Student Technology Handbook
Weaubleau R-III School District



Index

Student Acceptable Use Policy

Standards for Proper Device Care

Student Device Program Acknowledgment Form

Student Acceptable use Policy Form

Weaubleau R-III Student Acceptable Use Policy

Technology (as defined below) at Weaubleau R-III School District (WSD) is provided for instructional and administrative use to assist the district in more effectively fulfilling its educational mission. All students of WSD are expected to exercise good judgment, use the technology in a professional manner and adhere to this policy and all applicable laws and regulations. The following policy is provided in order to assure that the district's investment in technology is used in accordance with this purpose. Any violation of the acceptable use policy may result in disciplinary action and loss of use. When applicable, law enforcement agencies may be involved.

Technology includes, but is not limited to the following items: computers, tablets, laptops, software, files; electronic communication systems (e-mail, phone/voice), published web content, learning systems, network equipment (servers, routers, switches, gateways, and wireless access), television, fax, telecommunication equipment, and administrative systems.

Student Responsibilities:
The use of technology is a privilege, not a right, and inappropriate use may result in cancellation of those privileges. Appropriate administrative staff members or the school principal will judge what inappropriate use is. Students must remember that they represent the Weaubleau R-III School District and as such, must respect the rights of others, protect the integrity of the networks and observe all relevant laws, regulations and contracts including software licensing agreements and copyright laws. Students should understand that computer accounts, data files (including, but not limited to those stored on retrievable mediums such as cd-roms, network drives, and cloud storage), e-mails are the exclusive property of the district and not the user's private property. WSD reserves the right to confiscate, remove, search or otherwise investigate any of the above mentioned items at its discretion as well as any personally owned storage device or media used on WSD property. Students are to utilize technology resources for school related purposes. Students may be permitted to access the guest wireless network / student wireless network with a personal device for school related work only. Any student device found to be in violation of the Student Acceptable Use Policy or determined to be detrimental will be denied access.

Unacceptable Uses:
Unacceptable uses include, but are not limited to the following:

a) Violating any local, state, or federal statute or copyright law.
b) Sharing personal information such as address or phone number online.
c) Using profanity, vulgarities, inappropriate language, discriminatory remarks, or harassing statements in online communications.
d) Using technology without appropriate supervision.
e) Using technology to harass, cyberbully, or threaten another individual.
f) Using the account or password of another user.
g) Accessing, uploading, downloading, distributing or e-mailing inappropriate, obscene, pornographic or otherwise explicit material or literature.

h) Attempting to circumvent WSD computer restrictions or security systems for any purpose.
i) Violating copyright or otherwise using the intellectual, personal or physical property of another individual or organization without permission.
j) Attempting to vandalize, damage, or disable the property of another individual or organization without permission.
k) Attempting to download, upload, reconfigure, install software or otherwise alter the property of WSD.
l) Attempting to access wagering sites or using Internet access including e-mail for personal, financial, commercial or political gain.
m) Propagating “chain letters,” computer viruses, “broadcasting” inappropriate messages to lists or individuals, “spamming”, sending messages to large groups of individuals for which they have little interest or causing congestion on the network.
n) Disclosing e-mail addresses (school or personal) of others for the purpose of spam or financial gain.
o) Downloading or storing entertainment software, games or other files not related to the mission and objectives of WSD.
p) Using social networks at school that are not approved for the curriculum.
q) Any conduct deemed contrary to the best interests of the WSD, its students, employees and property.

Social Media Guidelines for Students:
Social media is user-created online content designed in a collaborative environment where users share opinions, knowledge, and information with each other. Tools include, but are not limited to: Blogs, Wikis, Social Networking Sites, Photo and Video Sharing Sites, Social Bookmarking Sites as well as Podcasting and Vodcasting.

Students should remember:

1. Be aware of what you post online. Social media venues, including wikis, blogs, photo and video sharing sites, are very public. Do not post anything you wouldn’t want friends, enemies, parents, teachers, or a future employer to see.
2. Follow the school’s code of conduct when writing online. It is acceptable to disagree with someone else’s opinions; however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
3. Be safe online. Never give out personal information, including but not limited to, last names, phone numbers, addresses, birthdates, and pictures. Do not share your password with anyone besides your teachers and parents.
4. Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read the entire article prior to linking to ensure that all information is appropriate for a school setting.
5. Do your own work! Do not use other people’s intellectual property without their permission. It is a violation of copyright law to copy and post others’ thoughts

without giving credit. When paraphrasing another's idea(s) be sure to cite your source with the URL. It is good practice to hyperlink to your sources.

6. Be aware that pictures may also be protected under copyright laws. Verify you have permission to use the image or it is under Creative Commons attribution.
7. How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone's identity.
8. Blog and wiki posts should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work, be sure it is in the spirit of improving the writing.
9. If you run across inappropriate material that makes you feel uncomfortable or is not respectful, tell your teacher right away.
10. Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or access to future use of online tools.

Guarantees and Privacy:

WSD staff shall provide age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms and other Internet services. Such instruction shall include, but not be limited to, the dangers of posting personal information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying and how to respond when subjected to cyberbullying. WSD electronic information resources, the Internet, and use of e-mail are not inherently secure or private. Students shall have no expectation of privacy while using WSD electronic information resources. WSD reserves the right to search data or e-mail stored on all school-owned or leased computers or other electronic storage devices at any time for any reason. WSD reserves the right to monitor students' use of WSD electronic information resources and to take appropriate disciplinary action based on use that is in violation of this policy. WSD reserves the right to disclose any electronic message or data to law enforcement officials, and under some circumstances, may be required to disclose information to law enforcement officials, the public, or other third parties, e.g., in response to a document production request made in a lawsuit involving the WSD or by a third party against the user or pursuant to a public records disclosure request. WSD makes no warranties of any kind, whether expressed or implied, for the service it is providing. WSD will not be responsible for any damages incurred by users, including loss of data resulting from delays, non-delivery, service interruptions, or any other cause. WSD will not be responsible for any claims, losses, damages, costs, or other obligations arising from the unauthorized use of WSD's electronic information resources. Use of any information obtained via the Internet is at the user's risk. WSD specifically denies any responsibility for the accuracy or quality of information obtained through its service. Users are responsible for any losses sustained by WSD resulting from the user's intentional misuse of the WSD's electronic information resources. WSD Standards for Proper Device Care: This document is an important addendum to the Student Device Use Agreement Form. Read it carefully prior to signing. You are expected to follow all the specific guidelines listed in this document and take any

additional common sense precautions to protect your assigned device. Loss or damage resulting in failure to abide by the details below may result in full financial responsibility.

Your Responsibilities:

● Treat the equipment with as much care as if it were your own property.
● Update the device only OS when directed by school staff.
● Avoid use in situations that are conducive to loss or damage. For example, never leave the device on school buses, in the gym, in a locker room, on playing fields or in other areas where it could be damaged or stolen.
● Do not expose the device to extreme temperatures or elements including water.
● Adhere to WSD Student device Use Agreement at all times and in all locations. When in doubt about acceptable use, ask a teacher, principal or member of the tech team staff.
● Back up your data. Never consider any electronic information safe when stored on only one device. Use your school-supplied accounts on a regular basis.
● Read and follow general maintenance alerts from school technology personnel.

How to Handle Problems:

● Promptly report any problems to a teacher or tech team member.
● Don’t force anything (e.g., connections, charging cables, etc,). Seek help instead.
● When in doubt, ask for help.
● Do not go outside of WSD for repairs.

General Care:

● Do not attempt to remove or change the physical structure of the device, or school provided case. Doing so will void the warranty, and you will be responsible for 100 percent of the repair or replacement cost.
● Do not remove or interfere with the serial number or any identification placed on the device.
● Do not do anything to the device or accessories that will permanently alter it in any way.
● Keep the equipment clean. For example, avoid eating or drinking while using the device.

Carrying the device:

● Always leave the device in the school provided case.
● Do not grab and squeeze the device, as this can damage the screen and other components.
● When moving with the device, be sure to hold it securely with both hands, or by case handles.

Screen Care:

● The device screen can be easily damaged if proper care is not taken. Screens are particularly sensitive to damage from excessive pressure.
● Do not touch the device screen with anything (e.g., pen, pencil, etc.).

● Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens only.
● Always check to make sure no objects such as pencils, pens or headphone plugs have been left on the keyboard prior to closing the device. Closing the device with an object on the keyboard can damage the screen.

Battery Life and Charging:
● Avoid using the charger in any situation where you or another is likely to trip over the cord.
● It is the students responsibility to make sure the device is plugged in to charge at the end of every school day.
● Don’t let the battery completely drain. Charge when the battery reaches 10% capacity. Immediately shutdown if you are unable to connect to the charger.

Personal Health and Safety:
● Avoid lengthy use involving repetitive tasks. Take frequent breaks as well as alter your physical position (typing while standing, sitting, leaning, etc.) to minimize discomfort.
● Read any safety warnings included with the device.

WSD Student Device Program Acknowledgement Form

Review and Initial each statement below

The following items reiterate some of the most important points covered in the student device Use Agreement and the Standards for Proper Care addendum.

	Student Initials	Parent Initials
I understand that I will report any damage to the device to WSD personnel immediately. In addition, I understand that my parent/guardian will be held responsible for reimbursement for loss, failure to return, damage, or repair to the device in my care, which may have occurred at school or at home, or while the mobile device was being transported, in accordance with the policies outlined in the WSD Student Device Use Agreement.		
I will not leave my device or accessories unattended unless it is locked in a secure place. I am fully responsible for the cost of replacement should my device or accessories become lost or stolen while in my care.		
I understand that I am responsible for backing up my own files and important files should always be stored in Google Drive.		
I will read and follow the Standards for Proper device Care.		
I will read and follow general maintenance alerts from school technology personnel.		
I will report any problems with my device to a teacher, principal, or member of the tech team staff immediately.		
I understand that students PK-12th grade will not be bringing devices home unless assigned by their instructors but are still held accountable to all standards/agreements of use and care while devices are used in the classroom.		

Terms of Agreement:
The student is responsible at all times for the care and appropriate use of technology. I understand if my child violates the guidelines agreed to in the WSD Student Device Use Agreement or Student Acceptable Use Policy, his/her privilege to use the technology may be restricted or removed and he/she may be subject to disciplinary action. The device and accessories remain the property of WSD.

.

Student Name (printed clearly) _____

Student Signature + Date_____

Parent Name (printed clearly)_____

Parent/Guardian Signature + Date_____

Side 2 On Back >

User Agreement & Device Authorization Form

User Authorization:
I hereby certify that I have read and understand the WSD Student Acceptable Use Policy and the Device Standards. I agree to abide by its terms and conditions. I understand that if I violate the WSD Student Acceptable Use Policy, my network/Internet access privilege will be revoked and I may be subject to disciplinary action. I further understand that a violation of this policy may subject me to criminal and/or civil liability. I also understand that my parent/guardian will be held responsible for reimbursement for loss, failure to return, damage or repair of the device while in my care, which may have occurred at school or at home, or while the mobile device was being transported, in accordance with the policies outlined in the WSD Standards for proper Device Care.

User Name (please print): _____ Grade_____

User Signature: _____ Date:_____

Parent or Guardian Authorization: (Must be completed if user is a student)

As the parent or guardian of the above-named user, I hereby certify that I have read and understand the WSD Student Acceptable Use Policy. I further understand that some materials accessible to network/Internet users may be offensive, illegal, defamatory, or inaccurate, and that although the Weaubleau R-III School District has taken reasonable precautions to restrict access to such materials, such exposure may nevertheless occur. With that understanding, I hereby give permission to the Weaubleau R-III School District to provide network/Internet access for my child. I further agree to indemnify and hold harmless Weaubleau R-III School District, its employees and agents, from any and all claims arising from or related to my child's use or misuse of the network/Internet, and waive any and all claims I may have against the District for such use or misuse. I am also aware that I am fully responsible for the cost of repair or replacement should my student's device be damaged, lost, or stolen in accordance with the WSD Standards for proper Device Care.

Parent or Guardian's Name (please print):_____

Signature: _____ Date_____