

Lexington R-V



Technology Handbook

FOR STUDENTS AND STAFF

Electronic version <http://www.lexington.k12.mo.us/index.php/studentparent-links/>

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 for Tampering with Networks, Computers, or Users.....	9
District Technology Usage Policies.....	10
Technology Usage Agreements (copy only).....	24
Faculty/Staff Acceptable Use Form (copy only).....	27
Lexington R-V School District Chromebook Protection Plan (copy only)....	29
Chromebook Usage Terms and Conditions (copy only).....	30



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 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.

Ongoing 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.

Use of Devices on the Network

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 Library Media Centers.

Network Student Drives

The students will have a Google account setup from their login. Students can save important items on this account, 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 account.

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.common sense media.org/> or i keepsafe.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 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, Desktop Wallpaper, Profile Pictures, Sign-in Screen & Sound

Customized screensavers, desktop wallpaper, profile pictures, and sign-in screens are permitted but must be school appropriate. 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, Downloading 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 the district issued protective case. To prevent hard drive damage, Chromebooks must be shut between classes.

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

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 is required to sign the Acceptable Use Form during the hiring process. The student and/or parent will be required to sign the Technology Usage Form

during online enrollment. Students and staff must 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 building's handbook.

9. Parents concerned with the online programs or online access at their student's school should refer to the building administrator.

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 email 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 or damaged*
- 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*
- 5) the consequences that may come from failure to follow District Code of Conduct*

Consequences of Failure to Obey Appropriate Technology

Conduct in Accordance with building-specific 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 temporarily revoked

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.

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TECHNOLOGY USAGE

The Lexington R-V 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; 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; multimedia 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.

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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 email 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

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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.

The superintendent or designee will create a procedure that allows students, employees or other users to request that the district review or adjust the content filter to allow access to a website or specific content.

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 cyberbullying awareness and response and appropriate online behavior,

FILE: EHB

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.

Inventory and Disposal

The district will regularly inventory all district technology resources in accordance with the district's policies on inventory management. Technology resources that are no longer needed will be disposed of in accordance with law and district policies and procedures related to disposal of surplus property.

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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.

TECHNOLOGY USAGE-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 except when shared with the district's technology department for the purpose of support. Individuals who share IDs or passwords may be disciplined and will be held 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 district files or data without authorization is prohibited.
4. Deleting, examining, copying or modifying files or data belonging to other users without their prior consent is prohibited.
5. Mass consumption of technology resources that inhibits use by others is prohibited.
6. Use of district technology for soliciting, advertising, fundraising, commercial purposes or financial gain is prohibited, unless authorized by the district or in accordance with policy KI. Use of district technology resources to advocate, support or oppose any ballot measure or candidate for public office is prohibited.
7. 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.
8. 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.
9. 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.
10. 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.
11. 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.
12. 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).

13. 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.
14. Users may install and use only 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.
15. At no time will district technology or software be removed from district premises, unless authorized by the district.
16. 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 generally responsible for all e-mail and other electronic messages originating from the user's accounts; however, users will not be held responsible when the messages originating from their accounts are the result of the account being hacked.

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 email or other electronic messages, 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 student's purpose, age, maturity and level of supervision involved.

TECHNOLOGY USAGE-Access to Blocked or Filtered Content

This procedure allows students, employees or other users to request that the district review or adjust the content filter to allow access to a website or specific Internet content.

Unblocking Content

District technology users who believe that a website or web content has been inappropriately blocked by the district's content filter must use the following process to request access to the blocked Internet content:

1. Users must submit a request, by e-mail or anonymously in writing, to the superintendent or designee for access. The request should include reasoning in support of the request.
2. Requests will be acted on within ten business days of the superintendent or designee receiving the request. The superintendent or designee will unblock access to the content unless there is an articulated and legal reason not to do so. The superintendent or designee may consult the district's attorney prior to making a decision. Unless the request was made anonymously, the user requesting access will be notified of the decision.
3. If access is denied, the user may request to be put on the agenda for the next Board meeting to discuss the issue. The Board has the discretion to grant or deny the agenda request. The requested material will remain blocked until the Board makes a decision, if any.

Disabling Content Filters

The superintendent or designee may fully or partially disable the district's content filter to enable access for an adult who is authorized to use district Internet resources to access content for bona fide research or other lawful purposes. Adult users must use the following process to request that a content filter be disabled:

1. Adult users must submit a written request to the superintendent or designee to have the content filter disabled. The request should include reasoning in support of the request.
2. Requests will be acted on within ten business days of the superintendent or designee receiving the request. The filter will be disabled only if the superintendent or designee determines that it will serve a legitimate educational purpose or otherwise benefit the district. The adult user will be notified of the decision.
3. If the request is denied, the adult user may request to be put on the agenda for the next Board meeting to discuss the issue. The Board has the discretion to grant or deny the agenda request. The requested material will remain blocked until the Board makes a decision, if any.

TECHNOLOGY USAGE - Web Page Guidelines

The availability of Internet access in Lexington R-V Schools provides an opportunity for students and staff to contribute to the school district's presence on the World Wide Web. The district's web sites provide information to the world about school curriculum, instruction, school-authorized activities and other general information relating to our schools and our district's mission. Internet access for the creation of web pages is provided by the district's director of technology. Creators of web pages need to familiarize themselves with and adhere to the following policies and responsibilities. Failure to follow these policies or responsibilities may result in the loss of authoring privileges or other more stringent disciplinary measures.

Subject Matter

All subject matter on web pages shall relate to curriculum, instruction, school-authorized activities, general information that is appropriate and of interest to others, or it should relate to the school district, or the schools within the district. Therefore, neither staff nor students may publish personal home pages as part of the district websites, or homepages for other individuals or organizations not directly affiliated with the district. Staff or student work may be published only with parental consent and as it relates to a class project, course or other school-related activity.

Quality

All web page work must be free of spelling and grammatical errors. Documents may not contain objectionable material or point (link) directly to objectionable material. Objectionable material is defined as material that does not meet the standards for instructional resources specified in the district's selection policy. Regarding the question of quality or propriety of web page material, appearance or content, the judgement of the director of technology, building or district administrators will prevail.

Ownership and Retention

All web pages on the district's server(s) are property of the school district. Web pages will be deleted when a student graduates or moves, unless prior arrangements have been made with the director of technology.

Student Safeguards

1. Documents may not include a student's phone number or address.
2. Published e-mail addresses are restricted to staff members or to a general group

e-mail address where arriving e-mail is forwarded to a staff member.

3. Decisions on publishing student pictures (video or still) and audio clips are based on the building administrator's judgment. The committee must first check with the school office to determine if the student's parents/guardians have objected to such publication through the regular data privacy restriction process.

School Board Policies

All documents on the Lexington R-V web server(s) must conform to School Board policies and procedures as well as established school guidelines. Copies of Board policies are available at all school offices. Persons developing or maintaining web documents are responsible for complying with these and other policies. Some of the relevant issues and related Board policies include the following:

1. Electronic transmission of materials is a form of copying. As specified in the district's technology usage policy, no unlawful copies of copyrighted materials may be knowingly produced or transmitted via the district's equipment, including its web server(s).
2. Documents created for the Web and linked to district Web pages will meet the criteria for use as an instructional resource.
3. Any links to district web pages that are not specifically curriculum-related will meet the criteria established in the district technology usage policy. Any other non-curricular materials shall be limited to information about other youth activities, agencies or organizations which are known to be nonsectarian, exclusively devoted to community interest or child welfare, are nonprofit and nondiscriminatory. Web page links may not include entities whose primary purpose is commercial or political advertising.
4. All communications via the district web pages will comply with the district technology usage policy and the district's student discipline policy. Offensive behavior that is expressly prohibited by the policy includes religious, racial and sexual harassment and/or violence.
5. Any student information communicated via the district Web pages will comply with Lexington's policies on data privacy and public use of school records, state and federal law.
6. Any deliberate tampering with or misuse of district network service or equipment will be considered vandalism and will be handled in accordance with the district technology usage policy, the district student discipline policy and other related policies.

Disclaimer

Material on web pages reflect an individual's thoughts, interests and activities. Such web pages do not, in any way, represent individual schools or Lexington R-V School District, nor are they endorsed or sanctioned by the individual school or the district. Concern about the content of any page(s) created by students or staff will be directed to the district public information coordinator. Given the rapid change in technology, some of the technical stands outlined in the procedure may require change. Such changes will be made by the district with approval of the superintendent. This web page procedure will be updated as needed by the technology director.

TECHNOLOGY USAGE
(Parent/Guardian Technology Agreement)

I have read the Lexington R-V Technology Usage policy and procedure. I understand that violation of these provisions may result in disciplinary action taken against my child including, but not limited to, suspension or revocation of my child’s access to district technology and suspension or expulsion from school.

I understand that my child’s use of the district’s technology resources is not private and that the school district may monitor my child’s electronic communications and all other use of district technology resources. I consent to district interception of or access to all of my child’s electronic communications using district technology resources as well as downloaded material and all data stored on the district’s technology resources (including deleted files) pursuant to state and federal law, even if the districts technology resources are accessed remotely.

I agree to be responsible for any unauthorized costs arising from use of the district’s technology resources by my child. I agree to be responsible for any damages caused by my child’s misuse of district technology.

I understand that this form will be effective for the duration of my child’s attendance in the district unless revoked or changed by the district or me.

Name of Student: _____

Signature of Parent/Guardian

Date

Note: The reader is encouraged to review policies and/or procedures for related information in this administrative area.

Implemented: 07/25/2001

Revised 04/2012

Lexington R-V School District, Lexington, Missouri

FOR INFORMATION ONLY. THIS FORM IS SIGNED DURING ENROLLMENT.

**TECHNOLOGY USAGE
(Student Technology Agreement)**

I have read the Lexington R-V School District Technology Usage policy, regulations and netiquette guidelines and agree to abide by their provisions. I understand that violation of these provisions may result in disciplinary action taken against me including, but not limited to, suspension or revocation of my access to district technology and suspension or expulsion from school.

I understand that my use of the district's technology is not private and that the school district may monitor my use of district technology including, but not limited to accessing, browser logs, email logs and any other history of use. I consent to district interception of or access to all communications I send, receive or store using the district's technology resources, pursuant to state and federal law, even if the district's technology resources are accessed remotely.

Signature of Student

Date

Name of School: _____

Disclaimer: MSBA does not draft, review, revise or provide contracts for school districts. To obtain a binding legal contract, a district must consult its private attorney.

Note: The reader is encouraged to review policies and/or procedures for related information in this administrative area.

Implemented: 07/25/2001

Last Revised: 12/18/2002

Lexington R-V School District, Lexington, Missouri

TECHNOLOGY USAGE
(Employee Technology Agreement)

I have read the Lexington R-V School District Technology Usage policy, administrative regulations and netiquette guidelines and agree to abide by their provisions. I understand that violation of these provisions may result in disciplinary action taken against me including, but not limited to, suspension or revocation of my access to district technology and termination.

I understand that my technology usage is not private and that the school district may monitor my use of district technology including, but not limited to, accessing browser logs, email logs and any other history of use. I consent to district interception of or access to all communications I send, receive or store using the district's technology resources, pursuant to state and federal law, even id the district's technology resources are accessed remotely.

I understand I am responsible for any unauthorized costs arising from my use of the district's technology resources. I understand that I am responsible for any damages to district technology due to my negligent or intentional misuse of the district's technology resources.

Signature of Employee

Date

Name of School: _____

Disclaimer: MSBA does not draft, review, revise, or provide contracts for school districts. To obtain a binding legal contract, a district must consult its private attorney.

Implemented: 07/25/2001

Last Revised: 05/12/2003

Lexington R-V School District, Lexington, Missouri

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 email 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.

***THIS DOCUMENT WAS SIGNED DURING THE HIRING PROCESS AND IS IN YOUR PERSONNEL FILE.**

Lexington R-V School District Chromebook Protection Plan

(Applicable for students in grades 7-12 who previously purchased this policy and haven't had a claim prior to 19-20 school year)

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. The insurance plan also requires that the Chromebook always remain in the protective case when not in use and during transportation. Failure to do so may result in the insurance policy being rendered null and void. If so, 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 \$15
· Free Lunch: \$10.00 (\$20 Max.)	· Screen \$30
· Limit of liability: \$250.00	· Case \$25
Note: Maximums are per family. If a family is in financial hardship, written requests to drop fees will be considered.	· Total Loss \$-225
<i>Copay: \$10.00 for each claim with a max of 3 claims. After 3 claims, student will be on device check out, unless authorized by administration.</i>	
<i>Any technology charges are added to individual student accounts and can be found on either the parent or student portal under "student fees & billing"</i>	

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 un-secured manner, or location) or criminal violation.

Consumables: AC Adapter (\$15 or current replacement cost), 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

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:

TERMS

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

If a student is withdrawn from the Lexington R-V School District for any reason, the protection plan becomes null and void on that date.

Printed Student Name	Grade
Parent/Guardian Signature	Date
Printed Name of Parent/Guardian	

I have read and understand the conditions of this agreement.

***FOR INFORMATION ONLY. THIS FORM WILL BE SIGNED AT DEVICE
CHECKOUT ***