CCSD

Copiah County School District
Achieving Excellence

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Technology Handbook
2021-2022

Copiah County Schools
Technology Handbook
2021 – 2022

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Technology Plan Implementation

Schools of the information age must effectively employ technology to better meet the needs of students, parents, teachers, and administrators. Copiah County School District (CCSD) is completing its first written technology plan along with an outline of very specific technology goals, objectives, and strategies to reach those goals.

Technology Goals

Equip all stakeholders to use technology to positively impact and interact with the world around them:

- Teach digital citizenship
- Integrate technology seamlessly in the teaching and learning process while ensuring that the use of technology adds value to learning
- Develop a new set of knowledge and skills for the 21st-century learner
- Provide greater access to educational opportunities and differentiated instruction by utilizing access to technology for anytime, anywhere learning
- Improve communication and widen our sense of community by expanding the way teachers, students, and parents are able to interact with each other
- Integrate digital tools for students to develop products demonstrating their understanding
- Provide greater access to digital content in a variety of formats and modes

Acceptable Use Policy

Copiah County School District (CCSD) recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. The District is committed to helping students develop progressive technology and communication skills.

CCSD is committed to providing educational opportunities for all students and maintaining compliance with the Individuals with Disabilities Education Act 2004 (20 U.S.C. 1400 et seq.).

To that end, the District provides the privilege of access to technologies for student and staff use.

This Acceptable Use Policy (AUP) outlines the guidelines and behaviors that all users are expected to follow when using school technologies or when using personally owned devices on school property, including:

- The network for the Copiah County School District is intended for educational purposes.
- All activity over the network or use of District technologies may be monitored, documented and retained.

- **Access to online content via the network may be restricted in accordance with District policies, procedures, and federal regulations, such as the Children's Internet Protection Act (CIPA).**
- **Students are expected to follow the conduct rules for good behavior and respectful conduct online.**
- **Misuse of school resources can result in disciplinary action.**
- **Using an Internet filter and other technologies. The District makes a reasonable effort to ensure students' safety and security online, but it will not be held accountable for any harm or damages resulting or arising from the use of CCSD technologies or the misuse thereof.**
- **Users of the District network or other technologies are expected to alert IT staff immediately of any concerns for safety or security. Users have no expectation of privacy.**

Technologies Covered

CCSD may provide the privilege of Internet access, desktop computers, mobile computers or devices, video conferencing capabilities, online collaboration capabilities, message boards, email, and more.

This Acceptable Use Policy applies to District-owned technology equipment utilizing the CCSD network, the CCSD Internet connection, and/or private networks/Internet connections accessed from District-owned devices at any time. This AUP also applies to privately-owned devices accessing the CCSD network, the CCSD Internet connection, and/or private networks/Internet connections while on school property or participating in school functions or events off campus. CCSD policies outlined in this document cover all available technologies now and, in the future, not just those specifically listed or currently available.

Usage Policies

All technologies provided by the District are intended for education purposes. All users are expected to use good judgment by following the CCSD student code of conduct and social media policy. Users should be safe, appropriate, careful, and kind; should not try to disable or get around technological protection measures; use good common sense; and ask if they do not know.

Internet Access

CCSD provides its users the privilege of access to the Internet, including web sites, resources, content, and online tools. Access to the Internet will be restricted as required to comply with CIPA regulations and school policies. Web browsing may be monitored, and web activity records may be retained indefinitely.

Users are expected to respect the web filter as a safety precaution and shall not attempt to circumvent the web filter when browsing the Internet. The determination of whether material is appropriate or inappropriate is based solely on the content of the material and the

intended use of the material, not on whether a website has been blocked or not. If a user believes a site is unnecessarily blocked, the user should submit a request for website review through the CCSD Technology Help Desk.

Email

CCSD provides faculty, staff, and students with the privilege of email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies.

Users provided with email accounts should use these accounts with care. Users should not send personal information and should not attempt to open files or follow links from unknown or untrusted origins. Users should use appropriate language and should only communicate with other people as allowed by district policy or the teacher or administrator.

Users are expected to communicate with the same appropriate, safe, mindful, courteous manner online as offline. Email usage may be monitored and archived.

Windows Device Usage

CCSD may provide users with Windows devices or other devices to promote learning outside of the classroom. Users should abide by the same Acceptable Use Policies when using school devices off the school network as on the school network.

Users are expected to treat the devices with extreme care and caution; these are expensive devices that the district is entrusting to users' care. Users should immediately report any loss, damage, or malfunction to IT staff. Users will be financially accountable for any damage resulting from negligence or misuse.

Use of district-issued Windows devices on the district network may be monitored and records retained indefinitely.

Policy

Please remember, this Acceptable Use Policy applies to privately owned devices accessing the CCSD network, the CCSD Internet connection, and private networks/Internet connections while on school property.

Security

Users are expected to take reasonable safeguards against the transmission of security threats over the CCSD network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. Users should never share personal information.

If users believe a computer or Windows device they are using might be infected with a virus, they should alert IT Staff. Users should not attempt to remove the virus themselves or download any programs to help remove the virus.

Netiquette

Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.

Users should recognize that among the valuable content online there is also unverified, incorrect, or inappropriate content. Users should only use known or trusted sources when conducting research via the Internet.

Users should remember not to post anything online that they would not want students, parents, teachers, or future colleges or employers to see. Once something is online, it cannot be completely retracted and can sometimes be shared and spread in ways the user never intended.

Plagiarism

Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Users should not take credit for things they did not create themselves or misrepresent themselves as an author or creator of something found online. Information obtained via the Internet should be appropriately cited, giving credit to the original author.

Personal Safety

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Users should recognize that communicating over the Internet brings anonymity and associated risks and should carefully safeguard the personal information of themselves and others. Users should never agree to meet in person someone they meet online without parental permission.

If users see a message, comment, image, or anything else online that makes them concerned for their personal safety or the safety of someone else, they should immediately bring it to the attention of an adult (teacher or administrator if at school, parent if using the device at home).

Cyberbullying

Cyberbullying including, but not limited to, harassing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyber stalking will not be tolerated. Users should not be mean

or send emails or post comments with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student a hostile school environment.

Engaging in these behaviors or in any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Users should remember that online activities may be monitored and recorded.

All students will be educated about appropriate online behavior, including interacting with other persons on social networking websites and in chat rooms, and cyberbullying awareness and response.

Social Media Policy

By signing the Acceptable Use Policy, users are acknowledging they have read the Social Media Policy and agree to abide by its requirements. Violations of the Social Media Policy are violations of the Responsible Use Policy. **Examples of Responsible Use:**
I will:
- **Use school technologies for school-related activities.**
- **Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.**
- **Treat school resources carefully and alert staff if there is any problem with their operation.**
- **Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.**
- **Alert a teacher, administrator, or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.**
- **Use district technologies at appropriate times, in approved places, for educational pursuits.**

This is not intended to be an exhaustive list. Users should use their own good judgment when using district technologies. You can also visit www.commonsensemedia.org for further information.

Limitation of Liability

CCSD will not be responsible for damage or harm to persons, files, data, or hardware.

While CCSD employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.

CCSD will not be responsible or liable, financially or otherwise, regarding unauthorized transactions conducted over the CCSD network.

Violations of this policy may have disciplinary consequences, including:
• Suspension of network, technology, or computer privileges;

- **Notification of parents;**
- **Detention or suspension from school and school-related activities;**
- **Employment disciplinary action up to and including termination of employment;**
- **Legal action and/or prosecution.**

Employees, students, and parents/guardians shall be required to sign the District's Acceptable Use Policy annually before Internet or network access shall be allowed.

Windows Device Policy

Terms

Parents of students who are assigned a Windows device shall pay a non-refundable Break-Fix fee as listed on page 11 for damages to the issued device(s). Users will comply at all times with the CCSD Student Handbook policies. Any failure to comply may result in termination of user rights of possession effective immediately and the district may repossess the Windows device. Any lost, stolen and damaged Windows device must be reported to school authorities immediately.

Title

The district has legal title to the property at all times. The user's right of possession and use is limited to and conditioned upon full and complete compliance with this agreement, the CCSD Student Handbook policies, and all district policies and procedures.

Loss, Theft or Full Damage

If a Windows device is damaged, lost, or stolen, the student or parent/guardian should immediately notify the school administration. At that time the parent/ guardian may be advised to file a police report. If a Windows device is lost, stolen, or damaged as a result of irresponsible behavior, the parent may be responsible for the full replacement cost. The parent/guardian will be responsible for full replacement cost of Windows device if not reported to CCSD personnel within calendar 3 days of missing the device.

In the event that a Windows device is damaged, lost or stolen, the Windows device user will be assessed a fee for the repair or replacement based on the chart listing replacement cost on page 11.

In the event of a lost or stolen Windows device and once a police report is filed, the CCSD, in conjunction and with police or sheriff, may deploy location software which may aid authorities in recovering the Windows device. It is imperative that a lost or stolen Windows device must be reported immediately. If stolen/lost device is not reported within 3 calendar days to CCSD personnel, the parent/guardian will be responsible for full replacement cost.

Students who leave the district during the school year must return the Windows device, along with any other issued accessories, at the time they leave the district. The Windows device and all accessories should be returned to the school administrator. Any fees collected as a part of this initiative will not be refunded.

Repossession

If the user does not fully comply with all terms of this Agreement and the CCSD Student Handbook, including the timely return of the property, CCSD shall be entitled to declare the

user in default and come to the user's place of residence, or other location of the property, to take possession of the property.

Terms of Agreement
The user's right to use and have possession of the property terminates not later than the last day of the school year, unless terminated early by CCSD or upon withdrawal from CCSD.

Unlawful Appropriation
Failure to timely return the property and the continued use of it for non-school purposes without the District's consent may be considered unlawful appropriation of the district's property.

Fees for Windows Device Use
Use and Maintenance Fees
- Parents/guardians shall pay a non-refundable Break-Fix fee as listed on page 11 for damages to the issued device(s).
- The deductible is by incident (i.e. 1st damage, 2nd damage) AND by incident type (i.e. cracked glass, broken LCD, bent frame, etc.) see table below for a description of estimated costs.
- If the Windows device is lost, stolen, or totally damaged as a result of irresponsible behavior, the parent may be responsible for the replacement cost. A police/sheriff report will be required for all stolen devices.
- District may disable the Windows device remotely to protect the device and/or data on the device.
- Seniors must clear all records and pay all fees before they shall be allowed to participate in commencement exercises.

Damaged Windows Device
Any damage must be reported to school authorities immediately. Power adapters and sleeve must be returned or paid in full. See below for a Table of Estimated Repair Pricing for Deductibles:

First occurrence	$50.00 deductible to cover damage
Second occurrence	$50.00 deductible plus 50% of the repair cost to repair the device and possible loss of use and possession privileges
Third occurrence	Full replacement value for the device and possible loss of use and possession privileges.
Replacement cost of power adapter	Current cost $55
Replacement cost for device sleeve	$20

Handling and Care of the Windows Device

• **Keep the Windows device in the district-issued or approved sleeve and case.**
• **Keep Windows device and sleeve free of any writing, drawing, stickers, or labels that are not applied by CCSD.**
• **Use the Windows Device on a flat, stable surface.**
• **Do not place books on the Windows device.**
Do not leave any items between the screen and the keyboard.
• **Do not have food or drinks around the Windows device.**
• **Wipe surfaces with a clean, dry soft cloth.**
• **Avoid touching the screen with pens or pencils.**
• **Do not leave the Windows device exposed to direct sunlight or near any heat or moisture sources for extended periods of time.**

Power Management

- **It is the user's responsibility to recharge the Windows device battery so it is fully charged by the start of the next school day.**
- **Windows devices with no battery life must be charged in the classroom. The student forfeits use of the Windows device for the entire time it takes to charge the Windows device**
- **All class work missed because of uncharged batteries must be made up on a student's own time.**
- **The Windows device must remain on (awake or sleep mode) at school at all times, with no exceptions.**

Transport

- **Transport Windows device in its protective case and sleeve.**
- **Do not leave the Windows device in a vehicle for extended periods of time or overnight.**
- **Do not leave the Windows device in a vehicle during periods of extreme heat or cold.**
- **Do not leave the Windows device in visible sight when left in a vehicle.**

Monitoring and Supervision

- **Do not leave the Windows device unattended in an unlocked classroom or during an extracurricular activity.**
- **Do not lend the Windows device to a classmate, friend, or family member.**
- **Any attempt to "jailbreak" or remove the CCSD profile could result in disciplinary action, including suspension.**
- **Students are responsible for the safety and security of the Windows device and any activity on the device.**

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Student Windows Device User Agreement

As a borrower of a CCSD Windows device:
- **I have signed and will follow the policies established in the CCSD Student Handbook.**
- **I will follow the guidelines listed below for proper care of the Windows device.**
- **I will report to school authorities any problems/issues I discover while using the Windows device.**
- **I understand that resetting the Windows device to factory settings may occur as a result of any repairs or modifications on the Windows device, and this reset may result in the loss of data.**
- **I understand that it is my responsibility to turn in my Windows device for periodic updates throughout the school year.**
- **I understand that the primary use of the Windows device is as an instructional tool.**

Guidelines for Proper Care of the Windows Device:
- **I shall not loan the Windows device to anyone.**
- **I will not remove labels, stickers, or screen protectors already placed on the Windows device by the technology department.**
- **I will not write on or place any labels or stickers on the Windows device.**
- **I shall give proper and due care to the Windows device at all times, including but not limited to the following:**
  a. Keeping food and drink away from the Windows device.
  b. Not exposing the Windows device to extreme heat or cold.
  c. Not attempting to repair a damaged or malfunctioning Windows device.
  d. Not upgrading the Windows device operating system unless directed by District IT staff.
  e. Using the appropriate Windows device A/C adapter to charge the Windows device.
  f. Not installing any software on the device unless directed by District IT Staff
- **I shall provide proper security for the Windows device at all times including, but not limited to, the following:**
  a. Not leaving the Windows device unattended in an unlocked classroom or extra-curricular activity.
  b. Not leaving the Windows device in an unlocked vehicle.

Windows Device Management
- **District purchased software will be installed on to student Windows device.**

Copiah County School District
Student/Parent/Guardian Technology Agreement
2021-2022

Student Name: Last_____   First_____

Parent Name: Last _____   First_____

Address: _____

_____

Parent Email Address: _____

Parent Phone Number: _____

The Copiah County School District's Responsible Use Policy allows students to use technology inside and/or outside of the classroom. Copiah County Schools may provide Internet access, desktop computers, mobile devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more.

I have reviewed the CCSD Student Handbook and understand the rules and guidelines for the following:
1. District Technology Goals
2. Responsible Use Policy
3. Use of District Mobile technology

Terms of Agreement

The student is responsible at all times for the care and appropriate use of technology. I understand if my student violates the guidelines agreed to in the CCSD Student Handbook, his/her privilege to use technology may be restricted or removed and he/she may be subject to disciplinary action.

I understand that I may be held responsible for reimbursement for loss, damage, or repair of my student's mobile device, which may have occurred at school, at home, or while the mobile device was being transported. The Windows device remains the property of the district. In the incident that the assigned Windows device listed below cannot be repaired, CCSD has the right to assign a replacement Windows device. Replacement Windows device notification will be sent home with the student. At the end of the school year or upon transfer from the district, parents and students agree to return the Windows device to the district in the same condition it was issued to the student less reasonable wear.

Signatures

_____   _____   _____
    Parent/Guardian Signature   **Student Signature**   **Date**

_____   _____   _____
        School   **Grade Level**   **Asset #**

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Windows Device Acceptance Form

I understand that the Windows device, equipment, and/or accessories that CCSD has provided to me are the property of the Copiah County Schools. I agree to the terms and conditions in the CCSD Windows device User Agreement and the CCSD Student Handbook.

I understand that I must immediately report any damage, loss, or theft of the Windows device to CCSD personnel immediately. In addition, I understand that my parent/guardian may be held responsible for reimbursement for loss, damage, or repair of the Windows device issued to me, which may have occurred at school or at home, or while the mobile device was being transported, in accordance with the policies outlined in the CCSD Student Handbook. My parent/guardian will be held responsible for full reimbursement for lost/stolen Windows device that is not reported within 3 calendar days. In the incident that the assigned Windows device listed below cannot be repaired, CCSD has the right to assign a replacement Windows device. A Replacement Windows device notification will be sent home with the student.

I have participated in a training session about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

I understand that a violation of the terms and conditions set out in the Student Windows Device Agreement and the CCSD Student Handbook will result in the restriction and/or termination of my use of a CCSD Windows device, equipment, and/or accessories.

Items Received:
Date: _____

Asset Number: _____

Item(s) Issued
- ☐ **Windows Device**
- ☐ **Power Supply and Cable**
- ☐ **Windows Device Sleeve**
- ☐ **Other _____**

Staff Name: **Staff Signature:**

_____   _____

Student Name: **Student Signature:**

_____   _____

Parent/Guardian Name: **Parent/Guardian Signature:**

_____   _____