Student Technology Handbook

Long Lake Central School District students are offered a 1:1 technology learning experience from Pre-Kindergarten through 12th grade. The mission of this program is to create a collaborative learning environment that fosters independence, creativity, engagement, and college and career readiness in a grade appropriate manner. Each student will be issued a Chromebook to assist with their studies. With these devices, they can instantly search and research topics on the internet, collaborate and work together with other students and complete classwork and homework digitally anywhere with an internet connection. This document will provide information on the District's expectations for student device care, acceptable device use, and digital citizenship.

❖ Our Program

PK- 6th Grade: Chromebooks for classroom use and at-home academic use *at the discretion of the teacher*
7th Grade -12th Grade: Chromebooks for classroom and at-home academic use

❖ Device Distribution

Parent / Guardian and Student Agreements: This handbook and the accompanying Acceptable Use Policy (#7315) must be reviewed, and the terms agreed to by initialing the *Parent / Guardian and Student Acknowledgements* form before devices can be distributed to students. Parents and students must also accept the Device, Network, Internet Use and Protection Agreement.

❖ Device Return

End of Year

- PK-6 grade teachers will work with students to ensure that all devices are properly stored in the classroom before the end of the year.
- 7-12 grade students will return their Chromebooks (including case and charger) to their homeroom teacher prior to the end of the school year. Failure to turn in a Chromebook or issued accessories may result in the student being charged in full for the replacement.

Transferring/Withdrawing Students

- PK-6 grade teachers will work with students to ensure that all devices are properly stored in the classroom before the student leaves the District.
- 7-12 grade students who are transferring or withdrawing from the District must turn in their Chromebook (including case and charger) on or before their last day of attendance. Failure to turn in a Chromebook or issued accessories may result in the student being charged in full for the replacement.

❖ Device Care: Long Lake Central School expects that all students will treat their assigned device with respect and ownership. Negligence and destruction of an assigned device will not be tolerated. If negligence and/or destruction is determined, students will be responsible for the cost of the damages.

General Precautions: Students are responsible for the care of the device they have been issued by the school. Devices that are broken or fail to work properly must be reported to the main office, classroom teacher, and/or the District's NERIC Technician as soon as possible.

- Students will care for their device with responsibility, respect, and integrity.

- Devices will remain in their District provided cases.
- No food or drink is allowed next to your device while in use.
- Devices must remain free of any writing, drawing, etching, stickers, etc.
- Devices must never be left in any unsupervised, undesignated area.
- 7-12 grade students are responsible for keeping their device's battery charged for school each day.
- Non-District-owned devices are not to be brought in by students, while they have a District-assigned device available.
- Magnets should be kept a safe distance from all electronics.

Screen Care: Device screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from extensive pressure.

- Do not lean on the top of the device, open or closed.
- Do not place anything on or near the device that could put pressure on the screen.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid.
- Clean the screen with a soft, dry cloth or anti-static cloth.

❖ Device Use

Digital Citizenship: Long Lake Central School students and staff are expected to be responsible and respectful digital citizens. The components of digital citizenship will be reviewed and serve as the cornerstone for understanding the complexities of our digital world.

Acceptable Use

- Students are responsible for their ethical and educational use of the technology resources of the Long Lake Central School District.
- Access to Long Lake Central School District technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow the District's Acceptable Use Policy.
- Willful transmission of any material that 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.
- Students will not attempt to install or load non-approved applications or programs.

- Do not open, use or change computer files that do not belong to you.
- Comply with trademark and copyright laws and all license agreements. Plagiarism is a violation of the LLCSD Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- The Go Guardian program will be used for faculty and staff to monitor student device use both in the classroom and at home.

Internet Safety

- Do not go into chat rooms, send group emails, or send chain letters without permission.
- Do not reveal you or another person's name, phone number, address, social security number or password.
- If you inadvertently access a web site that contains obscene, pornographic or otherwise offensive material, notify a teacher or the Superintendent immediately so that site can be blocked from further access. This is not merely a request: it is a responsibility.

During School

- Students may not leave their device at home during school. Repeat violations of this policy will result in disciplinary action.
- Loaner devices may be issued to students when they leave their devices for repair in Room 312, pending the availability of "warranty pool" devices.
- Teachers may assign homework which is to be completed online. Please meet these requirements as soon as possible to prevent low marks in categories such as classroom participation and homework completion.
- Inappropriate media such as, but not limited to weapons, pornographic materials, inappropriate language, alcohol, drug or gang related symbols or pictures may not be used as a screensaver or wallpaper. Possession of such may result in disciplinary action.
- Non-instructional use such as listening to music while working or playing games during downtime are only allowed with permission from the classroom teacher.
- Students may be selected at random or upon suspicion to provide their device for inspection. The inspection may be completed by technology personnel, administration, or a faculty member.

At Home

- Chromebooks must be charged overnight and brought to school each day fully charged.
- Chromebooks are issued for academic use and the rules of care, usage and safety for school also apply for home use.

Managing Files and Saving Work

- The student is responsible for managing and not sharing usernames and passwords for any school related accounts. The student is responsible for all actions that occur in his/her account.
- Saving to Google Drive: All student work created on a Chromebook will be saved on the assigned @longlakecsd.com Google Account (Google Drive, Docs, etc.).
- Students may also choose to back up their work using removable file storage such as USB thumb drives or external hard drives owned by the student.
- It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Computer malfunctions are not an acceptable excuse for not submitting work.

Violations: Prohibited technology resource activities include, but are not limited to, the following:

- Sending, accessing, uploading, downloading or distributing offensive, profane, threatening pornographic, obscene or sexually explicit materials.
- Downloading or transmitting multiplayer game, music, or video files using the school network.

- Vandalizing, damaging, or disabling property of the school or another individual or organization.
- Accessing another individual's materials, information, or files without permission.
- Using the network or internet for commercial, political campaign, or financial gain purposes. Releasing files, home address, personal phone numbers, passwords, or other vital information to others.
- Promoting or soliciting for illegal activities
- Attempting to repair, remove or install hardware components reserved for an authorized service technician.
- Violating copyright or other protected material laws.
- Subscribing to mailing lists, mass email messages, games, or other services that generate several messages that can slow the system and waste other users' time and access.
- Intentionally wasting school resources.

Consequences: Possible consequences for not following the details of this document

- include (depending on the severity of the infraction), but are not limited to:
- Verbal/Written warning
- Suspension of technology access
- Reclamation of the assigned device
- Suspension from school
- Notification of law enforcement

Final say over punitive and disciplinary actions always remains at the discretion of the Superintendent.

❖ **Device Nomenclature:** The following terms are referenced by this document in the context of instructional technology. Students are expected to understand and follow these terms and commands when used by the classroom teacher:

- **Device**: Chromebook
- **Lids-down/Tablets-down**: A directive issued by a teacher, instructing the students to close their laptop screens or turn the tablet face-down to minimize distraction from the teacher during instruction.
- **Lids-up/Tablets-up**: A directive issued by a teacher, instructing students to open their laptops, or flip tablets face-up, in preparation of use.
- **App Store**: For iPads, the iTunes Apple Store (http://www.apple.com/itunes/charts/free-apps/).
- **The Chromebook Web Store**: For Chromebooks (https://chrome.google.com/webstore/category/apps).
- **Google Accounts:** firstname.lastname@longlakecsd.com is the login ID for each student, with passwords either assigned or student created. Google Accounts offer students with access to a Google Suite, including Google Drive, Google Docs, Google Slides, Google Sheets, and more that can be accessed on any web-based platform (Chromebook, iPad, desktop, etc.). All that is needed is an internet browser.

❖ Responsibilities

The District

- The District is responsible for providing Web Content Filtering (Go Guardian) and providing wireless internet access to staff and students at school. Although the student may connect to their household's internet or any wireless internet, the District is not responsible for tech support outside of school.
- The District will review the expectations for device use and care at the start of each school year with students.
- The District's staff will encourage and enforce the proper use and care of student device use.

Parent(s) / Guardian(s)

- Parents / Guardians are responsible for reviewing, encouraging, and enforcing their child's proper use and care of their assigned device for school and at-home academic use.
- Parents / Guardians will be responsible for the costs associated with device damage that is the result of any student negligence and/or destruction.

Students

- Students are responsible for the care of their assigned device and are expected to treat it with respect, responsibility, and integrity.
- PK-6 Students will bring their device to school, fully charged, every school day, and will ensure that it is in its case and the charger is in the case *when brought home at the discretion of their teacher*.
- 7-12 Students will bring their device to school, fully charged, every school day, and will ensure that it is in its case and the charger is in the case.
- Follow the directives for care, use, safety, and digital citizenship as outlined.
- Report any problems you may have to a teacher and / or staff member.