Greeneview Middle School
7th & 8th Grades

1:1 Device Handbook

Procedures and Information

Technology Vision and Mission

The Technology Department at Greeneview Local School District believes technology is a resource that enhances the teaching and learning experience by empowering students and teachers.

It is the vision of the department to create an environment where students, teachers and staff members have safe, secure, and reliable access to technology that fosters creativity, critical-thinking and higher learning.

Excellence in education requires that technology is seamlessly integrated throughout the educational curricula. Increasing access to technology is essential to build upon college and career readiness skills. The individual use of devices is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

The policies, procedures, and information within this document apply to all device users. Teachers may set additional requirements for use in their classroom.

Overview of the Program

This document identifies as many eventualities as possible regarding the 1:1 program at Greeneview Local Schools. The policies and procedures listed herein are intended for all students using district-issued devices that are part of the 1:1 initiative (in addition to technology policies outlined such as Acceptable Use, Use of Technology, and any other item involving technology as listed in the student handbook).

The Greeneview Local School District utilizes Google Apps for Education for students, teachers, and staff. This document describes the tools and student responsibilities for using these services and device. As with any educational endeavor, a strong partnership with families is essential to a successful experience.
Read More about : Google for Education Privacy and Security for Education
(https://edu.google.com/k-12-solutions/privacy-security/?modal_active=none)

The following services are available to each student and hosted by Google as part of the Greeneview Local School District's Online presence in Google Apps for Education:

- **Mail:** an individual email account for school use managed by the Greeneview Local School District
- **Calendar:** an individual calendar providing the ability to organize schedules, daily activities, and assignments
- **Docs:** a word processing, spreadsheet, drawing, and presentation toolset that is very similar to Microsoft Office
- **Sites:** an individual and collaborative website creation tool

Using these tools, students collaboratively create, edit and share files and websites for school related projects, and communicate via email with other students and teachers. These services are entirely online and available 24/7 from any internet-connected computer. Examples of student use include showcasing class projects, building an electronic portfolio of school learning experiences, and working in small groups on presentations to share with others. For more information about Greeneview Local School District's Google Apps for Education implementation, please visit: http://greeneview.org for more information.

All students will be assigned a firstname.lastname@greeneview.org. This account will be considered the student's official email address until such time as the student is no longer enrolled at Greeneview Local Schools. Use of this account will be governed by the board of education ***Board Policy 7540.06***.

Parents'/Guardians' 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.
- Become increasingly active participants by asking your child/children to show you what sites they are navigating to and/or what apps are being used and how they work.
- The following resources will assist in promoting positive conversion(s) between you and your child/children regarding digital citizenship as it relates to Internet Safety, conduct, and Netiquette.
  - NetSmartz - http://www.netsmartz.org/TrendsAndTopics
  - CommonSense Media - https://www.commonsensemedia.org/blog/digital-citizenship
  - Federal Trade Commission - https://www.consumer.ftc.gov/topics/protecting-kids-online
  - Greeneview's Technology Page - http://www.greeneview.org/Content2/technology
  - Greeneview's Parent Technology Information - http://www.greeneview.org/Content2/184

Parent Information

What Is CIPA, COPPA, and FERPA?

https://tech.ed.gov/privacy/
CIPA

Children's Internet Protection Act
- Schools provide filtering to help protect students from harmful materials such as obscene images.
- For more information visit
  https://www.fcc.gov/consumers/guides/childrens-internet-protection-act

FERPA

- Family Educational Rights and Privacy Act
- Parents and Students have access to:
  - Grades
  - Student ID
  - Attendance Data
  - Photos
- Schools cannot share student records with other students or parents without parent permission.
- For more information visit https://ed.gov/policy/gen/guid/fpco/ferpa/index.html?src=rn

COPPA

Under federal law, the Child Online Privacy Protection Act requires commercial websites or online services marketed to children under 13 to notify and gain permission from a parent or guardian before collecting data on that child. Schools may act in *loco parentis* (in place of a parent) for educational tools that the district has entered into a contract with. The Greeneview Local School District has contracted with the following operators; Google Apps for Education. Upon entering the district, all students will receive accounts through these online services. To learn more about COPPA, please visit FTC.gov

In addition to contracted educational services, classrooms will be utilizing other web tools and apps to further enhance your child's learning experience. Some of these may ask students to create an account using personal, identifiable information such as a name and school email address. A list of commonly used educational tools has been made available online for parents to view on the district's website. http://www.greeneview.org/Content2/186

The law permits schools to collect parental notice and permission for students under 13 to access these web tools and apps. This eliminates the need for operators to collect parent notification individually. A parent or guardian signature on the Greeneview Local School District agreement constitutes consent for the Greeneview Local School District to provide personally identifying information for the child consisting of: first name, last name, email address and username for educational tools and services including, but not limited to: those posted on greeneview.org website. http://www.greeneview.org/Content2/186

Google for Education Privacy and Security

Read More about *: Google for Education Privacy and Security for Education*

<u>Digital Citizenship</u>

School-issued devices should be used for educational purposes and students are to adhere to the AUP (Acceptable Use Policy) and all of its corresponding administrative procedures at all times. While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

Respect Yourself. I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.

Protect Yourself. I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.

Respect Others. I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.

Protect Others. I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.

Respect Intellectual Property. I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.

Protect Intellectual Property. I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

Additional Resources : https://www.commonsense.org/education/digital-citizenship

RETURNING THE DISTRICT DEVICE:

All devices will be returned at the end of each school day. Students will retain the same device each day. If the device issued to the student is not returned, district administration will be notified and the device will be considered stolen property.

TAKING CARE OF THE DISTRICT DEVICE:

Care of the device is the responsibility of the student. In the event that a device fails to work properly or is damaged, students should take the device to the technology department or email helpdesk@greeneview.org, where the repair process will begin.

GETTING MY DEVICE

Each morning 7th & 8th grade students will be released early from the gym to go to their 8th Period Classroom to pick-up their device from the cart then go to 1st period. At the end of each day the student will be responsible for plugging the device back into the cart during 8th Period.

GENERAL GUIDLINES

- The Device is school property. All users will follow the Acceptable Use Policy for Technology
- Students will not have food or drink near the device.
- Students will exercise care when inserting and removing all cords, cables, and accessories and **will avoid pressure against the screen.**
- **While walking in the hallway, the device will be closed.**
- **Students must not carry the device by the screen or with the screen open.**
- No stickers or adhesives or writing should be made to the exterior of the device.
- When students are not using their device, they should store them in their locked locker or in a secure classroom designated by a teacher.
- Students will return their device to 8th period classroom every day and plug the device in so it is fully charged during school each day.
- All screensavers and backgrounds must be school appropriate.
- Only use a clean, soft cloth to clean the screen, cleansers of any type will not be used.

Greeneview Local School District
Acceptable Use Policy (AUP)

Computer Technology and Networks (7540)
http://neola.com/greeneview-oh/search/policies/po7540.htm

Computer use at Greeneview Schools is encouraged and made available to students for educational purposes. The school retains the ownership of all hardware and software. The school reserves the right to inspect copies, and/or delete all files and records created or stored on school owned computers. Students must observe the following guidelines. Failure to do so will result in penalties as may coincide with the list of disciplinary infractions or as determined by school officials.

1. Files stored on school computers are restricted to school related assignments only; personal files may not be stored.
2. Network password security is the responsibility of the student.
3. Students shall not (without authorization) copy, damage, or alter in any way, hardware and software. Students shall not, without authorization, delete a file or knowingly introduce a computer virus into any school computer, computer system, or other electronic device.
4. Students shall not use or alter another person's password, files, or directories. Students aiding teachers are restricted to using programs selected by the teacher/instructor.
5. All non-school software and diskettes must be checked for viruses and approved for use by a network administrator/teacher/instructor before being used on any school computer and are subject to inspection and approval by school personnel at any time.
6. Use of all telecommunications is restricted to school related projects and must be supervised by the teacher/instructor/network administrator.
7. Internet or other "net" users must complete an Internet Consent Form, which must be approved before using the net.
8. No student shall attempt to establish computer contact into or with any school district restricted computer net (LAN's), or any other unauthorized databases, sites, or other computers.
9. There is to be no food or drink around computers.

Internet Use Policy (7540.03)
http://neola.com/greeneview-oh/search/policies/po7540.03.htm

The Internet and World Wide Web are tremendous resources for research and communication. Teachers and students can access a world of information from their classroom computers. Resources in the classroom and the school library media center have been carefully selected for accuracy, quality, and age appropriateness. This is not the case with information on the Internet. Some of the information is up-to-date and very useful, and some of it is inaccurate and totally inappropriate for student use. Therefore, it is necessary for students to adhere to the following guidelines.

1. Students will use and visit only school appropriate educational sites and will assume the responsibility of immediately exiting inappropriate sites that they visit inadvertently.
2. Students will use the Internet for school purposes only. General "surfing" and visiting chat rooms is not permitted; unsupervised surfing is not permitted.
3. Elementary students will use only the sites that the teacher has previewed and/or bookmarked for class use.
4. Students should be polite and use appropriate language when on the electronic network.
5. Students will not reveal their personal or school address, telephone number, or other information on the Internet.
6. Students will adhere to all copyright laws and other applicable laws. The copying or transferring of copyrighted materials is illegal. Sources of information must be properly cited.
7. Students are not permitted to download programs. This is to protect our network from computer viruses.
8. Students are responsible for any damage of hardware or software.
9. Students will not be permitted to access the Internet through any personal electronic device, laptops, phones, etc.

My Responsibilities & Pledge

Student Pledge:

- I will take care of my device.
- I will never leave the device unattended.
- I will never loan out my device to other individuals.
- I will know where my device is at all times.
- I will plug my device into the cart each day.
- I will keep food and beverages away from my device since they may cause damage to the device.
- I will not disassemble any part of my device or attempt any repairs.
- I will protect my device from damage.
- I will use my device in ways that are appropriate.
- I will not place decorations (such as stickers, markers, etc.) on the device.
- I will not deface the serial number sticker on any device.
- I understand that my device is subject to inspection at any time.
- I will follow the policies outlined.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I will be a pro-active digital citizen when using my device.
- I acknowledge that I can lose the privilege of possessing a device if I use it to cyberbully, harass, or repeatedly violate this 1:1 policy

Student Pledge for Device Use

- I understand that devices are intended solely for educational use and are not permitted to download any applications not authorized by their teachers.
- I understand my responsibilities with respect to the care and maintenance of the device
- I understand that I must return devices at the end of each day in the condition it was received
- I understand that I must report any problems or damage to the device to my homeroom teacher or Technology Department
- I understand that the Greeneview Local School reserves the right to conduct unannounced inspections of student devices
- I understand that the use of devices will be governed by all terms and conditions of the Greeneview Local Schools' policies and regulations.
- I acknowledge that I will lose the privilege of possessing a device if I use it to cyberbully, harass, or repeatedly violate this 1:1 policy.