

Lexington R-V



Technology Handbook 2017-2018

Table Of Contents

Vision and Objectives.....	2
Rationale.....	3
Use of Devices on Network.....	4
General Rules	4
Lexington R-V School District Network.....	5
Network Etiquette.....	6
Disclaimer.....	7
Consequences of Failure to Obey Appropriate Technology.....	8
Penalties of Tampering with Networks, Computers, or Users.....	9
Policies/Copies of Forms.....	10



The Lexington R-V school district's goal is to improve student achievement through the use of a digital learning environment. It's purpose is to allow continuous access to instructional content, increase student engagement, and provide a collaborative learning environment appropriate for the 21st century. The Lexington R-V school district will have access to appropriate and effective technologies to empower our students to be lifelong learners while gaining real life skills in order to enable students to be contributing and effective members of the workforce, community and society.

Objectives For Students and Staff

1. Implement continuous professional development to ensure alignment with best practices for digital learning.
2. Create and utilize a digital learning environment, enabling teachers and students to communicate and collaborate digitally.
3. Provide a device to staff and students that will allow them to interact with each other through a digital learning environment any time, any place.
4. Provide the resources necessary to ensure daily and effective use of the mobile devices and the digital learning environment.

Rationale

In order to be successful in learning and in life, every student needs 21st century skills in order for students to thrive in a world rich with information technology. As a school district, we must give students and staff the skills to make sense of and to use the information that surrounds them.

Technology is rapidly changing what we do and how we do it. It is critical that the educational environment and the tools in classrooms reflect the realities of life outside the school walls. Many students already use computers and surf the Internet on their own, but there is more to educational technology than desktop computers. Teachers and students need access to mobile technology, wireless access, interactive whiteboards, Web-based video conferencing resources, digital lockers, learning management solutions, and other technology-related hardware. They need to know how to be responsible and savvy users and providers of information. They need to know how to collaborate successfully across miles and across cultures, and how to learn new skills as quickly as technology creates new challenges. Making the tools of technology available is important, but fully preparing and supporting educators in the educational use of technology is the most critical aspect for its productive and effective use.

Educators must know how to do more with technology than simply automate practices and processes. They must learn to use technology to transform the nature of teaching and learning. Lexington R-V Schools will strive to maintain an educational environment throughout the district that supports teaching and learning in a student-centric, information age, learning environment.

On-going professional development opportunities will be provided for teachers and staff in order to facilitate their learning of new ways to infuse technology into the curriculum. Technical support will be provided to maintain a reliable and secure infrastructure for all schools and administrative offices. The district will continue to seek ways to better utilize technology communication tools to inform parents, members of community, teachers, administrators, and other staff members of school activities, student progress, and other beneficial education related information. The use of these tools will help build effective and efficient communication for the school district.

<p style="text-align: center;"><u>Use of Devices on the Network</u></p>

Lexington R-V School District is committed to the importance of a student being able to continue with work when his/her laptop is experiencing problems. To assist with this, the District is providing loaner laptops from the technology department, as well as computers in the LMC.

Network Student Drives

The students will have a google drive setup from their login. Students can save important items on this drive, keeping a backup that can be accessed from anywhere on the network.

Google

Google will allow students to access assignments online from home or at school. Please consult your individual instructors about the availability of assignments on your student's google drive.

Internet Safety

There are many sites on the Internet that can be potentially dangerous to minors. These sites are blocked while students are logged on to the District network, but may be unprotected at home. Students are in violation of District policy if they access these sites through proxies. Parents may want to restrict home access. For more information you can visit <https://www.commonsensemedia.org/> or ikeepsafe.org.

General ChromeBook and iPad Rules

Any inappropriate use of the chromebook or iPad which requires the device to be reimaged may result in disciplinary action. The time it takes to reimage the computer may interfere with the student's ability to complete class work, which then may affect grades.

Title

Legal title to the chromebook or iPad is the District's and shall at all times remain the District's. Student right of possession and use is limited to and contingent upon full and complete compliance with the Technology handbook.

Screensavers & Sound

Screensavers are not permitted. Sound is to be muted at all times unless instructed by the teacher to turn it on. No headphones may be used unless permitted by the teacher.

Deleting Files

Do not delete any folders or files that you did not create or that you do not recognize.

Music, Games, Programs, Downloads of Apps

Apps, music and games may not be downloaded or streamed over the internet. All software must be approved and loaded by the District. Disciplinary action may be taken for altering software or files, or for violating copyright laws.

Loaning or Borrowing Chromebook / Chargers

Do NOT loan chromebook, or chargers to another student. Do NOT borrow any of the above from another student. Students are NOT allowed to trade-in chargers for any reason. Do NOT leave devices or cases unattended.

Unauthorized Access

Access to another person's account or device without their consent or knowledge is unacceptable. Any unauthorized access will result in disciplinary action. Do NOT share passwords or usernames with others.

Transporting Devices

Chromebooks must be transported in an approved backpack or case. To prevent hard drive damage, chromebooks must be shut between classes.

<u>Lexington R-V School District Network</u>
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General Guidelines

1. Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of the Lexington R-V School District.
2. Students are responsible for their ethical and educational use of the device online services at the Lexington R-V School District.
3. Students are responsible for charging their chromebook every evening and bringing it to school with them prepared to learn on a daily basis.
4. Access to the Lexington R-V School District computer online services is a privilege and not a right. Each employee, student and/or parent will be required to sign the Acceptable Use Policy Agreement Sheet and adhere to the Acceptable Use Guidelines in order to be granted access to the device and online services.
5. The use of any Lexington R-V device online services at the Lexington R-V School District must be in support of education and research and in support of the educational goals and objectives of the Lexington R-V School District.

6. When placing, removing, or restricting access to specific databases or other device online services, school officials shall apply the same criteria of educational suitability used for other education resources.

7. Transmission of any material which is in violation of any federal or state law is prohibited. This includes, but is not limited to, confidential information, copyrighted material, threatening or obscene material, and computer viruses. For more information on copyright refer to www.knowyourcopyrights.org.

8. Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, campus administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with your Lexington R-V Student Code of Conduct in your buildings handbook.

9. Parents concerned with the device online services at their student's school should refer to the building administration.

10. Any parent wishing to restrict their student's access to any online services will provide this restriction request in writing. Parents will assume responsibility for imposing restrictions on only their own students.

[Network Etiquette](#)

1. Be polite.
2. Use appropriate language.
3. Do not reveal personal data (home address, phone number, or phone numbers of other people).
4. Remember that the other users of devices, online services and other networks are human beings whose culture, language, and humor have different points of reference from your own.
5. E-Mail (when activated)
 - A. District staff and students will be provided a school email to use.
 - B. E-mail should be used for educational or administrative purposes only.
 - C. E-mail transmissions, stored data, transmitted data, or any other use of the Lexington R-V device and online services by students, employees or other user shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use.
 - D. All e-mail and all contents are property of the District.

[Disclaimer](#)

Opportunities and Risks of Technology Use

With access to computers and people all over the world comes the potential availability of material that may not be considered to be of educational value in the context of the school setting, or that maybe harmful or disruptive. Because information on networks is transitory and diverse, the District cannot completely predict or control what users may or may not locate. The Board of Education believes that the educational value of limited access to the information, interaction, and research capabilities that technology offers outweighs the possibility that users may obtain or encounter material that is not consistent with the educational goals of the District

In accordance with the Children’s Internet Protection Act, the District installs and operates filtering software to limit users’ Internet access to materials that are obscene, pornographic, harmful to children, or otherwise inappropriate, or disruptive to the educational process, notwithstanding that such software may in certain cases block access to other materials as well. At the same time, the District cannot guarantee that filtering software will in all instances successfully block access to materials deemed harmful, indecent, offensive, pornographic, or otherwise inappropriate. The use of filtering hardware/software does not negate or otherwise affect the obligations of users to abide by the terms of this policy and to refrain from accessing such inappropriate materials. No technology is guaranteed to be error-free or totally dependable, nor is it safe when used irresponsibly.

Among other matters, the District is not liable or responsible for:

- 1) any information that may be lost, damaged, or*
- 2) the accuracy or suitability of any information that is retrieved*
- 3) breaches of confidentiality; unavailable due to technical, or other, difficulties; through technology;*
- 4) defamatory material; or*
- 5) the consequences that may come from failure to follow District code of conduct*

<u>Consequences of Failure to Obey Appropriate Technology</u>

Conduct in Accordance with Building Student Handbook

The student discipline code is designed to develop student responsibility, respect for the rights of others and to ensure the orderly operations of district schools. All school district employees are authorized to hold every student accountable for any disorderly conduct in school or on school property, on any school bus going to or returning from school and during school-sponsored activities or field trips. In keeping with the educational mission of

the schools, the following list of disciplinary responses is designed to discourage and correct inappropriate behaviors.

A. First Level—Warning that device may be revoked.

Disciplinary actions include:

1. Direct instructions and orders.
2. Verbal reprimands and disciplinary conferences.
3. Contact with parent/guardian.

B. Second Level—Student keeps device with Smoothwall

Disciplinary actions include:

1. Parental conference
2. Isolation from others
3. Restrictions applied as determined by building administrator and building discipline code of conduct
4. Contact with parent/guardian
5. Detention/Discipline by administrator

C. Third Level—Device revoked up to and including

Disciplinary actions include:

1. Principal Discretion
2. In School Suspension (ISS), students will receive a copy of policy and procedures governing the use of technology
3. Restrictions applied as determined by building administrator and building discipline code of conduct
4. Percent deduction for their work while attending ISS

D. Fourth Level—Loss of Device Use completely.

Disciplinary actions include:

1. Suspension from school - up to 10 school days, suspensions require a satisfactory readmittance conference with parent/guardian and the principal.

E. Fifth Level

Disciplinary actions include:

1. Suspension by the principal and referral to the Superintendent of Schools for further action. This includes long-term suspension (up to 180 school days) and/or recommended expulsion.

The preceding list of violations and disciplinary actions or penalties is not all inclusive. In addition, note that disciplinary problems not corrected at lower levels may require unlisted responses.

The building principal may choose to deviate from the discipline code if it is felt to be warranted. Multiple infractions will be cumulative and may lead to more serious consequences.

Additionally, with regard to any misconduct which constitutes a violation of local, state or federal law, school officials may, at their discretion, choose to notify appropriate law enforcement agencies.

The code is applied to all students in the Lexington R-V School District, grades K-12.

[Penalties for Tampering with Networks, Computers, or Users](#)

Missouri Code § 569.099.

1. A person commits the crime of tampering with computer users if he knowingly and without authorization or without reasonable grounds to believe that he has such authorization:

(1) accesses or causes to be accessed any computer, computer system, or computer network; or (2) denies or causes the denial of computer system services to an authorized user of such computer system services, which, in whole or in part, is owned by, under contract to, or operated for, or on behalf of, or in conjunction with another.

2. The offense of tampering with computer users is a class A misdemeanor unless the offense is committed for the purpose of devising or executing any scheme or artifice to defraud or to obtain any property, the value of which is five hundred dollars or more, in which case tampering with computer users is a class D felony.

District Procedure The Lexington R-V school district will adhere to the Missouri Code definition of unauthorized access and will follow established disciplinary procedures.

Policies/Copies of Forms

Lexington R-V PUBLIC SCHOOLS **FACULTY/STAFF COMPUTER/INTERNET ACCESS ACCEPTABLE USE POLICY (AUP)**

ACCEPTABLE USE FORM

Lexington School District's computers and computer networks are part of a complex electronic grid and users must comply with the guidelines below. These rules conform to those established by the Missouri Research and Educational Network (MOREnet) and the policies of the Lexington R-V Board of Education, including but not limited to EHB, EHB-AP(1), EHB-AP(2), EHBC, and EHBC-AP(1). The signature at the end of this document is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

Password Security: The use of networked technology for a school-wide student information system to maintain attendance records, discipline records, health records, grade records, and student scheduling requires vigorous security measures. The heart of any security system is password protection.

Staff members are responsible for managing their passwords, and shall be responsible for all actions and functions performed by their user ID. School personnel must comply with all district-established rules regarding passwords. These rules dictate the number of characters in the password, the nature of the characters used in the password, and the frequency of password changes. Any school employee who suspects their password has been compromised must report the situation to the system administrator immediately. Intentionally divulging a password will be considered serious misconduct, and the employee will be responsible for any actions taken by others using a shared password. The consequences of password security violations will be commensurate with the seriousness of the breach.

Equipment Rules: Under no circumstances are employees to alter the hardware configuration of the computer assigned to them. Requests for upgrades must be sent to the Technology Director for action. Employees shall not download or install software or applications, including freeware or shareware, without approval from the technology Director. Additionally, employees are not permitted to change network wiring or the configuration of network devices in their offices or classrooms. Tampering with or modifying computers or network devices are grounds for disciplinary action.

Information Content & Uses of the System: A user does not have legal expectation of privacy in the user's electronic communications or other activities involving the district's technology resources. By using the district's network and technology resources, a user consents to having all electronic communications and other uses monitored by the district. The user agrees not to publish on or over the system any information which violates or infringes upon the rights of any other person or any information which would be abusive, profane, or sexually offensive to an average person, or which, without the approval of the system administrators, contains any advertising or any solicitation of other members to use goods or services. All employees must refrain from disclosing information about personally identifiable students unless permitted by board policy and the ***Family Educational Rights and Privacy Act (FERPA)***.

The system is for the user's professional use only. Commercial uses of the system are strictly prohibited unless prior written consent from the district administration has been granted. The user agrees not to use the facilities and capabilities of the system to conduct any business or any activity, or solicit the performance of any activity which is prohibited by law. All information on any district network is considered property of the Lexington R-V School District unless specified by law.

The Lexington R-V network provides Internet access, through connection to MOREnet. The user specifically understands that the Lexington School District do not have control of the content of information residing on these other systems. Users are advised that some systems may contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material. Lexington R-V does not condone the use of such materials and does not permit usage of such materials in the school environment. Users knowingly bringing such materials into the school environment may be subject to disciplinary action. The user shall not deliberately use technology to annoy or harass others with language, images, innuendos, or threats. Such activities may also result in suspension or termination of their account.

The Lexington R-V School District makes no warranties of any kind, whether express 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 does not endorse the content nor guarantee the accuracy or quality of information obtained using the district's technology resources.

Copyrighted Material: The Lexington R-V School District requires instructional staff to be familiar with copyright law and to act ethically in the use of copyrighted material for instruction. Copyrighted material must not be placed on any system connected to Lexington Public Schools without the author's permission. Users may download copyrighted material for their own consumption. Permission must be specified in the document, on the system, or must be obtained directly from the author. Illegal (pirated) software will not be allowed on the system under any circumstances.

Electronic Mail: All administrators, counselors, teachers, nurses, paras, and secretaries have e-mail accounts. The district expects each administrator, counselor, teacher, nurse, para, and secretary to check their email daily. When important communications are sent via email it is necessary to have confidence that the message will be read in a timely manner. Messages received by the system are retained on the system until deleted by the recipient.

Electronic mail should not be considered private. All employees must use appropriate language in all electronic mail and must conduct themselves in a professional manner at all times. The district may audit use of electronic mail at any time to confirm proper use, or if required to do so by laws or policies of Lexington R-V School District, to comply with a legal hold directive, or to investigate complaints regarding mail which is alleged to contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.

Please sign at the bottom of the form if you agree to the Computer/Internet Access Acceptable Use Policy

I have read and agree with the Lexington R-V Computer/Internet Acceptable Use Policy Statement.

Signed: _____ Building: _____

Date: _____

FOR INFORMATION ONLY THIS FORM WILL BE SIGNED AT PICKUP



Lexington R-V School District
Technology Services Department
2323A High School Drive – Lexington, Missouri 64067

REQUEST FOR NEW STAFF USER ACCOUNT & EMAIL SERVICE 2017-18

(Please Print All Requested Information)

Name: (Last) _____
(First) _____ (MI) _____

Home Address:

City: _____ State: _____ ZIPCode: _____

Telephone #: _____

District Location: LHS LMS LBS ECC LEX Admin
(circle one)

Department / Grade: _____

Supervisor: _____

Position: Faculty Certified Classified Part-Time
(circle one)

[Staff eMail accounts all have the following format: jdoe@lexington.k12.mo.us]

[Passwords are required to be a minimum of 7 characters long, contain both upper and lower case letters and at least one of the seven characters has to be a number]

FOR INFORMATION ONLY THIS FORM WILL BE SIGNED AT PICKUP

Lexington R-V School District Chromebook Protection Plan

Applicable for students in grades 5-12 attending LMS and LHS

Lexington R-V School District offers each family the opportunity to insure district-owned Chromebooks issued to students as part of the One-to-One Program. This insurance program protects the Chromebook against accidental damage (drops/spills), loss, theft, fire, flood, and natural disasters. This insurance policy will provide replacement cost coverage and protect the Chromebook on and off school grounds.

This insurance plan requires that the Chromebook always remain in the protective case. If the chromebook is removed from the case, this policy is rendered null and void and the family will assume responsibility for the full cost of the repair or replacement of the Chromebook.

Program Premium/Coverage	Fees Without Insurance
· Premium: \$25.00 (\$50 Max.)	· Chromebook \$185
· Reduced Lunch: \$15.00 (\$30 Max.)	· Charger \$40
· Free Lunch: \$10.00 (\$20 Max.)	· Screen \$50
· Limit of liability: \$250.00	· Case \$25
· Co-pay: \$10.00 for each incident with a max of 3 claims. After 3 claims student will be on device check out, unless authorized by administration.	· Keyboard \$50
Note: Maximums are per family. If a family is in financial hardship, written requests to drop fees will be considered.	· Total Loss \$250
	Effective Coverage/Expiration
	· Effective date: Date of full premium payment plus 30 calendar days unless purchased the day the chromebook is issued.
	· Expiration Date: End of current school year (if claim is made) or date of equipment return and un-enrollment.

Effective Coverage/Expiration

Effective date: Date of full premium payment plus 30 calendar days unless purchased the day the chromebook is issued
Expiration Date: End of current school year (if claim is made) or date of equipment return and un-enrollment

Coverage

Accidental Damage: Pays for accidental damage caused by liquid spills, drops, or any other *unintentional* event

Theft: Pays for loss due to theft; the claim requires a police report to be filed.

Fire: Pays for damage of the Chromebook due to fire; the claim must be accompanied by an official fire report from the investigating authority.

Electrical Surge: Pays for damage to the device due to an electrical surge.

Natural Disaster: Pays for loss or damage caused by natural disasters.

Damage caused by other students: Pay for the repair or replacement caused by other Students.

Note: Coverage will continue year-to-year if no claims are made. However, if a claim is made, insurance will have to be purchased again the following school year.

Exclusions

Dishonest, fraudulent, intentional, negligent (not locked/stored in an unsecured manner, or location) or criminal violation.

Consumables: AC Adapter (\$40), and Case (\$25)

Cosmetic damage that does not affect the functionality of the Chromebook; this includes, but is not limited to scratches, dents, and broken ports/parts, port covers.

Lexington R-V School District is not liable for any loss or damage (including accidental, consequential, or punitive damages) for expense caused directly or indirectly by the equipment

Student Name (Please Print)

Grade

I have read and agree to the optional Chromebook Protection Plan.

Parent/Guardian Signature Date

Chromebook Usage Terms and Conditions

In this Terms and Condition, “we,” “us,” and “our” means Lexington R-V School District. “You” and “your” means the parent/guardian and the student enrolled in the Lexington R-V School District. The “property” is the Chromebook owned by Lexington R-V School District. Upon signing, you are eligible to receive coverage with the following terms and conditions:

You will comply at all times with the Lexington R-V School District Code of

TERMS

Conduct and Acceptable Use Agreement. Any failure to comply may terminate your rights of property possession effective immediately and the school may repossess the property.

TITLE

Legal title to the property is held by the Lexington R-V School District at all times. Your right of possession and use is limited to and conditioned upon your full and complete compliance with these terms. As there is no filtering software placed upon the property, your compliance of these terms may require parental and self-monitoring while using outside of the Lexington R-V School District facilities.

LOSS/DAMAGE

If the property is damaged, lost, or stolen, you are responsible for the reasonable cost of repair or replacement value on the date of loss. Loss or theft of the property must be reported to school administration by the next school day following occurrence. Lexington R-V School District is not responsible for assisting with the recovery of any lost or stolen devices. You may be required to file a police report.

THEFT

Your failure to return the property in a timely manner and the continued use of it for non-school purposes without the consent of the Lexington R-V School District may be considered theft of District’s property.

INDEMNIFICATION

Your failure to return the property in a timely manner and the continued use of it for non-school purposes without the consent of the Lexington R-V School District may be considered theft of District's property.

If a student is un-enrolled from the Lexington R-V School District for any reason, the protection plan becomes null and void on that date. The insurance plan requires that the Chromebook always remain in the protective case. If the Chromebook is removed from the case, this policy is rendered null and void and the family will assume responsibility for the full cost of the repair or replacement of the Chromebook.

_____ Printed
Student Name Grade

I have read and understand the conditions of this agreement.

_____ Parent/Guardian Signature Date
_____ Printed Name of Parent/Guardian

FOR INFORMATION ONLY THIS FORM WILL BE SIGNED AT PICKUP