RCS Parent/Student Technology & Remote Learning Handbook

Richmond Consolidated School
SY 2020-2021

REMOTE LEARNING Student – Parent Handbook Contents

WE BELIEVE

• Technology touches almost every part of our lives.

• Technology in the hands of every student can serve as an equalizer, providing all students with access to information and tools that empower them as learners.

• Technology in the hands of every student can increase student engagement and thus student performance, satisfaction, and interest in school.

• Technology in the hands of every student can change the way teachers teach, offering educators effective ways to reach different types of learners and assess student understanding through multiple means.

• Technology in the hands of every student can better equip the workers of tomorrow to investigate and solve real world challenges similar to those they will experience in the workplace.

 • Technology in the hands of every student is one of the largest paradigm shifts in teaching and learning to be experienced by today's educators.

• Effective implementation of a plan to place technology in the hands of every student requires careful planning with a large emphasis on professional development for teachers as they begin their journey down the road to personalized learning in a 1:1 environment.

• Technology infrastructure must be designed and implemented in a manner to allow the seamless implementation of an environment where personalized learning thrives in the Richmond Consolidated School classrooms.

Overview

Richmond Consolidated School views the use of digital resources as central to the delivery of its educational program and expects that all students will use digital resources as an essential part of their learning experiences. It is the policy of Richmond Consolidated School to maintain an environment that promotes ethical and responsible conduct in all digital resource activities. With this privilege and extraordinary opportunity to explore resources come responsibilities for the parent and for the student. During student registration and each subsequent yearly update, you are given the opportunity

to view the Acceptable Use Agreement and during these processes you acknowledge that you understand and accept the information in this document.

Richmond Consolidated students and families must understand that:

1. All students are allowed access to digital resources unless the school is notified in writing by the parent/guardian.

2. All users of the district network and equipment must comply at all times with Richmond Consolidated policies, Internet Safety and Technology, and Staff Use of Internet, Social Networks and Other Forms of Electronic Communication.

3. Chromebooks, iPads and all technology equipment associated with the device are on loan to students and remain the property of Richmond Consolidated School.

4. All users are accountable to all school, district, local, state, and federal laws.

5. All use of the technology equipment and network must support education.

6. Students and families must follow all guidelines set forth in this document and by school staff.

7. All rules and guidelines are in effect before, during, and after school hours for all school Chromebooks, iPads and technology equipment whether on or off the school campus.

8. All files stored on school equipment or on the network are property of the school and may be subject for reviewing and monitoring.

9. The term "equipment" or "technology" refers to Chromebooks, iPads, batteries, power cord/chargers and bag/cases/covers. Each piece of equipment is issued as an educational resource. The conditions surrounding this equipment can be equated to those of a textbook or a school issued calculator.

10. Students are expected to keep the equipment in good condition. Failure to do so will result in bills for repair or replacement.

11. Students are expected to report any damage to their device as soon as possible. This means no later than the next school day.

12. Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students.

13. Students are expected to notify a staff member immediately if they come across information, images, or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.

14. All users are expected to follow existing copyright laws and educational fair use policies.

15. Students may only log in under their assigned Richmond Consolidated School username. **Students will not share their password with other students at any time.**

16. Students may not loan equipment to any other person for any reason as students are held financially responsible for any loss of components.

17. Any failure to comply with the rules as outlined in this handbook may result in disciplinary action. Richmond Consolidated School may remove a user's access to the network without notice at any time if the user is engaged in any unauthorized activity.

18. Richmond Consolidated School reserves the right to confiscate the equipment at any time.

Parent/Guardian Responsibilities for Students with Mobile Devices (Grades PK-8)

Richmond Consolidated School makes every effort to equip parents/guardians with the necessary tools and information to ensure safe use of Chromebooks or Ipads in the home. There are several responsibilities assumed by the parent/guardian. These are outlined below.

Sign the Student/Parent Acceptable User Agreement

Parent/Guardian Responsibility

In order for students to be issued a Chromebook or iPad, a student and his/her parent/guardian must acknowledge acceptance of the Acceptable Use for Technology /Electronic Mobile Device. A student will not be issued a Chromebook or iPad until the

agreement has been accepted and a hard copy has been signed by both parent and student and returned to the school.

Parent/Guardian Responsibility

The parent/guardian/student are responsible for the cost of repair or replacement at the date of loss if the property is:

• Not returned

• Intentionally damaged

• Damaged because of negligence

Lost or stolen devices must be reported to school and/or police immediately. In cases involving theft a police report will be required.

Monitor Student Use

Parent/Guardian Responsibility

The parent/guardian must agree to monitor student use at home (if applicable) and away from school. The best way to keep students safe and on-task is to have a parent/guardian present and involved.

Suggestions

• Investigate and apply parental controls available through your internet service provider and/or your wireless router.

• Develop a set of rules/expectations for internet use at home. Some websites provide parent/child agreements for you to sign.

• Only allow internet use in common rooms of the home (e.g. living room or kitchen) and not in bedrooms. Demonstrate a genuine interest in what your student is doing while online. Ask questions and request that they show you his or her work often.

Support Student Safety

Shared Responsibility

For schools and parents/guardians alike, student safety is always a high priority. The precautions described in this section are intended to help students be safe on the path to and from school. Student safety always comes first.

• If someone demands your laptop or iPad, give it to the person. Report the incident immediately.

Parent/Guardian Responsibility

The parent/guardian must agree to monitor student use at home (if applicable) and away from school. The best way to keep students safe and on-task is to have a parent/guardian present and involved.

Equipment Rules and Guidelines

The rules and regulations are provided here so that students and parents/guardians are aware of the responsibilities that students accept when they use school-owned technology equipment. In general, this requires efficient, ethical and legal utilization of all technology resources. Violations of these rules and guidelines will result in disciplinary action.

Electronic Resource Policy and Responsible Use Procedures (In school and when using at home)

General Guidelines

All use of technology must:

• Support learning

• Follow local, state, and federal laws

• Be school appropriate

Security Reminders

• Do not share logins or passwords

Exception: students are asked to share passwords with parents or guardians

• Do not develop programs to harass others, hack, bring in viruses, or change others' files

• Follow Internet safety guidelines

Activities Requiring Teacher Permission (When in school):

• Using equipment during class

• Using headphones in class

Inappropriate Content

All files must be school appropriate at all times. Inappropriate materials include explicit or implicit references to:

• Alcohol, tobacco or drugs

• Gangs

• Obscene language or nudity

• Bullying or harassment

• Discriminatory or prejudicial behavior

Equipment Use, Care, and Classroom Routines (In and out of school)

Lockers

• If Chromebook or iPad must be stored in lockers, care must be taken to prevent heavy items from being placed/stored on top of the device Hallways

• Keep your laptop or iPad in the district designated protective case or cover at all times.

• Always use two hands to carry the device. • Never leave the laptop or iPad unattended for any reason. Classroom Habits

• Ensure that the laptop or iPad is resting securely on the desktop.

• Never place your laptop or iPad on the floor.

• Close the lid of the laptop before standing up.

 • Never leave your laptop or iPad unattended unless you have your teacher's permission to do so. If you walk away from your device, lock the screen before walking away.

 • Follow all directions given by the teacher. Failure to follow school policies and teacher instructions could result in disciplinary action.

Care of laptop or iPad at school

• The Chromebook or iPad stays in the protective cover at all times (if provided). The power cord/charger should always be available if/when needed.

• Charge the Chromebook or iPad fully at the end of each day. For devices that are not taken home, the student is responsible for ensuring that the power cord is connected to the device in the cart so that it will be charged for the next day.

 • Store the device in the Charging cart or port. Books and/or binders should never be placed on top of a Chromebook or iPad. If the Chromebook or iPad is not in use, it should either be stored in the cart or charging port. A Chromebook or iPad should never be on the floor!

• A Chromebook or iPad should never be open if a student is consuming food or drink.

Care of laptop or iPad at home

• The Chromebook or iPad stays in the protective cover at all times (if provided). Charge the Chromebook or iPad fully each night.

Traveling to and from School

• Use the Chromebook or iPad in a common room of the home.

• Store the Chromebook or iPad on a desk or table- never on the floor!

• Protect the Chromebook or iPad from:

        o Extreme heat or cold.

        o Food and drinks.

        o Small children.

     o Pets.

• Completely shut down the Chromebook or iPad before traveling.

 • Do not leave the Chromebook or iPad in a vehicle.

Prohibited Actions

Students are prohibited from:

 • Putting stickers or additional markings on the laptop or iPads, bag/cases, batteries, or power cord/chargers.

• Defacing district issued equipment in any way. This includes but is not limited to marking, painting, drawing or marring any surface of the laptop or iPads.

• The protective cover for the Chrmebook or iPad should never be removed (if provided) , for any reason, as doing so will lead to damage to the device for which you will be responsible.

Email for Students

Purpose

All students are issued an email account. Email allows students to safely and effectively communicate and collaborate with district staff and classmates, giving them an authentic purpose for writing.

The effective use of email is:

 • A 21st Century communication tool.

 • Used in careers and higher education settings.

 • A way to meet the International Society for Technology in Education Student Standards (ISTE-Student Standards).

Guidelines And Reminders

Email should be used for educational purposes only.

• All email and its/their contents are property of the district.

• Email should only be used by the authorized owner of the account.

• Students should protect their passwords at all times. Any suspected breach of a student's assigned Richmond Consolidated School account should be reported immediately.

Unacceptable Use Examples

Non-education related forwards (e.g. jokes, chain letters, images, etc.).

• Harassment, profanity, obscenity, racist terms.

• Cyber-bullying, hate mail, discriminatory remarks.

• Email for individual profit or gain, advertisement, or political activities.

Web Cams

Purpose

Each student Chromebook or iPad is equipped with a webcam. This equipment offers students an extraordinary opportunity to experience a 21st Century tool and to develop 21st Century communication skills.

Examples of Use

Webcams are to be used for educational purposes only, under the direction of a teacher.

Examples include:

• Recording videos or taking pictures to include in a project

• Recording a student giving a speech and playing it back for rehearsal and improvement.

Movies

At School

Watching movies on your laptop or iPad is not allowed during school hours without permission from the teacher. Permission will be given only for media used to complete a school assignment

At Home

Streaming movies on your laptop or iPad is allowed at home with permission from parents/guardians.

Note: devices are filtered at home with limited access to streaming services.

Gaming

At School

School Online gaming is not allowed during school hours unless you have been given permission by a teacher. All games must be in support of education.

At Home

Online gaming is allowed at home if all of the following conditions are met:

• You have permission from your parent/guardian.

• The content of the game is school appropriate.

• The game is in support of education.

• All school work is complete.

• No download of any kind is needed.

You are not allowed to load personal software onto your district owned device.

Desktop Backgrounds and Screensavers

Any images set as the desktop or Home Screen background must be in line with Use of Technology Resources in Instruction guidelines.

• Inappropriate media may not be used as a desktop background. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, or gang related symbols will result in disciplinary action and/or loss of laptop or iPad privileges.

Copyright and Plagiarism

Students are expected to follow all copyright laws. Duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC)

Technology Discipline

School-Based Discipline

The discipline policies at each school encompass the one-to-one/digital environment.

Progressive Discipline

Discipline is progressive. Low-level, first-time infractions will have lesser consequences than infractions that are repetitive or more serious in nature.

Progressive Discipline Steps Example

The appropriate progressive discipline steps for the individual would apply.

• Warning

• In-class consequence

• School-based consequences depending on severity of infraction and number of infractions.

• Parent contact

• Administration referral

Examples of Unacceptable Use

Unacceptable conduct includes, but is not limited to, the following:

1. Using the network for illegal activities, including copyright, license or contract violations

2. Unauthorized downloading or installation of any software including shareware and freeware

3. Accessing or exploring online locations or materials that do not support the curriculum and/or are inappropriate for school assignments

4. Vandalizing and/or tampering with equipment, programs, files, software, network performance or other components of the network; use or possession of hacking software is strictly prohibited

5. Gaining unauthorized access anywhere on the network

6. Revealing the home address or phone number of one's self or another person

7. Invading the privacy of other individuals

8. Using another user's account or password, or allowing another user to access your account or password

9. Coaching, helping, observing or joining any unauthorized activity on the network

10. Posting anonymous messages or unlawful information on the network

11. Participating in cyber-bullying or using objectionable language in public or private messages, e.g., racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning or slanderous

12. Falsifying permission, authorization or identification documents

13. Obtaining copies of, or modifying files, data or passwords belonging to other users on the network

14. Knowingly placing a computer virus on a computer or network

15. Attempting to access or accessing sites blocked by the district Internet filtering system

16. Downloading music, games, images, videos, or other media without the permission of a teacher

17. Sending or forwarding social or non-school related email

18. Attempts to defeat or bypass the district's Internet filter

19. Deleting browser history

20. Using electronic resources for individual profit or gain; for product advertisement; for political action or political activities; or for excessive personal use

21. Making use of the electronic resources in a manner that serves to disrupt the use of the network by others

22. Unauthorized downloading or installing software

23. Modification to district browser settings or any other techniques, designed to avoid being blocked from inappropriate content or to conceal Internet activity.

Device Security

Laptop or iPad Security

Security is in place on the Chromebook or iPad to prevent certain activities. These include downloading or installing software on the Chromebook or iPads, removing software, changing system settings, etc.

Internet Filtering

Richmond Consolidated School maintains an Internet filtering software package. This program automatically filters all student access to the Internet.

Damaged Equipment

Accidental Damage vs Negligence

Accidents do happen. There is a difference, however, between an accident and negligence. The difference between an accident and negligence is a discipline issue, not a difference in financial consequences. Damages caused due to a student's failure to follow the guidelines set forth in this handbook will be deemed negligent.

Lost/Stolen Equipment

Lost Equipment

Reporting Process

 If any equipment is lost, the student or parent must report it to the school immediately. Students can let a teacher or administrator know, and the staff member will assist him/her. If it is reported that a student has not brought the device to school for an extended period of time, the school will consider the device to be lost and could charge the student's account for full replacement of the device and its related equipment.

Financial Responsibility

The circumstances of each situation involving lost equipment will be investigated. Students/parents will be held financially responsible for any lost equipment. After investigation, if a laptop or iPad is deemed lost, the school will make a determination regarding a replacement device.

Stolen Equipment

Reporting Process

If equipment is stolen, the school must be notified, and a police report must be filed immediately. A copy of the police report must be provided to the school by the student or parent in a timely manner.

Financial Responsibility

Students/parents will be held financially responsible and will be billed for full replacement costs for stolen equipment. Remember, it is the parent's/student's

responsibility to report the theft to the proper police and school authorities immediately upon incident. After investigation, if a laptop or iPad is deemed stolen, the school will make a determination regarding a replacement device.

Replacement and Repair Costs

Chromebook Cracked Screen $100.00

Chromebook Missing Power Cord $ 25.00

* All prices include actual parts and labor * Prices are subject to change depending on availability and industry pricing adjustments.

Terms and Conditions of the Computing Device Agreement:

Student access to computers is one way that Richmond Consolidated School enhances the learning opportunities for our students. Use of the devices is a privilege. Students who use a computing device at school are expected to follow Richmond Consolidated School policies, procedures and practices. These are available in hardcopy and on the district website. It is imperative that the device the student is issued be maintained and handled in a responsible way.

Digital Code of Conduct

Proper behavior, as it relates to the use of technology, is no different than proper behavior in all other aspects of school activities. All users are expected to use the school technology resources in a legal, responsible, ethical, and polite manner. The digital citizenship guidelines are intended to clarify those expectations as they apply to computer and network usage. A student who knowingly violates any portion of the digital citizenship expectations will be subject to suspension of access and/or revocation of privileges on the school's system and will be subject to disciplinary action in accordance with the school district disciplinary handbook.

Students will practice responsible use of digital information regarding intellectual property, including complying with software licenses, copyright laws, and all other state and federal laws governing intellectual property. Students will practice safe and appropriate online behavior including using professional etiquette while communicating online. Improper use of school technology resources is prohibited including, but not limited to:

• using racist, profane, pornographic, sexually oriented, or obscene language or materials

• attempting to send or sending anonymous messages of any kind

• using the network to access inappropriate and/or harmful materials

• bypassing the school's security measures to access sites that are filtered on the district network

• encrypting communications so as to avoid security review or monitoring by the system administrator

• using the network to provide addresses or other personal information that others may use inappropriately

• purposely engaging in activity that may harass, threaten, defame, slander, libel, malign, or abuse another (individual or group)

• forgery or attempted forgery of electronic messages; attempts to read, delete, copy, or modify the electronic mail of other system users or deliberate interference with the ability of other system users to send/receive electronic mail

• using the network for illegal purposes, in support of illegal activities, or for any other activity prohibited by district policy or guidelines

Students will use the technology resources in a positive and responsible manner that promotes creativity, innovation, collaboration, communication, critical thinking, and problem solving. Improper use of the district's technology resources is prohibited including, but not limited to:

• using the network for political activity, financial gain, or commercial activity

• attempting to harm or harming equipment, materials, or data

• changing any computer configurations and/or settings

• installing software, including freeware and file sharing services, without permission from permission from the director of technology or his/her designee

• streaming media, such as radio, games, video, etc., for non-educational purposes

• proxy sites - bypassing or attempting to bypass the filtering device by using sites such as, but not limited to, proxy sites on the district's electronic communications system

• running security programs or utilities that reveal or exploit weaknesses in the security of a system such as password cracking programs, packet sniffers, or port scanners or any other non-approved programs on district technology resources

• otherwise engaging in acts against the aims and purposes of the district as specified in its governing documents or in rules, regulations, and procedures adopted from time to time Students will understand the negative impact of inappropriate technology use including online bullying and harassment, hacking, intentional virus setting, invasion of privacy, and piracy of materials such as software, music, video, and other media.

Students will log in to the district network using their own login credentials. Account information and passwords, or similar information used for identification and authorization purposes, must be kept private. Passwords should not be written down

and left in a location where others may find it. The individual in whose name a system account is issued will be responsible at all times for its proper use.

Students will use technology resources cautiously to prevent damage. Students are asked to conserve district technology resources (such as network bandwidth and storage) by limiting usage to educational purposes. System users must not degrade the performance of district technology resources (i.e., streaming video, streaming audio, and Internet radio), deprive an authorized district user access to a district resource, obtain extra resources beyond those allocated, or circumvent district computer security measures.

Creative credit and copyright - students have the right to protect their own creative works. Additionally, students must exercise academic integrity in a fair and legal manner when using other people's creative works. Failure to appropriately cite ideas or work other than your own will result in adverse academic and behavioral action.

Academic integrity protects against the following:

• Cheating is fabricating written assignments; giving or receiving aid to another student without the consent of the instructor on tests, quizzes, assignments, or exams; or accessing unauthorized teacher's editions or answer keys. Cheating also includes the use of technology such as computers, phones, cameras, or any other device that provides access to unauthorized information related to graded course material, tests, quizzes, assignments, or examinations.

 • Double assignments are also a form of cheating. This is defined as an assignment that is used to fulfill the requirements of more than one course without prior approval from all involved instructors.

• Colluding is allowing one's work to be copied or submitted by another student. This applies to individual as well as group work where the students are given individual grades. It also applies to work that is transferred electronically and then submitted by another student. Joint student projects where information is combined for a final product submission are acceptable.

• Plagiarizing is the act of presenting the ideas or works of another person as one's own. This includes presenting information, ideas, phrasing, words, artwork, music, figures, diagrams, graphs, song lyrics, films, maps, illustrations, data, computer

programs, emails, CDs, and electronic files from the Internet. All of these must be acknowledged with the proper documentation. The instructor or the school links should be consulted for proper citation practices. All assignments submitted to instructors should contain the proper citation. Plagiarism occurs when a student does one of the following: fails to cite borrowed, quoted, or paraphrased material, even by accident; deliberately intends to deceive through lack of citation; or uses strings of words from a cited source without indicating these words are not his/her own (attempted paraphrase without quotations, even if there is a correct citation).

Acceptable Use for Technology –Electronic Mobile Device Contract

Students must sign the Acceptable Use for Technology –Electronic Mobile Device Contract every year.

School Name: _____

Student Name: _____

Grade Level: _____

Device Make/Model: _____

Barcode#: _____

 I understand, and pledge, that:

 • I will treat my Electronic Mobile Device with care.

• I will always secure or have in my possession my Electronic Mobile Device.

• I will recognize that the Electronic Mobile Device is for my use only.

• I will know where my Electronic Mobile Device is at all times.

• I will charge my Electronic Mobile Device's battery daily.

• I will keep food and beverages away from my Electronic Mobile Device since they may cause damage to the device.

• I will not disassemble any part of my Electronic Mobile Device or attempt any repairs or modifications.

 • I will protect my Electronic Mobile Device by only carrying it while in the case (if provided).

 • I will use my Electronic Mobile Device in ways that are appropriate, meet Richmond Consolidated School expectations and are educational.

• I will not place decorations (such as stickers, markers, etc.) on the Electronic Mobile Device.

• I will not deface the serial number or peel off the barcode.

• I understand that my Electronic Mobile Device is subject to inspection at any time without notice and remains the property of the Richmond Consolidated Schools.

• I will follow the policies outlined in this regulation while at school, as well as outside the School day.

• I agree to immediately notify the School Administration and IT department upon occurrence of any loss to, damage to, or malfunctioning of any part of the mobile device for any reason.

• I agree to return the mobile device on the date specified below in the same condition in which it was issued. Students are expected to return the computer in the same condition in which it was issued. While normal wear and tear will be taken into consideration, students who have mistreated the equipment will be subject to fines.

By checking the first box and signing below, the student and the student's parent or guardian acknowledges and agrees to the terms of use set forth above. Additionally, the student and the student's parent or guardian agree that the student's use of the Electronic Device is a privilege and acknowledge the student's responsibility to protect and safeguard the Electronic Device and to return the same in good condition and repair.

____I agree to the stipulations set forth in the above document including the Acceptable Use of Technology – Electronic Mobile Device Regulation and the Student Pledge for Electronic Mobile Device Use.

____ I wish to opt out of participating in the Electronic Mobile Device Project. I understand that I will not have access to a District owned Electronic Mobile Device at school or at home.

Mobile Device Return Date: _____

Student Signature and Date: _____

Parent Name/Guardian (Please Print): _____
Parent/Guardian Signature and Date: _____

*Parts of the information contained in this document was taken from the e-learning Student/parent handbook- Elizabeth Public Schools