JH/HS Technology Policy, Procedures, and Information

Howard School District 48-3
2020-2021

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The policies, procedures, and information within this document apply to all computers used at Howard High School, including any other device considered by the principal to come under this policy.

Teachers may set additional requirements for computer use in their classroom.

The technology coordinator and school administration reserve the right to make decisions about the interpretation of this policy or relevant events and actions involving technology that are not explicitly covered in this policy.

1. RECEIVING YOUR COMPUTER

Computers will be distributed each fall during the first week of school. Parents & students must sign and return the Computer Protection plan and Technology Policy Agreement before the computer can be issued to their child. The Computer Protection plan outlines three options for families to protect the computer investment for the school district. Student computers will be collected at the end of each school year for maintenance, cleaning, and software installations. Efforts will be made for students to retain their original computer each year while enrolled at the Howard School District.

2. TAKING CARE OF YOUR COMPUTER

Students are responsible for the general care of the computer they have been issued by the school. Computers that are broken or fail to work properly must be taken to the technology coordinator.

2.1 General Precautions

- o Food and beverages can damage your computer. Students will be responsible for damages caused by food and beverage spills.
- o Cords, cables, and removable storage devices should be inserted carefully into the computer. Computer electrical cords should not be wound tightly while being stored.
- o Students should never carry their computer while the screen is open, unless directed to do so by a teacher.
- o Computers must remain free of any writing, drawing, stickers, or labels that are not the property of the Howard School District.
- o Computers must never be left in a vehicle or any unsupervised area.
- o Students are responsible for keeping their computer's battery charged for school each day.
- o Computers should never be loaned to other individuals unless approved by the technology coordinator.
- o Students should not attempt to disassemble any part of their computer or attempt any repairs.

2.2 Carrying Computers

These guidelines below should be followed:
- o Computers should always be within the protective case provided by the school when carried.
- o The protective case has an external pocket to hold the AC adapter.
- o The protective case has a main internal compartment that should be used for computers only.
- o The computer must be properly closed before placing it in the carrying case.

2.3 Screen Care

Computer screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure.
- o Do not lean on the top of the computer when it is closed.
- o Do not place anything near the computer that could put pressure on the screen.
- o Do not place anything in the carrying case except the computer and AC adapter.

o Wiggling and excessively moving the screen will cause damage to the screen.
o Do not poke the screen.
o Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
o Clean the screen with a soft, dry cloth or anti-static cloth. Do not use commercial glass cleaners.

3. USING YOUR COMPUTER AT SCHOOL

Computers are intended for use at school each day. In addition to teacher expectations for computer use, school messages, announcements, calendars, schedules, and the Student Handbook will be accessed using the computer. Students must be responsible for bringing their computers to all classes, unless specifically advised not to do so by their teacher.

3.1 Computers Left at Home

"Computers left at home" is not an acceptable excuse for not submitting work. Repeat violations of this policy may result in disciplinary action.

3.2 Computer Undergoing Repair

Loaner Computers may be issued to students when they leave their Computers for repair with the technology coordinator. Students are responsible for the care of the loaner while in their possession.

3.3 Charging Your Computer's Battery

Computers must be brought to school each day in a fully charged condition. Students need to charge their computers each evening. Computers should not be charged before 11:40 AM each school day. Repeat violations of this policy will result in disciplinary action.

In cases where normal use of the computer has caused batteries to become discharged, students may be allowed to connect their computers to a power outlet.

3.4 Sound

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. If teachers require headphones, they must be in your carrying cases at all times.

4. MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving to Cloud Storage

Students will have cloud-based storage through their user account to save and back up any school-related work.

4.2 Saving data to Removable storage devices

o It is recommended that students backup all work at least once each week using removable file storage. Removable flash drives may be purchased at a local retailer.
o It is the responsibility of the student to ensure that work is not lost due to mechanical failure or accidental deletion. Computer malfunctions are not an acceptable excuse for not submitting work.

5. SOFTWARE ON COMPUTERS

5.1 Originally Installed Software/Apps

The software or apps originally installed by the technology coordinator must remain on the computer in usable condition and be easily accessible at all times.

The computer is supplied with all software or apps requirements for classes at HHS.

From time to time, the school may add software or apps for use in a particular course. The licenses for this software require that the software be deleted from computers at the completion of the course.

5.2 Inspection

Students may be selected at any time to provide their computer for inspection.

5.3 Procedure for re-loading software

If technical difficulties occur or inappropriate software or apps are discovered, the hard drive will then be re-formatted. The school does not accept responsibility for the loss of any software or apps deleted due to a re-format and re-image.

6. ACCEPTABLE USE GUIDELINES

6.1 General Guidelines

1) Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of the Howard School District.
2) Students are responsible for their ethical and educational use of the technology resources of the Howard School District.
3) Access to the Howard School District technology resources is a privilege, not a right, and may be revoked for any or no reason.
4) Users of Howard School District technology resources have no reasonable expectation of privacy.
5) Transmission of any material that is in violation of any federal or state law is prohibited. This includes but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
6) Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, school administration, or technology coordinator, will be considered an act of vandalism and subject to disciplinary action in accordance with the HHS Student Handbook.
7) Teachers have a right to manage and/or restrict student use of the computer, software, and internet within the confines of their class.

6.2 Privacy and Safety

o Do not go into chat rooms or send chain letters without permission.
o Do not open, use, or change computer files that do not belong to you.
o Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords to other people.
o Remember that storage is not guaranteed to be private or confidential.
o If you inadvertently access a web site that contains obscene, pornographic or otherwise offensive material, notify a teacher, the technology coordinator, or the principal immediately

so that such sites can be blocked from further access. <u>This is not merely a request; it is a responsibility</u>.

6.3 Legal Propriety
- o 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.
- o Plagiarism is a violation of the HHS Student Handbook. 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. Using someone else's document or work as your own is also prohibited.
- o Use or possession of hacking software is strictly prohibited, and violators will face disciplinary action. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

6.4 Network and Internet
The following activities are not permitted:
- o Sending or displaying offensive messages or pictures
- o Using obscene language
- o Giving personal information, such as complete name, phone number, address, or identifiable photos without permission from a teacher and parent or guardian
- o Damaging or modifying computers, computer systems, or computer networks
- o Violating copyright laws
- o Using others' passwords
- o Trespassing in others' folders, work or files
- o Intentionally wasting limited resources
- o Employing the network for commercial purposes, financial gain, or fraud

6.5 E-mail
- o The state of SD email is the only email approved for school use. All use of other email services is prohibited.
- o Email accounts have been provided for students and employees of the Howard School District through the South Dakota K-12 Data Center. The Use of webmail accounts (Gmail, Hotmail, etc.) or any other personal email accounts are not allowed while using district technology resources.
- o Students are expected to check their assigned email account at least once per week.
- o Always use appropriate language.
- o Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- o Do not send mass e-mails, chain letters, or spam.
- o Students should maintain high integrity with regard to email content.
- o HHS e-mail is subject to inspection by the school and the South Dakota K-12 Data Center.
- o Students may lose their email privileges if they are utilizing email inappropriately and if the administration feels that the email privilege has become an academic distraction for a student.

6.6 Consequences
- o The student in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of the Howard School District will result in disciplinary action.
- o Prohibited technology resource activities include, but are not limited to, the following:
Computer Violations:

a) Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
b) Using games and other technology resources during class or during other inappropriate times without permission.
c) Downloading or transmitting multi-player games, music or video files using the school network.
d) Vandalizing, damaging, or disabling technology property of the school.
e) Accessing another individual's materials, information, or files without permission.
f) Using the network or internet for commercial, political campaign, or financial gain purposes.
g) Releasing files, home address, personal phone numbers, passwords, or other vital accessing information to others.
h) Promoting or soliciting for illegal activities.
i) Attempting to repair, remove, or install hardware components reserved for authorized service technicians.
j) Violating copyright or other protected material laws.
k) Subscribing to mailing lists, mass e-mail messages, games, or other services that generate several messages which can slow the system and waste other users' time and access.
l) Intentionally wasting school resources.

Consequences: 1st Offense: Office intervention, 1-week suspension of offsite computer use and/or resource (email, internet, etc.), AND any disciplinary actions as outlined in the HHS Student Handbook
2nd Offense: 3-week suspension of offsite computer use and/or resource (email, internet, etc.), possible loss of offsite use of computer, AND any disciplinary actions as outlined in the HHS Student Handbook
3rd Offense: loss of offsite computer use and/or resource (email, internet, etc.) for remainder of the semester or not less than 3 weeks, AND any disciplinary actions as outlined in the HHS Student Handbook

Computer Network Violations:
a) Attempting to log on to the Internet or network (servers, routers, switches, printers, projectors, firewall, etc.) as any staff member.
b) Accessing or attempting to access other privileged accounts; attempting to exceed user rights; attempting to gain administrative rights.
c) Bypassing or attempting to circumvent HHS security protocols (firewalls, proxy servers, etc).
d) Sending, accessing, uploading, downloading or distributing pornographic or sexually explicit materials.
e) Installing, enabling, launching, or creating programs that interfere with the performance of the network, Internet, or hardware technology resources.
f) Creating, uploading, or transmitting computer viruses.
g) Attempting to defeat computer or network security.
h) Attempting to download freeware, software, public domain software or other executable and/or installable software.
i) Using tools or techniques to circumvent or bypass current security configurations (hacking).

Consequences may include the following in addition to any disciplinary actions as outlined in the HHS Student Handbook:

o Suspension/loss of offsite use of computer and/or resource (email, internet, etc.)
o Recommendation of suspension with possible long-term suspension or recommendation of expulsion from school
o Possible referral to law enforcement authorities

Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use. The District cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of e-mail and network communications are governed by the South Dakota Open Records Act; proper authorities will be given access to this content.

7. PROTECTING & STORING YOUR COMPUTER

7.1 Computer Identification
Student Computers will be labeled in the manner specified by the school. The removal of labels is strictly prohibited. If label detaches for any reason, please bring the computer to the technology coordinator to receive a new label.
Computers can be identified in the following ways:
o Record of serial number.
o Individual User account name.

7.2 Password Protection
Students are expected to use and keep their logon password confidential to protect information stored on their computers. Disciplinary action may result due to the actions of an unauthorized user.

7.3 Storing Your Computer
When students are not monitoring computers, they should be stored in their lockers with the lock securely fastened. Nothing should be placed on top of the computer when stored in the locker. Students are encouraged to take their computers home every day after school, regardless of whether or not they are needed. Computers should not be stored in a student's vehicle at school or at home.

7.4 Computers Left in Unsupervised Areas
Under no circumstances should computers be left in unsupervised areas. Any computer left unsupervised is in danger of being stolen.

Unsupervised computers will be confiscated by staff and taken to the Principal's Office. Disciplinary action may be taken for leaving your computer in an unsupervised location.

8. REPAIRING OR REPLACING YOUR COMPUTER

Please report all computer problems to the technology coordinator.

8.1 Incidental Damage
Students are expected to keep the computer in good condition. Failure to do so may result in fines as determined by the technology coordinator. Students that opt to take the School Protection plan will pay a lower fine.

8.2 Intentional Damage
Students will be responsible for all damage or loss caused by neglect or abuse. Such damages may be subject to disciplinary action.

8.3 Claims
All insurance claims must be reported to the high school office. In instances of theft, loss, or fire, students or parents must file a police or fire report and bring a copy of the report to the principal's office before a computer can be repaired or replaced with School District Protection.

Fraudulent reporting of theft, loss, or accidental damage will be turned over to the police and insurance company for prosecution. A student making a false report will also be subject to disciplinary action.

The District will work with the Miner County Sheriff's Office to alert pawnshops and police departments in the area to be aware of this District-owned equipment.

9. COMPUTER TECHNICAL SUPPORT
The technology coordinator organizes the repair work for all computers. Services provided include the following:
- o Filing trouble tickets for hardware maintenance and repairs;
- o Distribution of loaner computers;
- o User account support;
- o Operating system or software configuration support;
- o Re-imaging hard drives;
- o Updates and software/apps installations;
- o Coordination of warranty repair;

APPENDIX A – Infinite Campus
Infinite Campus Student/Parent Portal Acceptable Use Policy

Howard School District has implemented the use of the Student and Parent Portals as a means to further promote educational excellence and enhance communication with parents and students. The Student Portal allows Junior High and High School students to view their own school records. The Parent Portal allows parents to view the school records of their own children. In response to the privilege of accessing these Howard School District Portals, every JH/HS student and parent is expected to act in a responsible, ethical, and legal manner. The Portal is available to every student and parent or guardian of a student enrolled in Howard School District

Students and Parents are required to adhere to the following:
1. Students/Parents will not share their passwords with anyone.
2. Students/Parents will not attempt to harm or destroy data of their own/child, of another user, school, or district network, or the internet.
3. Students/Parents will not use the portal for any illegal activity, including violation of Data Privacy laws. Anyone found to be violating laws will be subject to Civil and/or Criminal Prosecution.
4. Students/Parents will not access data, or any account owned by another student/parent.
5. Students/Parents who identify a security problem with the Parent Portal must notify the District Office immediately, without demonstrating the problem to anyone else.
6. Students/Parents who are identified as a security or harassment risk to the Student or Parent Portals or any other Howard School District computers or networks will be denied access to the Student/Parent Portal.
7. Student/Parent access to their records/the records of their children will be on a continuous basis for all K-12 years provided they/their child(ren) are enrolled in Howard School District schools.

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Application for Parent Portal Access
Parents or Guardians wishing to receive access to the Parent Portal for their child must complete this form and return it to the below address:

Howard School District
500 N Section Line
Howard, SD 57349
Attn: Technology Coordinator

Names of your children in Howard School District:

_____   _____

_____   _____

I have read the Infinite Campus Student/Parent Portal Acceptable Use Policy and I agree to abide by and support these rules. I understand that if I violate any terms of this Acceptable Use Policy, I may lose my privilege to use the Parent Portal and may be liable for civil and/or criminal consequences.

_____
Parent/Guardian #1: Print Name   Signature   Date

_____
Parent/Guardian #2: Print Name   Signature   Date

_____   _____
Parent/Guardian #1 Email Address   Parent/Guardian #2 Email Address

APPENDIX B – Computer Protection Plan

Howard School District recognizes that with the implementation of the one to one computer initiative there is a need to protect the investment of both the District and the Student/Parent. The following outlines the various areas of protection:

All damages will need to be covered by the school and/or the student. Following are the three options that are available for coverage. The Student/Parent must commit to one by marking the appropriate line.

No Insurance _____ You agree to pay for the replacement of the laptop at a cost not to exceed $250.00.

Personal Insurance _____ You will cover the laptop under your own insurance policy, and you agree to pay the District the amount received from your insurance company plus any additional amount needed to cover the laptop replacement not to exceed $250.00.

District Protection _____ You choose to pay the school district an annual protection payment for coverage of theft, loss, accidental damage, or damage by fire in the amount of $25.00. The $25.00 payment is non-refundable. This agreement covers the computer loaned to the student against accidental damage or loss. A $50 incident charged will be assessed for every claim.

Additional Information: In cases of theft, vandalism, and other criminal acts, a police report, or in the case of fire, a fire report MUST be filed by the student or parent for the protection coverage to take place. A copy of the police/fire report must be provided to the principal's office.

Intentional Damage: Students/Parents are responsible for full payment of intentional damages to computers. Warranty, Accidental Damage Protection, or School District Laptop Protection DOES NOT cover intentional damage to the laptop.

Student Name:_____(Please Print)

Student Signature:_____Date: _____

Parent Signature:_____Date: _____

APPENDIX C – Technology Policy Agreement

Student Agreement

By signing below, I hereby signify that I have read and understand the Howard High School Technology Policy, Procedures, and Information document and all accompanying appendices. I agree to abide by all rules, policies, and procedures set forth therein. I understand that access to Howard School District technology resources is a privilege, not a right, and may be revoked for any or no reason. I also understand that users of Howard School District technology resources have no reasonable expectation of privacy and their actions may be monitored at any time by district staff.

Furthermore, I acknowledge that I am responsible for the device assigned to me and for its return at the date and time designated by the Howard School District.

Student Name:_____(Please Print)

Expected Graduation Year:_____

Student Signature:_____Date: _____

Parent/Guardian Agreement

By signing below, I hereby signify that I have read and understand the Howard High School Technology Policy, Procedures, and Information document and all accompanying appendices. I agree to abide by all rules, policies, and procedures set forth therein. I understand that access to Howard School District technology resources is a privilege, not a right, and may be revoked for any or no reason. I also understand that users of Howard School District technology resources have no reasonable expectation of privacy and their actions may be monitored at any time by district staff.

Furthermore, I acknowledge that my child is responsible for the device assigned to them and will help ensure its return at the date and time designated by the Howard School District.

Parent/Guardian Name:_____(Please Print)

Parent/Guardian Signature:_____Date: _____