

Kaw Valley School District

Student Technology Handbook



The Technology Vision of Kaw Valley USD #321 incorporates technology as an integral part of education in order to prepare all students to be confident, effective, and responsible users of technology. As a district, our teachers integrate technology to support many models of teaching and learning, allowing our students to prepare for academics and in career related endeavors for the 21st century to live, learn, and work in an international society. This challenge creates technology literate students who adapt to new technologies that are continually developing.

Accommodating students with an individual electronic device in a 1:1 environment provides an opportunity to enhance each student's overall learning experience. This 1:1 personalized learning narrows the digital divide between students and promotes responsible use of today's ever changing technologies.

1. All electronic devices remain property of Kaw Valley USD #321.
2. All applications (apps), files and documents stored on the electronic device are the property of Kaw Valley USD #321 School District.
3. Kaw Valley USD #321 School District reserves the right to confiscate and search a student's electronic device to ensure compliance with the acceptable use.
4. Students in violation of this Acceptable Use Policy may be subject to but not limited to; disciplinary action, repossession, confiscation, removal of content. In the event of repossession or confiscation, completion of all class work remains the responsibility of the student. Kaw Valley USD #321 School District is not responsible for the financial loss of any personal files that are deleted.
5. The use of the Kaw Valley #321 School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Kaw Valley USD #321 School District is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the Kaw Valley USD #321 School District.
6. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the conditions named in this policy, their privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied.
7. The Kaw Valley USD #321 School District's Student Handbook shall be applied to student infractions.

Student Acceptable Use Policy

Terms and Conditions

School Responsibilities

- Provide Internet and Email access to its students.
- Provide Internet Blocking of inappropriate materials as able.
- Provide network data storage areas.
- Student electronic devices will be treated similar to school lockers. Kaw Valley USD #321 School District reserves the right to review, monitor, and restrict information stored on or transmitted via Kaw Valley USD #321 School District owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help ensure student compliance of the acceptable use policy.

Parent/Guardian Responsibilities

- Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.
- Should you want your student to opt-out of having an electronic device, you will need to sign a form indicating this and understand that your student is still responsible for meeting the course requirements (may take longer).
- The student is responsible for replacement cost of lost or stolen items. This includes but is not limited to the device, cords, cases, and other items issued to the student. A student may appeal this cost to the Superintendent in writing.
- There will be a \$25 deductible for broken devices for the first event. After the first event, all remaining deductibles will be \$50 for each event. The board will pay the remaining portion of the damage and perform the repair when possible.
- For damaged devices that are deemed due to neglect, repeated mishandling, or a history of neglect, the student is subject to full replacement cost of the device and/or the loss of the privilege to have a school device checked out to them.

Electronic Device Identification

- Student electronic devices will be labeled in the manner specified by the school. electronic devices can be identified in the following ways:
 - Record of serial number
 - USD #321 Label
 - Electronic device name

Student Discipline Procedures

- If a student violates any part of the above policy, he/she will be put on the following disciplinary steps by the school administration or designee. The student is also subject to all behavior consequences in the Student Handbook.
- **1st Offense** – Detention and/or restrictive, or loss of device, use for assigned period of time.
- **2nd offense** – Detention(s) and/or restrictive, or loss of device use for assigned period of time.
- **3rd offense** – Detentions, ISS, and/or restrictive, or loss of device use for assigned period of time.
- Senior students will also lose their senior privilege during this same period.

Student Activities ~~Strictly~~ Prohibited

1. Illegal installation or transmission of copyrighted materials
2. Any action that violates existing Board policy or public law
3. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
4. Use of chat rooms, sites selling term papers, book reports and other forms of student work
5. Use of outside data disks or external attachments without prior approval from the administration or designee.
6. Changing of electronic device settings (exceptions include personal settings such as font size, brightness, etc)
7. Spamming-Sending mass or inappropriate emails
8. Gaining access to other student's accounts, files, and/or data
9. Use of the school's internet/E-mail accounts for financial or commercial gain or for any illegal activity
10. Use of anonymous and/or false communications: such as MSN Messenger, Yahoo Messenger
11. Students are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, Ebay, email, etc.
12. Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
13. Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed

14. Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
15. Bypassing the Kaw Valley USD #321 web filter through a web proxy.
16. Defacing of the electronic device, including the Kaw Valley USD #321 tag, in any way is prohibited (stickers, markers, etc).
17. Use or possession of hacking software is strictly prohibited and violators will be subject to Kaw Valley USD #321 Student/Parent Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.
18. Using the device in a disruptive or noncompliant manner. (Example: Using earbuds, headphones or the device without permission in the classroom or similar setting.)

Student Responsibilities

- Using computers/devices in a responsible and ethical manner.
- Sound must be muted at all times unless permission is obtained from the teacher or staff member for instructional purposes.
- Music is allowed on the electronic device. However, earbuds/headphones are NOT allowed except with teacher approval.
- Obeying general school rules concerning behavior and communication that apply to electronic device/computer use.
- Using all technology resources in an appropriate manner so as to not damage school equipment.
- This “damage” includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the students own negligence, errors or omissions. Use of any information obtained via Kaw Valley USD #321 School District’s designated Internet System is at your own risk. Kaw Valley USD #321 School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Helping Kaw Valley USD #321 School District protect our computer system/device by contacting an administrator about any security problems they may encounter.
- Monitoring all activity on their account(s).
- Students should always turn off and secure their electronic device after they are done working to protect their work and information.
- If a student should receive email containing inappropriate or abusive language or if the subject matter is questionable, he/she is asked to print a copy and turn it into the office.
- Returning their electronic device to the Tech Department at the end of each school year. Students who graduate early, withdraw, are suspended or expelled,

or terminate enrollment at Kaw Valley #321 for any other reason must return their individual school electronic device computer on the date of termination.

- Memory space is limited. Academic content takes precedence over personal files and apps. In the case of memory space conflict, personal files/apps must be removed.

Caring For The Electronic Device

- If a student chooses to replace the cover with a personal case, the case must be pre-approved and meet the necessary requirements and the District case returned to the Technology Department.
- The electronic device screen is made of glass and therefore is subject to cracking and breaking if misused. Never drop nor place heavy objects (books, laptops, etc.) on top of the electronic device.
- Only a soft cloth or approved laptop screen cleaning solution is to be used to clean the electronic device's screen. No harsh chemicals are to be used on the screen as it will deteriorate the screen.
- Defacing of the electronic device, including the Kaw Valley USD #321 tag, in any way is prohibited (stickers, markers, etc).
- Only labels or stickers approved by the USD #321 School District may be applied to the electronic device.
- Electronic device batteries must be charged and ready for school each day.
- If an electronic device is left at home or is not charged, the student remains responsible for completing all coursework as if they had use of their electronic device.
- To extend battery life, students should always turn off and secure their electronic device after work is completed.
- Malfunctions or technical issues are not acceptable excuses for failing to complete an assignment, unless no other means of completion exist.
- Do not subject the electronic device to extreme heat or cold (do not store in vehicles).
- Students will be held responsible for maintaining their individual electronic devices and keeping them in good working order.
- Electronic devices that malfunction or are damaged must be reported to the school office or Tech Department. The school district will be responsible for repairing electronic devices that malfunction.
- Electronic devices that have been damaged from student misuse or neglect will be repaired with cost being borne by the student.
- There will be a \$25 deductible for broken devices for the first event. After the first event, all remaining deductibles will be \$50 for each event. The board will pay the remaining portion of the damage and perform the repair when possible.

- For damaged devices that are deemed due to neglect, repeated mishandling, damaged intentionally, or a history of neglect or abuse, the student is subject to full replacement cost of the device and/or the loss of the privilege to have a school device checked out to them.
- The student is responsible for replacement cost of lost or stolen items. This includes but is not limited to the device, cords, cases, and other items issued to the student. A student may appeal this cost to the Superintendent in writing.
- Cords and cables must be inserted carefully into the electronic device to prevent damage.
- Passcodes are to be used on the devices at all times.
- Electronic devices that are stolen must be reported immediately to the Office and the Police Department.

Legal Propriety

- 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 Kaw Valley USD #321 Code of Conduct. 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.
- Use or possession of hacking software is strictly prohibited and violators will be subject to Kaw Valley USD #321 Student/Parent Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

Storing Your electronic device

- When students are not using their electronic devices, they should be stored in a secure location.
- Nothing should be placed on top of the electronic device at any time.
- Students are encouraged to take their electronic devices home everyday after school, regardless of whether or not they are needed.
- electronic devices should not be stored in a student's vehicle at school or at home.
- If a student needs a secure place to store their electronic device, they may check it in for storage with the office or technology department.

Opt-Out Form

Student Technology Device

Student’s Name: _____
First Last

School Year: _____

School Name: _____

As the parent / guardian of this student, I do not give permission for my student to be checked-out a school computer device. I fully understand that this decision will/may:

- 1. limit or reduce the school’s effectiveness for delivering academic content to my child when compared to students with a device.**
- 2. force my student to have alternative assignments or use other means to complete assignments**
- 3. may force my student to take more time to complete a course, subject, or grade-level requirements.**

I also acknowledge that I have met with the school administration to discuss alternate solutions and the possible negative impacts this action may have on my student’s education and learning experiences.

_____ **Parent Signature**

_____ **Date**

Administrator’s Signature: _____