



Student & Parent

# 1 TO 1 LAPTOP HANDBOOK

Troester Media Center

2019-2020



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**ST. JOSEPH**  
SCHOOL DISTRICT

[www.sjsd.k12.mo.us](http://www.sjsd.k12.mo.us)

## **Student Technology Use in the St. Joseph School District**

Our students use technology to learn. Technology is essential to facilitate the creative problem solving, information fluency, and collaboration that we see in today's democratic societies.

While we want our students to be active contributors in our connected world, we also want them to act safely, legally, and responsibly.

### **How We Use Technology**

We use technology to develop in our students the literacy skills they need to contribute in a connected world. We use technology to facilitate creativity and innovation. We use technology to support communication and collaboration. We use technology to extend research and information fluency. We develop in our students a sound understanding of technology operations and concepts. We believe technology can be transformative, and we encourage students to use technology to do what they otherwise could not otherwise. We create a safe online environment for everyone. Filtering software keeps most unwanted sites off our computers. In addition, adults supervise our students' computer activities at school.

### **Our Hardware and Software**

All of the St. Joseph schools have wireless access to the Internet. Digital projectors, which facilitate group viewing and discussions, are found in many of our elementary and secondary schools. Elementary and secondary students each have access to a standard suite of software to support their learning needs. The use of devices, and mobile devices, continues to emerge, and we are working towards effectively managing, supporting and utilizing a variety of technologies in our schools. Each student from K-12 has a student email account that supports curriculum activities.

# **St. Joseph School District's Student & Parent 1 to 1 Laptop Handbook**

## **1 to 1 Laptop Loan Agreement**

### **Qualifying Students:**

Any student who is actively enrolled full-time in grades 7-12 with the St. Joseph School District qualifies to use a district-owned student device as part of the 1 to 1 laptop program. Additionally, 6<sup>th</sup> grade students who attend classes full-time in a St. Joseph School District middle school building qualify to use a district-owned student device as part of the 1 to 1 laptop program.

### **Requirements to Borrow Laptop:**

In order to be issued and to use a district-owned device as part of the 1 to 1 laptop program, students and parents must comply at all times with the expectations of the Student & Parent 1 to 1 Laptop Handbook and the District's Technology Usage Policy EHB & EHB-AP as approved by the SJSD Board of Education.

A signed Student/Parent Loan Agreement and a technology usage fee will be required for all students participating in the 1 to 1 laptop program. The loan agreement must be signed and submitted to the student's school and the technology fee paid in full before a 1 to 1 district-owned laptop will be issued to the student.

### **Terms of Loan Agreement:**

The student will be issued a district-owned laptop towards the beginning of each school year and may use it until laptops are collected in each building toward the end of each school year or until the last day they actively attend any St. Joseph School District school participating in the 1 to 1 laptop program. Failure to comply with the terms of this handbook, the District's Technology Usage Policy EHB & EHB-AP, or financial obligations for technology may result in termination of use of district-issued laptop. Failure to return laptop and charger at the end of the loan agreement will result in an obligation for the full cost of replacement. The district may also file a report of stolen property with the St. Joseph Police Department.

### **Title:**

The legal title to the borrowed laptop belongs to the St. Joseph School District and shall, at all times, remain as such. The user's right of possession and use of the borrowed laptop is limited to and conditioned upon full and complete compliance with the expectations detailed in the Student & Parent 1 to 1 Laptop Handbook and the District's Technology Usage Policy EHB & EHB-AP.

### **Privacy:**

There is no expectation of privacy for a student when using a school district device or account

whether on or off district property. In the event that the student's device is reported lost or stolen, the School District may allow law enforcement or other security agencies to attempt to track or monitor the device to assist in recovery. Any District-owned devices or District-maintained accounts may be subject to search by law enforcement officers or District administrators if the student is suspected to be in violation of the law or District policies. Any such search shall comply with all applicable laws.

## **Basic Student Expectations**

### **Basic Care & Maintenance of Laptop:** I will . . .

- be responsible for my district laptop and take good care of it as outlined in this handbook.
- handle my district laptop with care at all times and not throw, toss, or slide it.
- know where my district laptop is at all times, and I will not let others borrow my laptop or charger. I will not leave my district laptop unattended for any reason, even for short periods of time.
- not share or switch my laptop, its power charger, and/or other accessories with other students.
- take my district laptop home every evening and not keep it in my locker overnight or store it anywhere that may get extremely hot or cold.
- will secure my district laptop out of view from anyone outside of a vehicle if being temporarily stored in a parked vehicle. I will never store my district laptop in an unlocked and/or unattended parked vehicle, even when the parked vehicle is at my house.
- keep my district laptop in a secure location during afterschool sports, performances, or other activities.
- bring my fully-charged district laptop to school every day that I am in attendance.
- bring my district laptop to every class, unless directed otherwise by my teacher.
- keep my district laptop in the condition I received it; I will keep it clean and will not alter any surface of my district laptop including not writing or drawing on it, etching it, or attaching stickers or labels to it, and I will not remove nor attempt to remove the district asset tag from the laptop.
- only carry my district laptop with the lid securely closed, unless directed otherwise by my teacher.
- power off my district laptop when not in use and store it in a protective case or backpack when not in use.
- report any damage or need for service to school district personnel immediately and will not attempt to repair my district laptop myself or allow anyone other than school district personnel to attempt to repair my district laptop.
- keep my district laptop away from food/liquids and off the floor, where it could be stepped on or tripped over.

- not store items such as books or other heavy items on top of my district laptop.
- keep my district laptop away from siblings, pets and other animals, and anyone else who may be capable of careless handling of my district laptop.
- be responsible for all media, Internet usage, downloads, file creation, file deletion, file sharing, file storage, and other actions that involve all software or applications accessed via my assigned laptop. I will not let others use the laptop assigned to me.
- only use my district laptop for the creation of, storage of, access to, and consumption of school appropriate content. I will not access, store, create, consume, or share unauthorized or inappropriate content with my district laptop.
- log my district laptop on to the school district's network regularly to receive necessary updates that are critical to keeping my laptop safe and operational.
- not connect anything into any of the ports and/or connectors of my laptop that are not intended for that particular port or connector.

**Responsible Use:** I will be a good digital citizen in the use of my district laptop by following the guidelines below:

- **Respect Yourself.** I will show respect for myself through my online actions and carefully consider the digital footprint I am leaving behind. 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. I will not search for inappropriate content nor try to avoid or bypass the content filter installed by the district. I will use appropriate language in all my digital communications.
- **Protect Yourself.** I will be sure that the information, images, and materials I post online will not put me at risk. I will not publish personal details including name, address, birthdate, pictures, telephone number, school name, or schedules of my activities. I will check with my teacher before registering at any website or filling out any form at any website. I will keep my login and password information private. I will report any attacks or inappropriate behavior directed at me while online.
- **Respect Others.** I will show respect to others. I will not use technologies to bully, harass, stalk, or tease other people. I will not pretend to be someone else when communicating with others. I will use appropriate language in all of my digital communications. If I disagree with someone's opinion online, I will do so in a respectful way. I will be sure any criticism I give is constructive rather than hurtful.
- **Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications.
- **Respect Intellectual Property.** I will do my own work. I will ask permission to use copyrighted or otherwise protected materials such as another's thoughts or pictures instead of just copying and pasting, which is plagiarism and potentially a violation of copyright law. I will suitably cite the use of websites, books, pictures, videos, etc.

- **Protect Intellectual Property.** I will request to use the software and media others produce.
- **Respect Property.** I will not deface, damage, nor destroy the property of the St. Joseph School District.
- **Protect Property.** I will ensure the proper handling and safety of property belonging to the St. Joseph School District.

## Parent/Guardian Agreement

**As a parent/guardian of a student in the district 1 to 1 laptop program:** I acknowledge . . .

- a technology usage fee will be assessed as part of the 1 to 1 laptop program.
- I am responsible for loss, theft, or any intentional damage to the laptop or charger as outlined in this handbook.
- the laptop loaned to my student remains the property of the St. Joseph School District and is subject to inspection at any time without notice and that neither I nor my student have any expectation of privacy while using any District technology, including the laptop loaned to my student.
- my student and I are to follow the expectations outlined in the District’s Technology Usage Policy EHB & EHB-AP and the Student & Parent 1 to 1 Laptop Handbook. I understand that violating these guidelines may result in disciplinary action including repossession of the laptop loaned to my student.
- my student must have his/her fully charged laptop at school each day that he/she is in attendance.
- my student must return the device and all accompanying materials/accessories in good working condition at the end of the school year or at the point of withdrawal or transfer out of the St. Joseph School District or transfer within the district to a school that does not participate in the 1 to 1 laptop program.

## Student Technology Usage Fee

All students in grades 6-12 who receive a district 1 to 1 laptop will be charged a technology usage fee of \$10 per student per year. Student Technology Usage Fee will be paid as part of the enrollment/schedule pickup process prior to the beginning of the school year. Students entering the district after the initial enrollment period will complete the process as part of enrollment/scheduling at their building. Failure to fully pay the technology usage fee will result in an obligation being placed on the student’s account until the fee is fully paid.

Students who have not fully paid the technology usage fee will be placed on *restricted usage* and will not be allowed to take the laptop home. Students will need to check in and check out their laptop daily until the technology usage fee is fully paid. Students on restricted usage will also be

responsible for 100% of the manufacturer's cost to repairs to the laptop. Failure to fully pay the technology usage fee prior to the need for a repair will result in the student or parent/guardian being responsible for 100% of the repair cost. Parents/guardians have the option to pay the technology usage fee and notify your student's school in writing to require your student to keep their laptop at school.

## **If Student Leaves Laptop at Home**

If a student forgets to bring his/her laptop to school, the student may borrow a loaner laptop from the technology office for the school day, if a loaner laptop is available. The laptop must be returned to the technology office by the end of the school day. More than occasional use of a loaner laptop will be reported to building administration. If a student uses a loaner laptop 3 days in a row, the student's laptop will be considered as lost and the procedure for a lost laptop will be followed.

## **If Student Experiences Technological Problems with Laptop**

- Student brings laptop to building technology office and explains what issues they are experiencing to the building technician.
- The building technician will assess whether the issue requires a warrantied repair or a repair due to accidental damage. If a warrantied repair or a repair due to accidental damage is required, the student will receive a loaner while their computer is being repaired. The loaner device may be taken home until repair work is completed.
- If the building technician determines negligence on the part of the student, the technician will follow the computer damage procedures outlined below.

## **Laptop Charges for Loss/Theft/Damage**

By taking possession of a district-issued laptop, the student and parent/guardian agree to assume full responsibility for the safety, security, and care of the issued laptop. Students are responsible for taking care of the laptop checked out to them and for following the District's Technology Usage Policy EHB & EHB-AP. If the laptop or charger are lost, stolen, or damaged, the user agrees to pay any additional charges incurred as outlined below. Loss or damage should be reported to building technology staff within 24 hours or first thing Monday morning if the loss or damage took place over a weekend.

### **Complete Loss of Laptop and/or Charger Due to Natural Disaster, etc.**

- Student or parent/guardian notifies building principal of complete loss due to natural disaster, etc.

- Student or parent/guardian agrees to use homeowner's or renter's insurance towards full replacement cost of district laptop.
- If student or parent/guardian does not have/use homeowner's or renter's insurance, the cost for replacement will be determined by the Coordinator of Technology. Any extenuating circumstances contributing to the complete loss will be taken into consideration.
- Student is issued a new district laptop and/or charger and fee for full replacement cost is assessed.

### **Lost/Stolen Charger**

- Student reports loss/theft to technology office and brings laptop to technology office for charging for the first 24 hours.
- Parent/guardian will be informed of the replacement cost for the lost/stolen charger.
- Parent/guardian has the option to purchase an OEM replacement charger for student.
- If no new OEM charger is purchased for student within 72 hours, a new charger will be assigned to the student and a fee for the full replacement cost of the charger will be assessed to student's account.

### **Lost Laptop**

- Student reports loss of laptop to technology office immediately.
- Student receives a one-day loaner from the technology office to be returned to the technology office at the end of the day.
- Parent/guardian will be informed of the replacement cost of the lost laptop.
- Student will be issued a new laptop after 48 hours and a fee for the full replacement cost of the lost laptop will be assessed to the student's account.

### **Theft**

- Student or parent/guardian notifies the building principal within 24 hours or the following Monday morning if incident occurs on a weekend.
- Student is issued a loaner laptop for up to five days which can be taken home by the student during these five days.
- Student/parent/guardian, in cooperation with the building principal, files a police report with the student resource officer if they believe the device has been stolen.
- If a user issues false information in reporting a missing device, he/she will be held responsible for the loss of the device and may face further consequences associated with reporting false information to school resource deputies (or the St. Joseph Police Department).
- If stolen laptop is not recovered within five days, student will be issued a new laptop and a fee for the full replacement cost of the stolen laptop will be assessed to the student's account.

## **Charges for Damage - IF TECHNOLOGY USAGE FEE IS FULLY PAID**

### **Accidental Damage**

- 1<sup>st</sup> repair at no cost
- 2<sup>nd</sup> repair at no cost
- Subsequent repairs \$40.00

### **Intentional/Gross Negligence Damage**

- 1<sup>st</sup> repair at 100% of cost of repair
- Subsequent repairs at 100% of cost of repair and potential repossession of district-issued laptop

### **Damaged Charger**

- 100% of replacement cost
- Student or parent/guardian may purchase an exact OEM replacement charger themselves in lieu of paying fee to school.

### **Repair/Replacement Costs**

- Repair and replacement costs for damage from intentional/gross negligence or for lost/stolen laptop and charger can be located at <https://www.sjsd.k12.mo.us/Page/26456>.
- Repair and replacement costs for damage from intentional/gross negligence or for lost/stolen laptop and charger are based on the price for which SJSD purchases replacement technology and parts from vendors.

## **Charges for Damage - IF TECHNOLOGY USAGE FEE IS NOT FULLY PAID**

### **Accidental Damage**

- 100% of cost of repair for each incident
- Intentional/Gross Negligence Damage
- 1<sup>st</sup> repair at 100% of cost of repair
- Subsequent repairs at 100% of cost of repair and potential repossession of district-issued laptop.

### **Damaged Charger**

- 100% of replacement cost
- Student or parent/guardian may purchase an exact OEM replacement charger themselves in lieu of paying fee to school.

## **Repair/Replacement Costs**

- Repair and replacement costs for the laptop and charger can be located at <https://www.sjsd.k12.mo.us/Page/2645>.
- Repair and replacement costs of technology are based on the price for which SJSD purchases replacement technology and parts from vendors.

## **Special Accommodations / Restricted Access**

### **Parent/Guardian-Initiated Accommodations**

It is the belief of the SJSD that every student should be granted equal access to learning. It is not the district's recommendation that a student be restricted access to any learning resource that is granted to all students. If circumstances outside of school call for a student to have limited or restricted access to district provided resources, a written request by the student's parent/guardian, in collaboration with a school administrator, must be placed on file with the school from which the parent/guardian is requesting the special accommodation. If the request is initiated by parent/guardian, then approved by a school administrator, and placed on file with the school's technology department, a student may be granted "as needed only" or "by teacher request only" access to a device, rather than having it issued permanently into the student's possession.

### **Administrator-Initiated Accommodations**

Noncompliance with the expectations of the Student & Parent 1 to 1 Laptop Handbook or violation of the District Technology Usage Policy EHB & EHB-AP can result in the loss of privilege with, or restricted access to, district-provided technology as a consequence for misuse or a safety measure for a particular student. If this is the case, a school administrator will collaborate with the student and parent/ guardian to make arrangements that may deny or restrict access to the resource in question. The use of SJSD technology is a privilege rather than a right and can, therefore, be taken away from a user who has displayed a pattern of behavior that is considered by an administrator to be potentially unsafe or unhealthy for the user, other students, staff, the technology itself, or the learning environment.

## **File Storage / Back-Up**

- Every student has a Google and Office 365 account that grants him or her access to Google Drive and Microsoft OneDrive, cloud storage services. Students should save their documents and other files to one of these services rather than their computer desktop or hard drive to avoid losing files if their district laptop breaks or needs to be re-imaged for repairs or other reasons.

## **Home Network Usage & Wireless Internet Access**

- All SJSD usage expectations and policies pertain to use on home networks and on public Wi-Fi networks just as they do when at school.
- SJSD devices will connect to home wireless networks if the wireless network is open or only requires a network key, or pass code, to connect.
- Many public destinations now offer free public Wi-Fi to its patrons that can provide your SJSD device Internet access away from school.
- SJSD devices cannot be used with Wi-Fi networks that require installation of networking software, reconfiguration of security settings, manipulation of firewall settings, use of network connection wizards, or manual assignment of an IP address.

## **Content Filtering**

- SJSD employs a 3<sup>rd</sup>-party web-based filtering service on all district computers, which is updated regularly.
- The content filter, as configured by the district and as it operates on the device in possession of a student who is using the device in compliance with the Student & Parent 1 to 1 Laptop Handbook and the district's Technology Usage Policy EHB & EHB-AP, will restrict inadvertent access to unapproved content online and deter attempts to deliberately access unapproved content online.
- Because of the nature of the Internet, no content filter is capable of preventing all access to all online content that is not school-related. Although the content filter will provide a degree of protection to the user and the device, the user assumes responsibility for not accessing content that is not school-related, whether blocked by the filter at that particular time or not.
- Attempts to disable, reconfigure, or circumvent the content filter is a violation of the aforementioned usage policies and can result in administrative referral for disciplinary consequences or restrictions of a student's technology use privileges.
- If a site is blocked in error, contact your teacher, and they will follow district procedures to determine appropriate action.

**TECHNOLOGY USAGE**  
**EHB-AP**  
*(Technology Safety)*

**Student Users**

All student users and their parents/guardians must sign or electronically consent to the district's User Agreement prior to accessing or using district technology resources, unless otherwise excused by this policy or the superintendent or designee. Students who are 18 or who are otherwise able to enter into an enforceable contract may sign or consent to the User Agreement without additional signatures. Students who do not have a User Agreement on file with the district may be granted permission to use the district's technology resources by the superintendent or designee.

**Employee Users**

No employee will be given access to the district's technology resources unless the employee agrees to follow the district's User Agreement prior to accessing or using the district's technology resources. Authorized employees may use the district's technology resources for reasonable, incidental personal purposes as long as the use does not violate any provision of district policies or procedures, hinder the use of the district's technology resources for the benefit of its students or waste district resources. Any use that jeopardizes the safety, security or usefulness of the district's technology resources or interferes with the effective and professional performance of the employee's job is considered unreasonable. Unless authorized by the employee's supervisor in advance, employees may not access, view, display, store, print or disseminate information using district technology resources that students or other users could not access, view, display, store, print or disseminate.

**External Users**

Consultants, legal counsel, independent contractors and other persons having business with the district may be granted user privileges at the discretion of the superintendent or designee after consenting to the district's User Agreement and for the sole, limited purpose of conducting business with the school. External users must abide by all laws, district policies and procedures.

**General Rules and Responsibilities**

The following rules and responsibilities will apply to all users of the district's technology resources:

1. Applying for a user ID under false pretenses or using another person's ID or password is prohibited.
2. Sharing user IDs or passwords with others is prohibited, and users will be responsible for any actions taken by those using the ID or password. A user will not be responsible for theft of passwords and IDs, but may be responsible if the theft was the result of user negligence.

3. Deleting, examining, copying or modifying files or data belonging to other users without their prior consent is prohibited.
4. Mass consumption of technology resources that inhibits use by others is prohibited.
5. Use of district technology for soliciting, advertising, fundraising, commercial purposes or financial gain is prohibited, unless authorized by the district. Use of district technology resources to advocate, support or oppose any ballot measure or candidate for public office is prohibited.
6. Accessing fee services without permission from an administrator is prohibited. A user who accesses such services without permission is solely responsible for all charges incurred.
7. Users are required to obey all laws, including criminal, copyright, privacy, defamation and obscenity laws. The district will render all reasonable assistance to local, state or federal officials for the investigation and prosecution of persons using district technology in violation of any law.
8. The district prohibits the use of district technology resources to access, view or disseminate information that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, or pervasively indecent or vulgar.
9. Accessing, viewing or disseminating information on any product or service not permitted to minors is prohibited unless under the direction and supervision of district staff for curriculum-related purposes.
10. The district prohibits the use of district technology resources to access, view or disseminate information that constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion or ethnic origin); presents a clear and present likelihood that, because of their content or their manner of distribution, they will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities; or will cause the commission of unlawful acts or the violation of lawful district policies and procedures.
11. The district prohibits any use that violates any person's rights under applicable laws, and specifically prohibits any use that has the purpose or effect of discriminating against or harassing any person on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information, pregnancy or use of leave protected by the Family and Medical Leave Act (FMLA).
12. The district prohibits any unauthorized intentional or negligent action that damages or disrupts technology, alters its normal performance or causes it to malfunction. The district will hold users responsible for such damage and will seek both criminal and civil remedies, as necessary.

13. Users may only install and use properly licensed software and audio or video media purchased by the district or approved for use by the district. All users will adhere to the limitations of the district's technology licenses. Copying for home use is prohibited unless permitted by the district's license and approved by the district.
14. At no time will district technology or software be removed from district premises, unless authorized by the district.
15. All users will use the district's property as it was intended. Technology resources will not be moved or relocated without permission from a building administrator. All users will be held accountable for any damage they cause to district technology resources.

### **Technology Security and Unauthorized Access**

1. All users shall immediately report any security problems or misuse of the district's technology resources to a teacher or administrator.
2. Use of district technology resources in attempting to gain or gaining unauthorized access to any technology system or the files of another is prohibited.
3. Use of district technology to connect to other systems, in evasion of the physical limitations of the remote system, is prohibited.
4. The unauthorized copying of system files is prohibited.
5. Intentional or negligent attempts, whether successful or unsuccessful, to interfere with the ability of others to utilize any district technology are prohibited.
6. Users will be granted access privileges to district technology resources as determined appropriate by the superintendent or designee. Any attempt to secure a higher level of privilege without authorization is prohibited.
7. The introduction of computer viruses, hacking tools or other disruptive or destructive programs into a district computer, network or any external networks is prohibited.

### **Online Safety and Confidentiality**

Curricular or non-curricular publications distributed using district technology will comply with the law and Board policies on confidentiality.

All district employees will abide by state and federal law, Board policies and district rules when using district technology resources to communicate information about personally identifiable students. Employees will take precautions to prevent negligent disclosure of student information or student records.

All students will be instructed on the dangers of sharing personal information about themselves or others over the Internet and are prohibited from sharing such information unless authorized by the district. Student users shall not agree to meet with someone they have met online without parental approval and must promptly disclose to a teacher or another district employee any message the user receives that is inappropriate or makes the user feel uncomfortable.

## **Electronic Mail and Messaging**

A user is responsible for all e-mail and other electronic messages originating from the user's e-mail or other electronic messaging accounts.

1. Forgery or attempted forgery of electronic messages is illegal and prohibited.
2. Unauthorized attempts to read, delete, copy or modify electronic messages of other users are prohibited.
3. Users are prohibited from sending unsolicited mass e-mail or other electronic messages. The district considers more than ten addresses per message, per day a violation, unless the communication is a necessary, employment-related function or an authorized publication.
4. When communicating electronically, all users must comply with district policies, regulations and procedures and adhere to the same standards expected in the classroom.
5. Users must obtain permission from the superintendent or designee before sending any districtwide electronic messages.

## **Communication Devices**

Employees and others to whom the district provides mobile phones or other electronic communication devices must use them professionally and in accordance with district policies, regulations and procedures. These devices shall not be used in a manner that would distract the employee or other user from adequate supervision of students or other job duties.

## **Exceptions**

Exceptions to district rules will be made for district employees or agents conducting an investigation of a use that potentially violates the law, district policies or procedures. Exceptions will also be made for technology administrators who need access to district technology resources to maintain the district's resources or examine and delete data stored on district computers as allowed by the district's retention policy.

## **Waiver**

Any user who believes he or she has a legitimate educational purpose for using the district's technology in a manner that may violate any of the district's policies, regulations or procedures may request a waiver from the building principal, superintendent or their designees. In making the decision to grant a waiver to a student, the administrator shall consider the purpose, age, maturity and level of supervision involved.

\* \* \* \* \*

Implemented: September 28, 2015

MSIP Refs: 6.4, 6.8

St. Joseph School District, St. Joseph, Missouri

## TECHNOLOGY USAGE

EHB

The St. Joseph School District's technology exists for the purpose of enhancing the educational opportunities and achievement of district students. Research shows that students who have access to technology improve achievement. In addition, technology assists with the professional enrichment of the staff and increases engagement of students' families and other patrons of the district, all of which positively impact student achievement. The district will periodically conduct a technology census to ensure that instructional resources and equipment that support and extend the curriculum are readily available to teachers and students.

The purpose of this policy is to facilitate access to district technology and to create a safe environment in which to use that technology. Because technology changes rapidly and employees and students need immediate guidance, the superintendent or designee is directed to create procedures to implement this policy and to regularly review those procedures to ensure they are current.

### **Definitions**

For the purposes of this policy and related procedures and forms, the following terms are defined:

*Technology Resources* - Technologies, devices and services used to access, process, store or communicate information. This definition includes, but is not limited to: computers; tablets; modems; printers; scanners; fax machines and transmissions; telephonic equipment; mobile phones; audio-visual equipment; Internet; electronic mail (e-mail); electronic communications devices and services, including wireless access; multi-media resources; hardware; and software. Technology resources may include technologies, devices and services provided to the district by a third party.

*User* - Any person who is permitted by the district to utilize any portion of the district's technology resources including, but not limited to, students, employees, School Board members and agents of the school district.

*User Identification (ID)* - Any identifier that would allow a user access to the district's technology resources or to any program including, but not limited to, e-mail and Internet access.

*Password* - A unique word, phrase or combination of alphabetic, numeric and non-alphanumeric characters used to authenticate a user ID as belonging to a user.

## **Authorized Users**

The district's technology resources may be used by authorized students, employees, School Board members and other persons approved by the superintendent or designee, such as consultants, legal counsel and independent contractors. All users must agree to follow the district's policies and procedures and sign or electronically consent to the district's User Agreement prior to accessing or using district technology resources, unless excused by the superintendent or designee.

Use of the district's technology resources is a privilege, not a right. No potential user will be given an ID, password or other access to district technology if he or she is considered a security risk by the superintendent or designee.

## **User Privacy**

A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving the district's technology resources including, but not limited to, voice mail, telecommunications, e-mail and access to the Internet or network drives. By using the district's network and technology resources, all users are consenting to having their electronic communications and all other use monitored by the district. A user ID with e-mail access will only be provided to authorized users on condition that the user consents to interception of or access to all communications accessed, sent, received or stored using district technology.

Electronic communications, downloaded material and all data stored on the district's technology resources, including files deleted from a user's account, may be intercepted, accessed, monitored or searched by district administrators or their designees at any time in the regular course of business. Such access may include, but is not limited to, verifying that users are complying with district policies and rules and investigating potential misconduct. Any such search, access or interception shall comply with all applicable laws. Users are required to return district technology resources to the district upon demand including, but not limited to, mobile phones, laptops and tablets.

## **Technology Administration**

The Board directs the superintendent or designee to assign trained personnel to maintain the district's technology in a manner that will protect the district from liability and will protect confidential student and employee information retained on or accessible through district technology resources.

Administrators of district technology resources may suspend access to and/or availability of the district's technology resources to diagnose and investigate network problems or potential violations of the law or district policies and procedures. All district technology resources are considered district property. The district may remove, change or exchange hardware or other technology between buildings, classrooms or users at any time without prior notice. Authorized

district personnel may install or remove programs or information, install equipment, upgrade any system or enter any system at any time.

### **Content Filtering and Monitoring**

The district will monitor the online activities of minors and operate a technology protection measure (content filter) on the network and all district technology with Internet access, as required by law. In accordance with law, the content filter will be used to protect against access to visual depictions that are obscene or harmful to minors or are child pornography. Content filters are not foolproof, and the district cannot guarantee that users will never be able to access offensive materials using district equipment. Evading or disabling, or attempting to evade or disable, a content filter installed by the district is prohibited.

The superintendent, designee or the district's technology administrator may fully or partially disable the district's content filter to enable access for an adult for bona fide research or other lawful purposes. In making decisions to fully or partially disable the district's content filter, the administrator shall consider whether the use will serve a legitimate educational purpose or otherwise benefit the district.

### **Online Safety, Security and Confidentiality**

In addition to the use of a content filter, the district will take measures to prevent minors from using district technology to access inappropriate matter or materials harmful to minors on the Internet. Such measures shall include, but are not limited to, supervising and monitoring student technology use, careful planning when using technology in the curriculum, and instruction on appropriate materials. The superintendent, designee and/or the district's technology administrator will develop procedures to provide users guidance on which materials and uses are inappropriate, including network etiquette guidelines.

All minor students will be instructed on safety and security issues, including instruction on the dangers of sharing personal information about themselves or others when using e-mail, social media, chat rooms or other forms of direct electronic communication. Instruction will also address cyber bullying awareness and response and appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms.

This instruction will occur in the district's computer courses, courses in which students are introduced to the computer and the Internet, or courses that use the Internet in instruction. Students are required to follow all district rules when using district technology resources and are prohibited from sharing personal information online unless authorized by the district.

All district employees must abide by state and federal law and Board policies and procedures when using district technology resources to communicate information about personally identifiable students to prevent unlawful disclosure of student information or records.

All users are prohibited from using district technology to gain unauthorized access to a technology system or information; connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto district technology; or evade or disable a content filter.

### **Closed Forum**

The district's technology resources are not a public forum for expression of any kind and are to be considered a closed forum to the extent allowed by law. The district's webpage will provide information about the school district, but will not be used as an open forum.

All expressive activities involving district technology resources that students, parents/guardians and members of the public might reasonably perceive to bear the imprimatur of the district and that are designed to impart particular knowledge or skills to student participants and audiences are considered curricular publications. All curricular publications are subject to reasonable prior restraint, editing and deletion on behalf of the school district for legitimate pedagogical reasons. All other expressive activities involving the district's technology are subject to reasonable prior restraint and subject matter restrictions as allowed by law and Board policies.

### **Records Retention**

Trained personnel shall establish a retention schedule for the regular archiving or deletion of data stored on district technology resources. The retention schedule must comply with the *Public School District Records Retention Manual* as well as the *General Records Retention Manual* published by the Missouri Secretary of State.

In the case of pending or threatened litigation, the district's attorney will issue a litigation hold directive to the superintendent or designee. The litigation hold directive will override any records retention schedule that may have otherwise called for the transfer, disposal or destruction of relevant documents until the hold has been lifted by the district's attorney. E-mail and other technology accounts of separated employees that have been placed on a litigation hold will be maintained by the district's information technology department until the hold is released. No employee who has been so notified of a litigation hold may alter or delete any electronic record that falls within the scope of the hold. Violation of the hold may subject the individual to disciplinary actions, up to and including termination of employment, as well as personal liability for civil and/or criminal sanctions by the courts or law enforcement agencies.

## **Violations of Technology Usage Policies and Procedures**

Use of technology resources in a disruptive, inappropriate or illegal manner impairs the district's mission, squanders resources and shall not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all users granted access to the district's technology resources. Any violation of district policies or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges. User privileges may be suspended pending investigation into the use of the district's technology resources.

Employees may be disciplined or terminated, and students suspended or expelled, for violating the district's technology policies and procedures. Any attempted violation of the district's technology policies or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation. The district will cooperate with law enforcement in investigating any unlawful use of the district's technology resources.

### **Damages**

All damages incurred by the district due to a user's intentional or negligent misuse of the district's technology resources, including loss of property and staff time, will be charged to the user. District administrators have the authority to sign any criminal complaint regarding damage to district technology.

### **No Warranty/No Endorsement**

The district makes no warranties of any kind, whether expressed or implied, for the services, products or access it provides. The district's technology resources are available on an "as is, as available" basis.

The district is not responsible for loss of data, delays, non-deliveries, misdeliveries or service interruptions. The district does not endorse the content nor guarantee the accuracy or quality of information obtained using the district's technology resources.

Board Policy Adopted: November 13, 2006

Board Policy Revised: September 13, 2010

Board Policy Revised: May 14, 2012

Board Policy Revised: June 25, 2012

Board Policy Revised: September 28, 2015

GBCC, Staff Cell Phone Use

GBH, Staff/Student Relations

IGDB, Student Publications

IGDBA, Distribution of Noncurricular Student Publications

JFCF, Hazing and Bullying  
JG-R, Student Discipline JO,  
Student Records  
KB, Public Information Program

MSIP Refs: 6.4, 6.8

Legal Refs: ' ' [170.051](#), [182.827](#), [431.055](#), [537.525](#), [542.402](#), [569.095 - .099](#), [610.010 - .028](#),  
RSMo.Chapter 109, RSMo.Chapter 573, RSMo.  
Electronic Communications Privacy Act, 18 U.S.C. ' ' 2510 - 2520  
Stored Communications Act, 18 U.S.C. ' ' 2701 - 2711  
Family Educational Rights and Privacy Act, 20 U.S.C. ' 1232g  
No Child Left Behind Act of 2001, 20 U.S.C. ' ' 6301 - 7941  
Children's Internet Protection Act, 47 U.S.C. ' 254(h)  
47 C.F.R. ' 54.520 Federal Rule of Civil Procedure 34  
*City of Ontario v. Quon*, 130 S. Ct. 2619 (2010)  
*Reno v. ACLU*, 521 U.S. 844 (1997)  
*Hazelwood Sch. Dist. v. Kuhlmeier*, 484 U.S. 260 (1988)  
*Bethel Sch. Dist. No. 403 v. Fraser*, 478 U.S. 675 (1986)  
*Sony Corp. of America v. Universal City Studios, Inc.*, 464 U.S. 417 (1984)  
*FCC v. Pacifica Foundation*, 438 U.S. 726 (1978)  
*Ginsberg v. New York*, 390 U.S. 629 (1968)  
*Biby v. Bd. of Regents of the Univ. of Nebraska*, 419 F.3d 845 (8th Cir. 2005)  
*Henerey v. City of St. Charles Sch. Dist.*, 200 F.3d 1128 (8th Cir. 1999)  
*Bystrom v. Fridley High Sch. Ind. Sch. Dist.*, 822 F.2d 747 (8th Cir. 1987)  
*Beussink v. Woodland R-IV Sch. Dist.*, 30 F. Supp. 2d 1175 (E.D. Mo 1998)

## **Children's Internet Protection Act (CIPA)**

<https://www.fcc.gov/consumers/guides/childrens-internet-protection-act>

Student/Employee Quick Reference Guide.

- All students will be instructed on the dangers of sharing personal information about themselves or others over the Internet.
- Student users are prohibited from sharing personal information about themselves or others over the Internet, unless authorized by the district.
- Student users shall not agree to meet with someone they have met on-line without parental approval.
- A student user shall promptly disclose to his/her teacher or another school employee any message the user receives that is inappropriate or makes the user feel uncomfortable.
- Users are required to obey all laws, including criminal, copyright, privacy, defamation and obscenity laws. The school district will render all reasonable assistance to local, state or federal officials for the investigation and prosecution of persons using district technology in violation of any law.
- Accessing, viewing or disseminating information using district resources, including e-mail or internet access, that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, pervasively indecent or vulgar, or advertising any product or service not permitted to minors is prohibited.
- Users shall receive or transmit communications using only district-approved and district managed communication systems. For example, users may not use web-based e-mail, messaging, videoconferencing or chat services, except in special cases where arrangements have been made in advance and approved by the district.
- Users may only install and use properly licensed software, audio or video media purchased by the district or approved for use by the district. All users will adhere to the limitations of the district's technology licenses. Copying for home use is prohibited unless permitted by the district's license, and approved by the district.
- All users will use the district's property as it was intended. Technology or technology hardware will not be lifted, moved or relocated without permission from an administrator. All users will be held accountable for any damage they cause to district technology resources.
- Use of district technology resources in attempting to gain or gaining unauthorized access to any technology system or the files of another is prohibited.
- The introduction of computer "viruses," "hacking" tools, or other disruptive/destructive programs into a school computer, the school network, or any external networks is prohibited.
- Using another person's user ID and/or password is prohibited.
- Sharing one's user ID and/or password with any other person is prohibited
- A user will be responsible for actions taken by any person using the ID or password assigned to the user.
- All users must adhere to the same standards for communicating on-line that are expected in the classroom, and consistent with district policies, regulations and procedures.



# ST. JOSEPH SCHOOL DISTRICT

## St. Joseph School District's Computer User Agreement

### User Agreement Signature Form

#### Student

I have read and agree to the St. Joseph School District User Agreement Handbook, the Board of Education Policies EHB, EHB-AP and CIPA compliance. I understand my responsibilities as a student. Violation of these policies will be subject to loss of use of the device as well as other disciplinary consequences.

\_\_\_\_\_  
Printed Student Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

#### Parent

I have read and agree to the St. Joseph School District User Agreement Handbook, the Board of Education Policies EHB, EHB-AP and CIPA compliance. I understand my responsibilities as a parent. Violation of these policies will be subject to loss of use of the device as well as other disciplinary consequences.

I am giving consent for my child to bring the device home.

\_\_\_\_\_  
Printed Parent/Guardian Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date