School District

1:1 iPad Initiative

2018—2019 *Technology Handbook*



OVERVIEW

After several years of research, testing multiple devices in the classroom, evaluating how our teachers use technology, consulting with other schools who have implemented 1:1 Initiatives, and keeping fiscal responsibility at the forefront, Tishomingo County School District (TCSD) is proud to announce that we are continuing our **1:1 iPad Initiative** for all 7th & 8th grade students in the 2018 – 2019 school year. This is an initiative that aims to enhance student learning by creating a personalized, student centered learning environment where every student in grades 7-12 will receive an iPad to use in school and at home. Families will pay a non-refundable \$35 annual technology fee per 7-12 grade student. Students who are offered the opportunity to participate in the 1:1 iPad Initiative are not permitted to bring or use his/her own device for instructional purposes. *Parents may choose the Optional Daily Check-In, Check-Out system if they do not want their child to have his/her device outside of school.*

Tishomingo County School District's mission is to provide an excellent education in a safe environment that promotes our students to be highly successful in a competitive global society. Our vision states that together we strive to prepare every student to be productive citizens by ensuring excellence. Our goal is not only to help each child reach his or her fullest potential, but also for each child to excel.

Our focus is to enhance student learning through the use of technology tools. TCSD strives to develop students who are critical thinkers, creative, can identify and solve problems, have strong communication skills and are technologically savvy. We believe this is the key to developing lifelong learners and foster 21st century skills. Simply being able to use technology is no longer enough. Today's students need to be able to use technology to analyze, learn and explore. Digital age skills are vital for preparing students to work, live and contribute to the social and civic fabric of their communities.

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TECHNOLOGY PLAN IMPLEMENTATION

Schools of the information age must effectively employ technology to better meet the needs of students, parents, teachers, and administrators. Since the Tishomingo County School District (TCSD) completed its first written technology plan, it has had an outline of very specific technology goals, along with objectives and strategies to reach those goals.

Technology Goals

Equip all stakeholders to use technology to positively impact and interact with the world around them.

- Teach digital citizenship.
- Integrate technology seamlessly in the teaching and learning process while ensuring that the use of technology adds value to learning.
- Develop a new set of knowledge and skills for the 21st-century learner.
- Provide greater access to educational opportunities and differentiated instruction by utilizing access to technology for anytime, anywhere learning.
- Improve communication and widen our sense of community by expanding the way teachers, students, and parents are able to interact with each other.
- Integrate digital tools for students to develop products demonstrating their understanding.
- Provide greater access to digital content in a variety of formats and modes.

Responsible Use of Technology Policy

Tishomingo County School District (TCSD) recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. The District is committed to helping students develop progressive technology and communication skills.

TCSD is committed to providing educational opportunities for all students and maintaining compliance with the Individuals with Disabilities Education Act 2004 (20 U.S.C. 1400 et seq.).

To that end, the District provides the privilege of access to technologies for student and staff use.

This Responsible Use of Technology Policy outlines the guidelines and behaviors that all users are expected to follow when using school technologies or when using personally-owned devices on school property, including:

- The Tishomingo County School District network is intended for educational purposes.
- All activity over the network or use of District technologies may be monitored, documented and retained.
- Access to online content via the network may be restricted in accordance with District policies and procedures and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action.
- Using an Internet filter and other technologies, the District makes a reasonable effort to ensure students' safety and security online, but it will not be held accountable for any harm or damages resulting or arising from use of TCSD technologies.

- Users of the District network or other technologies are expected to alert IT staff immediately of any concerns for safety or security.
- Users have no expectation of privacy.

Usage Policies

All technologies provided by the District are intended for education purposes. All users are expected to use good judgment by following the TCSD student code of conduct and social media policy. Users should be safe, appropriate, careful, and kind; should not try to disable or get around technological protection measures; use good common sense; and ask if they don't know.

iPad Usage

TCSD may provide users with iPads or other devices to promote learning outside of the classroom. Users should abide by the same Acceptable Use Policies when using school devices off the school network as on the school network.

Users are expected to treat the devices with extreme care and caution; these are expensive devices that the District is entrusting to users' care. Users should immediately report any loss, damage, or malfunction to his/her teacher. Users will be financially accountable for any damage resulting from negligence or misuse.

Use of District-issued iPads off the District network can be monitored.

Policy

In some cases, a separate network may be provided for personally owned devices. Please remember, this Responsible Use Policy applies to privately owned devices accessing the TCSD network, the TCSD Internet connection, and private networks/Internet connections while on school property.

Security

Users are expected to take reasonable safeguards against the transmission of security threats over the TCSD network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. Users should never share personal information.

If users believe a computer or iPad they are using might be infected with a virus, they should alert his/her teacher. Users should not attempt to remove the virus themselves or download any programs to help remove the virus.

Netiquette

Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.

Users should recognize that among the valuable content online there is also unverified, incorrect, or inappropriate content. Users should only use known or trusted sources when conducting research via the Internet.

Users should remember not to post anything online that they would not want students, parents, teachers, or future colleges or employers to see. Once something is online, it cannot be completely retracted and can sometimes be shared and spread in ways the user never intended.

Email

Users should use appropriate language and should only communicate with other people as allowed by District policy or the teacher or administrator. Users are expected to communicate with the same appropriate, safe, mindful, courteous manner online as offline. Email usage may be monitored and archived.

Plagiarism

Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Users should not take credit for things they did not create themselves, or misrepresent themselves as an author or creator of something found online. Information obtained via the Internet should be appropriately cited, giving credit to the original author.

Personal Safety

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Users should recognize that communicating over the Internet brings anonymity and associated risks and should carefully safeguard the personal information of themselves and others. Users should never agree to meet in person someone they meet online without parental permission.

If users see a message, comment, image, or anything else online that makes them concerned for their personal safety or the safety of someone else, they should immediately bring it to the attention of an adult (teacher or administrator if at school, parent if using the device at home).

Cyber-bullying

Cyber-bullying including, but not limited to, harassing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyber stalking will not be tolerated. Users should not be mean or send emails or post comments with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student a hostile school environment.

Engaging in these behaviors or in any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyber-bullying can be a crime. Users should remember that online activities might be monitored.

All students will be educated about appropriate online behavior, including interacting with other persons on social networking websites and in chat rooms, and cyberbullying awareness and response.

Social Media Policy

The District has a separate Social Media Policy that applies to all employees and may have implications for students. By signing the Acceptable Use Policy, users are acknowledging they have read the Social Media Policy and agree to abide by its requirements. Violations of the Social Media Policy are violations of the Responsible Use Policy.

Saving Your Work

Limited storage space will be available on the iPad. iPads will not be backed up automatically or by the technology department. It is the student's responsibility to ensure that work is not lost due to mechanical failure, technical issues or accidental deletion. iPad malfunctions are not an acceptable excuse for not submitting work. We encourage all students to sign up for a virtual cloud storage system on their iPad. (Something similar to Dropbox, iCloud, Google Drive, Etc)

Network Connectivity

Tishomingo County School District makes no guarantee that the network will be up and running 100% of the time. In the rare case that the network is down, the district will not be responsible for lost or missing data.

Examples of Responsible Use

I will:

- Use school technologies for school-related activities.
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat school resources carefully and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher, administrator, or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.
- Use District technologies at appropriate times, in approved places, for educational pursuits.

This is not intended to be an exhaustive list. Users should use their own good judgment when using District technologies. You can also visit www.commonssensemedia.org for further information.

Limitation of Liability

TCSD will not be responsible for damage or harm to persons, files, data, or hardware.

While TCSD employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.

TCSD will not be responsible or liable for, financially or otherwise, for unauthorized transactions conducted over the TCSD network.

Violations of this policy may have disciplinary consequences, including:

- Suspension of network, technology, or computer privileges;
- Notification of parents;
- Detention or suspension from school and school-related activities;
- Employment disciplinary action up to and including termination of employment;
- Legal action and/or prosecution.

Employees, students, and parents/guardians shall be required to sign the District's Acceptable Use Policy annually before Internet or network access shall be allowed.

Software/Apps on iPads

Originally Installed Software/Apps

The software/apps originally installed by Tishomingo County School District must remain on the iPad. From time to time the school may add software applications for use in a particular course. The licenses for this software are owned by Tishomingo County School District and will be taken back at the completion of each course. Periodic checks of iPads may be made to ensure that students have not removed required apps.

Additional Software/Apps

Students will not be allowed to load additional software/apps unless it is specifically approved by the student's teacher/school's administration and provided through the App Portal.

Procedure for Re-loading Software/Apps

If technical difficulties occur or illegal/inappropriate software is discovered, the iPad will be restored from backup to its original state. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image.

Software/Apps Upgrades

Upgrade versions of licensed software/apps are available from time to time. Students will be required to check in their iPads for periodic updates and syncing. It's important to keep your iPad and apps updated regularly.

Using Your iPad at School

iPads are intended for use at school each day. In addition to teacher expectations for iPad use, school messages, announcements, calendars, and schedules may be accessed using the iPad. Students are responsible for bringing their iPad to all classes, unless specifically instructed not to do so by their teacher. The iPad is the property of Tishomingo County School District; therefore, school staff and administration have the right to check any material stored on a student's iPad at anytime.

iPads Left at Home

If students leave their iPad at home, they are responsible for having the device brought to them to school. As they wait, they must get the course work completed as if they had their iPad present. If a student repeatedly leaves their iPad at home, it will be considered defiance and discipline measures will be taken.

iPad Undergoing Repair

Loaner iPads may be issued to students when their iPad is being repaired. A loaner iPad can only be checked out through the library or the designated iPad person at each school. Using a loaner iPad is subject to the reasoning behind the need to utilize a loaner. The use of a loaner iPad may be denied based upon the circumstances of the need.

Charging Your iPad's Battery

iPads must be brought to school each day in a fully charged condition. Students need to charge their iPads each evening.

Screensavers and Backgrounds

- Inappropriate media may not be used as a screensaver or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, tobacco, and gang related symbols or pictures will result in disciplinary actions.
- Passwords/Passcodes may be used, but students must comply with any administrator to view password-protected material.

Sound, Music, Games or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

- Only music that comes with the iPad is allowed on the device and can only be used at the discretion of the teacher.
- Internet games are not allowed to be played during instructional time. If game apps are installed, they must meet the requirements of the Acceptable Use Policy.
- All software/apps provided by the district must remain on the iPad.

Receiving Your iPad & Check-In

Receiving Your iPad

iPads will be distributed to students and parents through iPad orientation. iPad orientation is mandatory for students receiving their iPad for the first time. Before receiving an iPad, students and parents must sign and return a copy of the following document along with the Technology Fee of \$35:

- Student/Parent/Guardian Technology Agreement (*Page 19*)
- Student/Parent Check List and Signature Page (*Page 20*)

iPad Inspection

iPads may be inspected periodically. If a student transfers out of the Tishomingo County School District during the school year, their iPad MUST be returned at that time.

Check-In Fines

Individual school iPads and accessories may be inspected each school year. Students who withdraw, are expelled, or terminate enrollment at Tishomingo County School District for any other reason must return their iPad on the date of termination. If a student fails to return the iPad at the appropriate date and time, that student will be subject to criminal prosecution or civil liability. The student will also pay the cost of the iPad. Failure to return the iPad will result in a theft report being filed with the Tishomingo County School District Campus Police Department.

The student will be responsible for any damage to the iPad, consistent with the District's user Agreement Form and must return the iPad and accessories in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the iPad.

Proper Etiquette for Online Classroom Activities

As part of your classes on Canvas or Google Classroom, you will be engaging in topic-specific online activity. Remember that facial expressions and voice inflections are completely unreadable in online discussions; therefore, particular care in the crafting of both your postings and your responses is required.

Participate: This is a shared learning environment. For the maximum benefit to all, everyone must contribute.

Report Glitches: If for any reason you are having difficulty participating, please inform the teacher of the issue immediately. Glitches are not excuses for incomplete assignments!

Respect Your Classmates: Remember that though these conversations are virtual, the participants are human beings. They deserve and expect the same respect and courtesy from you as you deserve and expect from them.

Be Constructive: Criticism must be constructive. Rants directed at or about any of your classmates are simply unacceptable and will not be tolerated. The same goes for profanity. The academic environment expects higher-order language.

Respect Diversity: It's a multicultural world in which we live. Use no language that is offensive—or could be construed as such—toward others. Racist and sexist comments are unacceptable, as are derogatory and/or sarcastic jokes directed at religious beliefs, disabilities, and age.

No YELLING! Be friendly. Using bold, upper-case letters is bad form, like yelling at somebody.

Proper Writing Style: Write as if you were writing a formal paper. Use correct spelling, grammatical construction, and sentence structure.

Be Brief: You want to be clear—and to articulate your point—without being preachy or pompous. Be direct. Stay on topic.

Cite Your Sources: Another big must! If your contribution to the assignment includes the intellectual property (authored material) of others, e.g., books, newspaper, magazine, or journal articles—online or print—they must be given proper citation.

Emoticons and Acronyms: The rise in social networking and text messaging popularity has spawned a body of linguistic shortcuts that are not part of the academic dialogue. Please refrain from :-) faces and c u l8r's.

Proof before you Post: Language is your only tool in an online environment. The electronic footprint you leave behind is strictly verbal. Review your written posts and responses to ensure that you've conveyed exactly what you intended.

IPAD INFRACTIONS

Students may be subjected to disciplinary action provided by district policies in relation to iPad infractions, including but not limited to the following reasons:

- Device left at home
- Device not charged
- Inappropriate care of the device
- Password infraction
- Email infraction
- Downloading inappropriate material
- Inappropriate touching of another student's device
- Homework not submitted as instructed
- Damage to the device
- Student not following directions regarding use of iPad
- Student taking photos without permission
- Student recording without permission
- Student accessing/using social media without permission
- Any other inappropriate or unauthorized use

FREQUENTLY ASKED QUESTIONS

What is 1:1 iPad Initiative?

1:1 is a program being implemented in Tishomingo County School District. Students in grades 7-12 will receive an iPad. TCSD recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate and develop skills that will prepare them for work, life and citizenship. We are committed to helping students develop progressive technology and communication skills.

Is there a fee to participate in the program?

Yes, there is a \$35.00 annual non-refundable technology fee for each student, with deductibles per damage incident. This fee DOES NOT cover the first incident. Please refer to the Technology Handbook for all cost per occurrence.

Does every student have to participate in the 1:1 iPad Initiative?

Every 7th-12th grade student will be required to participate in the initiative. Class assignments can not be completed without a school issued device. However, a parent may opt out of their student taking the device home and choose the Optional daily Check-In/Check-Out system.

What if we already own a device and want to use it?

In grades where students are issued an iPad by the district, students will not be allowed to use their personal devices in place of the district iPad. The goal of the 1:1 initiative is to provide every student with the same device with the same programs and safeguards/filters in place. The district is not able to provide support or install software on personal devices. Therefore, the use of personal devices is not a viable alternative to a district provided device. This initiative is all about teaching and learning.

What happens if my child does not bring his/her iPad to school?

The student will be responsible for having someone bring their device to them at school.

What happens if my child does not bring the iPad to school charged?

Students should always have their own small portable charging device or a backup charger with them at school.

Can my child bring a portable charging device to be used during class?

Yes, a student may bring a small personal portable charging device and utilize it during instructional time.

Will students be able to access any website once they leave the campus?

No, the Internet filter provided by TCSD will continue to filter on and off campus. Children's Internet Protection Act (CIPA) requires our network to be restricted of online content. No filter is guaranteed to provide 100% safety at all times. TCSD does its best to ensure that our students are not exposed to undesirable content.

What accounts will each student have?

Students in grades 3-12 have email, students in grades 7-8 have Google Classroom, and students in grades 9-12 have CANVAS (Learning Management System) accounts provided by TCSD.

What if the iPad is Lost, Stolen, or has Full Damage?

If a device is stolen, the parent/guardian should immediately notify the school administration. At that time, the user or the parent/guardian will be required to file a police report through campus police. Once a police report has been filed, the district, in conjunction with the local law enforcement agency, may deploy locating software to aid authorities in recovering the device if possible. It is imperative that a lost or stolen device be reported immediately. If the stolen device is not reported within three calendar days to a district school administrator, the parent/guardian will be responsible for full replacement cost. If a device is damaged, lost or stolen as a result of irresponsible behavior, the student or the parent shall be responsible for the full replacement cost.

In the event that a device is damaged, lost or stolen, the user will be assessed a deductible for the repair or replacement of the device for the first occurrence per device. A chart listing replacement cost is included in this policy.

Students or employees who leave the district during the school year must return all devices and additional accessories to the school administrator. If devices are not returned, charges will be filed with local authorities.

What are the procedures if my child breaks a device?

In the event that an iPad is damaged, lost or stolen, the iPad user will be assessed a deductible for the repair or replacement of the iPad based on the chart below:

| DAMAGE: | LOST OR STOLEN: |
|---|---|
| 1 st Incident: \$50.00 | 1 st Incident: \$50.00 |
| 2 nd Incident: \$60.00 | 2 nd Incident: \$100.00 |
| 3 rd Incident: \$75.00 | 3 rd Incident: \$200.00 |
| 4 th Damage Occurrence: <i>Actual cost to replace the device.</i> | 4 th Damage Occurrence: <i>Actual cost to replace the device.</i> |

Any damage must be reported to school authorities immediately.

Can students individualize their iPad desktop?

Yes, as long as they meet the guidelines set forth in the Internet/Technology Acceptable Use Policy and the Technology and Instruction / Electronic Information Resources Policy.

Can students customize their iPad sleeve and/or protective case?

Yes, but can only use a removable vinyl sticker that is appropriate in a public education setting. Items used must be easily removable and must not leave any indication of ever being used.

Can students remove their iPad protective case?

No, keep the iPad in the district-issued approved sleeve and case. Disciplinary action may occur if not followed.

Will student files be backed up?

No, all users are responsible for keeping backups of important data. If a device has to be repaired, there may be a need to reset it to the original settings. The technology department will not be responsible for any user data that might be lost as a part of this process. Students are encouraged to backup notes and important information in their school Google Drive.

What are the Terms?

All users of district provided laptops, tablets, or other personal computing devices will comply at all times with the Tishomingo County School District (TCSD) School Board policies. Any failure to comply may result in termination of user rights of possession effective immediately and the District may repossess the device. Any lost, stolen and damaged devices must be reported to school authorities immediately. Seniors must clear all records and pay all fees before they shall be allowed to participate in commencement exercises.

Who has the Title to the iPad?

The District has legal title to the property at all times. The user's right of possession and use is limited to and conditioned upon full and complete compliance with this agreement and all District policies and procedures.

Can the iPad be Repossessed?

If the user does not fully comply with all terms of this Agreement and the TCSD School Board policies, including the timely return of the property, TCSD shall be entitled to declare the user in default and come to the user's place of residence, or other location of the property, to take possession of the property.

What is an Unlawful Appropriation?

Failure to timely return the property and the continued use of it for non-school purposes without the District's consent may be considered unlawful appropriation of the District's property.

Device Specifications—What device will the student be issued?

- iPad 9.7-Inch 5th Gen (Wi-Fi Only)
 - MP2F2LL/A iPad Wi-Fi 32GB Space Gray
 - Model A1822

--OR--

- iPad 9.7-Inch 6th Gen (Wi-Fi Only)
 - MP2F2LL/A iPad Wi-Fi 32GB Gold
 - Model A1893

--AND--

- Logitech Rugged Combo with Detachable Keyboard
 - Height x Width x Depth: 273.5 mm x 193.9 mm x 25.8 mm
 - Weight: 744 g

Logitech worked with Apple to design the Rugged Combo to be incredibly durable and protect iPad while bringing a secure keyboard connection that's approved for testing, so teachers and students can focus on expanding what's possible inside the classroom and beyond.

The Rugged Case's frame is lined with soft polymer ribs that flex on impact to protect iPad from drops as high as six feet onto surfaces as hard as concrete. The kick-back stand has sturdy mechanical hinges that move freely within a 40-degree range, while staying firmly in place, without collapsing, even with aggressive tapping.

The keyboard physically connects to iPad using Logitech's proprietary connector, making it a secure solution for student testing and exams. The keyboard also sources power directly from iPad, so teachers or students never have to charge the keyboard. The keyboard's design leverages Logitech's extensive expertise to provide laptop-like, comfortable typing to minimize mistakes.

How do I properly Handle and Care for the iPad?

- Keep the device in the district-issued approved case. Do not remove device for any reason—device screens can be easily broken if forced out of the cases incorrectly.
- Keep the device and case free of any writing, drawing, or labels that are not applied or approved by TCSD.
- Use the device on a flat, stable surface.
- Do not pick the device up by the keyboard.
- Keep the keyboard on the device for the extra layer of protection.
- Do not place books on the device.
- Do not have food or drinks around the device.
- Wipe surfaces with a clean, dry soft cloth.
- Avoid touching the screen with pens or pencils.
- Do not leave the device exposed to direct sunlight or near any heat or moisture sources for extended periods of time. **DO NOT LEAVE YOUR DEVICE IN A VEHICLE.**
- Do not leave the device unattended.

How do I properly Transport the iPad?

- Transport the device in its protective case with the keyboard attached.
- Do not leave the device in a vehicle for extended periods of time or overnight.
- Do not leave the device in visible sight if left in a vehicle.

What about Power Management for the device?

- It is the user's responsibility to recharge the device's battery so it is fully charged by the start of each school day.
- Charging devices in the classroom will be allowed at the teacher's discretion.
- All class work missed because of uncharged batteries must be made up on a student's own time if allowed by the teacher.
- Students may also bring a teacher approved small portable charging device to assist with charging during school hours.
- Students may purchase additional charging devices at the school store.

What about Monitoring and Supervision of the Device?

- Do not leave the device unattended in an unlocked classroom or during an extracurricular activity.
- Do not lend the device to a classmate, friend, or family member. If any person damages the device, it will be the user's (parent/guardian in the case of a student) responsibility and the damage cost policy will be in effect.
- **Any attempt to "jailbreak" or remove the TCSD profile could result in disciplinary action, including suspension.**
- Students are responsible for the safety and security of the device and any activity on the device.

What if I need Help and/or Support?

Each school will have a designated technology support person. Teachers and staff will be the only individuals to submit TCSD technology work orders or call the TCSD Technology Help Desk. Students will contact their teachers as a first level of support. If the student needs additional assistance, they will visit the designated technology support person at their school. An authorized individual will contact the technology department for additional assistance as needed.

Is there a Fee Payment Plan if I cannot pay the initial \$35.00 fee at one time?

Full Fee Payment: _____ \$35.00 (full fee for current school year)

Fee Payment Plan

_____ \$10.00 (1st of 3 payments – due at registration)
_____ \$12.50 (2nd of 3 payments – due on October 1st)
_____ \$12.50 (3rd of 3 payments – due on December 1st)

Is there a Fee Payment Plan if I cannot pay the cost at one time for DAMAGES?

\$25 must be paid on the first day of each month, until the amount of the cost is paid in full.
(Example: If the first occurrence is in February, the deductible is \$50, therefore, the parent will be responsible for paying \$25 on March 1st and \$25 on April 1st.)

Will students be allowed to download additional programs/apps at certain times?

Students will be allowed to download from the App Portal of approved programs/apps provided. Students will not have access to the App Store.

Will additional programs/apps be locked by the district?

If a student does not comply with classroom requirements, instructions, iPad guidelines, etc, the student can lose the privilege of utilizing the additional access to “fun” apps.

What if I fail to return the device my final day of school?

This can result in criminal prosecution, holding transcripts, denying graduation participation, denying school provided scholarship award letters, etc.

Tishomingo County School District

Acceptable Use Policy

INTERNET ACCESS:

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Internet access is now available to students and teachers in the Tishomingo County School District (TCSD). We are very pleased to bring this access to TCSD and believe the Internet offers vast, diverse and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in our schools by facilitating resource sharing, innovation and communication. This computer technology will help propel our schools through the communication age by allowing students and staff to access and to use resources from distant computers, communicate and collaborate with other individuals and groups, and significantly expand their available information base.

Internet access is coordinated through a complex association of government agencies and regional state networks. In addition, the smooth operation of the network relies upon the proper conduct of the users who must adhere to strict guidelines. To this end, Congress has passed and President signed into law, the Children's Internet Protection Act (CIPA).

CIPA requires that schools receiving certain federal funds, including E-Rate discounts and Title III of the Elementary and Secondary Education Act, put into place Internet Safety policies. These Internet safety policies must include a technology protection measure for blocking access to visual depictions of obscene material, child pornography, and material that is harmful to minors when minors are accessing the computer. CIPA also requires that the Internet safety policy include monitoring of all online activities of minors.

Additionally, the policy must address all of the following: (a) access by minors to inappropriate matter on the Internet and World Wide Web, (b) the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications, (c) unauthorized access, including so-called hacking, and other unlawful activities by minors online, (d) unauthorized disclosure, use, and dissemination of personal information regarding minors; and (e) measures designed to restrict minors access to materials harmful to minors.

NETWORK RULES:

Tishomingo County School District provides adequate Wi-Fi on all campuses. This includes a wireless access point in every classroom and academic area. Students and Employees are required to use Wi-Fi provided by the district when using devices owned by TCSD. The use of Wireless Hot Spots is prohibited on all TCSD campuses. These include but are not limited to Cell Phones and Mi-Fi devices that can be used as personal Wireless Access Points.

Tishomingo County School District provides an Ethernet network to every classroom and academic area. These Ethernet ports are put in place to connect TCSD owned desktop computers, printers, etc. to the TCSD network. Students and Employees are prohibited from plugging any device not owned by TCSD into Ethernet ports. These include, but are not limited to laptops, desktops, printers, media players (i.e. Apple TV, Amazon Fire, Roku) and gaming consoles.

Tishomingo County School District provides content filtering to comply with CIPA requirements for safe Internet browsing of minors. Any attempt to bypass this content filter with the use of proxies or any other method is a direct violation of this agreement.

ACCEPTABLE/UNACCEPTABLE USES OF TECHNOLOGY:

Tishomingo County School District technology resources will be used only for learning, teaching, and administrative purposes consistent with the District's mission and goals.

Students are prohibited from installing ANY software on district owned computers or mobile devices. Employees are allowed to install software that has been approved by District Technology Department.

Improper use of any computer, mobile device, or the network is prohibited. This includes but is not limited to the following:

- Accessing, transmitting or retransmitting:
 - Any material(s) in furtherance of any illegal act or conspiracy to commit any illegal act in violation of United States, Mississippi, local government, or Mississippi State Department laws, policies or regulations
 - Copyrighted materials (including plagiarism), threatening, harassing, or obscene material, pornographic material, or material protected by trade secret, and/or other material that is inappropriate to minors
 - Any material that promotes violence or the destruction of persons or property by devices including, but not limited to, the use of firearms, explosives, fireworks, smoke bombs, incendiary devices, or any similar materials
 - Language that may be considered offensive, defamatory, abusive or any forms of cyber bullying
 - Information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks
 - Information that harasses another person or causes distress to another person
- Using the network in such a way that would disrupt the use of the network by other users
- Participating in chat sessions outside of classroom activities
- Installing software not approved by Technology Department
- Downloading files from the Internet that do not relate to classroom activities or administrative tasks
- Purchasing or selling goods and/or services via the Internet
- Disclosing, using, disseminating or divulging personal and/or private information about himself/herself, minors or any others including personal identification information
- Attempting to bypass the TCSD Content Filter
- Attempting to “hack” network resources including, but not limited to servers, switches, access points, routers, computers, mobile devices, and printers

DIGITAL CITIZENSHIP:

Tishomingo County School District will educate minors about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms as well as cyber bullying awareness and response.

EMAIL:

Tishomingo County School District provides a Google Apps for Education (@tcsk12.com) account for student and employee email services. TCSD creates and manages account information (Login/Password). Employees and Students are responsible for maintaining the information inside their account (Emails/Contacts). TCSD does not archive employee or student

email. Student email accounts are restricted to prevent sending emails or receiving emails outside of the tcsk12.com domain.

Tishomingo County School District allows outside email (i.e. Yahoo, Outlook, etc.) to be used on the network, but official Teacher to Parent, Teacher to Student, or Staff to Staff email must be communicated using tcsk12.com email account.

TCS D does maintain the right to access employee or student email if deemed necessary, with Superintendent permission only.

Users should use appropriate language and should only communicate with other people as allowed by District policy or the teacher or administrator. Users are expected to communicate with the same appropriate, safe, mindful, courteous manner online as offline. Email usage may be monitored and archived.

SECURITY:

Tishomingo County School District has measures in place to protect end users on our network through the use of Firewalls, Content Filters, and Malware/Antivirus software. These measures are not always 100% effective and users should take reasonable safeguards against security threats over the TCS D network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. Users should not share personal information over the TCS D network.

In the event a user feels their device has been compromised or infected, they should immediately notify the Technology Department. Employees and Staff are never to attempt to remove a virus or malware on their own. This includes deleting files, downloading Malware/Virus removal tools, or installing Antivirus software.

MONITORING:

Tishomingo County School District has the ability to monitor data transmitted over the TCS D network at any time. Data transferred can be tracked and identified and users held liable if their use of the network violates established policies, regulations, or laws. The content filter used at TCS D has the ability to flag and notify the Technology Department if a user searches for or accesses sites that contain certain keywords. Computers that continue to be flagged for inappropriate sites can be remotely monitored and screen captured or recorded. Data stored on devices owned by TCS D are the property of TCS D. This data includes, but is not limited to email, text documents, images, music, and other digital or electronic files.

LIMITATION OF LIABILITY:

Recognizing that no filtering solution can be 100% effective, it is understood that all technology protection measures do not and will not work perfectly. In complying with CIPA, schools are expected to engage in a good faith effort to abide by the requirements of CIPA. CIPA does not create a private right to action, meaning that the discovery of objectionable material on a computer cannot result in a lawsuit complaining that a school violated CIPA.

The Tishomingo County Special Municipal Separate School District makes no warranties of any kind, whether expressed or implied, for the service it provides. The TCS D will not be responsible for any damages suffered while on this system. These damages include loss of data as a result of delays, non-deliveries, miss-deliveries, or service interruptions caused

by the system or your errors or omissions. Use of any information obtained via the information system is at your own risk. TCSD specifically disclaims any responsibility for the accuracy of information obtained through its services.

Tishomingo County School District will not disclose personal information about Students on websites - such as their full name, addresses, telephone number, or social Security Number.

EXCEPTION OF TERMS AND CONDITIONS:

These guidelines are provided so that you, the user and /or parent of the user, are aware of the responsibilities you are about to assume. In general, this requires efficient, ethical, and legal utilization of the network resources. If a TCSD user violates any of these provisions, his or her account will be terminated and future access could possibly be denied.

The signature(s) at the end of this document is (are) legally binding and indicated the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

All terms and conditions as stated in this document are applicable to the TCSD. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Mississippi, and the United States of America.

Tishomingo County School District
Student/Parent/Guardian iPad Technology Agreement 2018–2019

SCHOOL: _____ **GRADE:** _____

IPAD ASSET #: _____ **ITEM DESCRIPTION:** Apple iPad 9.7" 5th or 6th Gen, 32 GB

STUDENT NAME: *Last* _____ *First* _____ *MI* _____

PARENT NAME: _____

PARENT EMAIL: _____ **PARENT PHONE #:** _____

The TCSD Responsible Use Policy allows students to use technology inside and/or outside of the classroom. I have reviewed the TCSD Student Technology Handbook and understand the rules and guidelines including the Financial Terms of iPad Agreement - annual technology fee is \$35.00 and is non-refundable.

Terms of Agreement

The student is responsible at all times for the care and appropriate use of technology. I understand if my student violates the guidelines agreed to in the TCSD Student Technology Handbook, his/her privilege to use technology may be restricted or removed and he/she may be subject to disciplinary action.

I understand that I may be held responsible for reimbursement for loss, damage, or repair of my student's mobile device, which may have occurred at school, at home, or while the mobile device was being transported. I understand that while in my student's possession, the student must abide by the district's acceptable use policy as described in the Technology Handbook.

The iPad remains the property of the District. In the incident that the assigned iPad listed below cannot be repaired, TCSD has the right to assign a replacement iPad. At the end of the school year or upon transfer from the District, parents and students agree to return the iPad to the District in the same condition it was issued to the student less reasonable wear.

As a Borrower of a TCSD iPad:

- I understand and will follow the policies established in the TCSD iPad Technology Handbook.
- I will follow the guidelines listed in the Technology Handbook for proper care of the iPad.
- I will report to school authorities any problems/issues I discover while using the iPad.
- I understand that resetting the iPad to factory settings may occur as a result of any repairs or modifications on the iPad, and this reset may result in the loss of data.
- I understand that it is my responsibility to turn in my iPad for periodic updates throughout the school year as requested.
- I understand that the primary use of the iPad is as an instructional tool.

PLEASE SIGN BELOW:

Parent/Guardian

Student

Date

Please Choose **ONE Option:**

- Take Home Option* – My child will participate in the option to take the iPad home daily.
- Check In/Check Out Option* — My child will Check In & Check Out his/her iPad daily, and will NOT be allowed to take the device home.

Student/Parent Check List and Signature Page

As parent or guardian I acknowledge that I have reviewed the TCSD Technology Handbook and understand the terms, rules, and guidelines therein including the following:

- Yes** 1. Technology Plan Implementation
District Technology Goals
- Yes** 2. Responsible Use of Technology Policy
Usage Policies
Using Your iPad at School
- Yes** 3. Limitation of Liability
Saving Your Work
Examples of Responsible Use
Network Connectivity
- Yes** 4. Software/Apps on iPads
Originally Installed Software/Apps
Additional Software/Apps
Procedure for Re-loading Software/Apps
- Yes** 5. Using Your iPad at School
iPads Left at Home
iPad Undergoing Repair
Charging Your iPad's Battery
Screensavers and Backgrounds
Sound, Music, Games, or Programs
- Yes** 6. Receiving Your iPad & iPad Check-in
Receiving Your iPad
iPad Inspection
Check-In Fines
- Yes** 7. Proper Etiquette for Online Classroom Activities
- Yes** 8. iPad Infractions
- Yes** 9. Frequently Asked Questions
- Yes** 10. Damages/Lost/Stolen Procedures
- Yes** 11. Handle and Care of the iPad
- Yes** 12. Fee Payment Plans
- Yes** 13. Acceptable Use Policy

Parent Signature: _____ **Student Signature** _____ **Date:** _____

FEE PAYMENT (*Record for Tech Dept*)

Full Fee Payment: _____ \$35.00 (full fee for current school year)

Fee Payment Plan

- _____ \$10.00 (1st of 3 payments – due at Registration/Orientation)
- _____ \$12.50 (2nd of 3 payments – due on October 1st)
- _____ \$12.50 (3rd of 3 payments – due on December 1st)

_____ *Initial of Person
Collecting Fee/Paperwork*