

Beaver Local Schools
Technology Handbook
2018 - 2019

Technology Goals

- Equip all users to use technology to interact with, and impact, 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 that demonstrate their understanding.
- Provide greater access to digital content in a variety of formats and modes.

Responsible Use Agreement

Introduction

Beaver Local Schools (BLS) recognizes that access to technology in school gives staff and students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping develop progressive technology and communication skills.

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

This Responsible Use Policy outlines the guidelines and behaviors that all users are expected to follow when using school technologies or when using personally owned devices on the school campus, including:

- The Beaver Local Schools network is intended for educational purposes.
- All activity over the network or using district technologies may be monitored, documented and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Misuse of school resources can result in disciplinary action.
- Using an internet filter and other technologies, Beaver Local Schools makes a reasonable effort to ensure users safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- Users of the district network or other technologies are expected to alert IT staff immediately of any concerns for safety or security.
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.

Technologies Covered

BLS may provide the privilege of internet access, desktop computers, mobile computers or

devices, online collaboration capabilities, message boards, email, etc.

This Responsible Use Policy applies to both school-owned technology equipment utilizing the BLS network, the BLS internet connection, and/or private networks/internet connections accessed from school-owned devices at any time. This Responsible Use Policy also applies to privately owned devices accessing the BLS network, the BLS internet connection, and/or private networks/internet connections while on school property. As relevant new technologies emerge, BLS will seek to provide access to them. The 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 BLS code of conduct. Users should be safe, appropriate, careful and kind; not try to get around technological protection measures; use good common sense; and ask if they don't know.

Internet Access

BLS 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.

Email

BLS will provide 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.

The account(s) should be used with care. Users should not send personal information and should not attempt to open files or follow links from unknown or untrusted origins.

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

Web 2.0 (Email, Social, Collaborative Content)

Recognizing the benefits collaboration brings to education, BLS may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users.

Users are expected to communicate with the same appropriate, safe, mindful, courteous

conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally identifying information online.

Please refer to the **Social Media Guidelines** for additional information on social communication.

Mobile Devices Policy

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

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

Use of school-issued mobile devices off the school network may be monitored.

Personally-Owned Devices Policy

In some cases, a separate network may be provided for personally owned devices. Please remember, this Responsible Use Policy applies to privately owned devices accessing the BLS network, the BLS 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 school 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 mobile device they are using might be infected with a virus, they should alert IT. 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 wouldn't want students, parents, teachers, or colleges 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 didn't 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. Students should never agree to meet in real life 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, they should immediately bring it to the attention of an adult (teacher or staff 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 cyberstalking 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 an objectively hostile school environment.

Engaging in these behaviors, or 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 retained.

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

Social Media Guidelines

- Be aware of what you post online. Social media venues, including wikis, blogs, photo and video sharing sites, are very public. Do not post anything you wouldn't want friends, enemies, parents, teachers, or a future employer to see.
- Follow the school's code of conduct when writing online. It is acceptable to disagree with someone else's opinions; however, do it in a respectful way. Make sure that

criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.

- Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, birthdates, and pictures. Do not share your password with anyone besides your teachers and parents.
- Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read the entire article prior to linking to ensure that all information is appropriate for a school setting.
- Do your own work! Do not use other people's intellectual property without their permission. **It is a violation of copyright law to copy and paste other's thoughts without giving credit.** When paraphrasing another's idea(s) be sure to cite your source with the URL. It is good practice to hyperlink to your sources.
- Be aware that pictures may also be protected under copyright laws. Verify you have permission to use the image or it is under Creative Commons attribution.
- How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.
- Blog and wiki posts should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work, be sure it is in the spirit of improving the writing.
- If you run across inappropriate material that makes you feel uncomfortable or is not respectful, tell your teacher right away.
- Users who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or access to future use of online tools.

Limitation of Liability

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

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

BLS will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

Violations of this policy may have disciplinary consequences, including:

- Notification of parents for student violations;
- Suspension of network, technology, or computer privileges;
- Detention or suspension from school and school-related activities;
- Employment disciplinary action, up to and including termination of employment;
- Legal action and/or prosecution.

Staff, students and parents/guardians shall be required to sign Beaver Local Schools' Responsible Use Agreement annually before internet or network access shall be allowed.

**Beaver Local Schools
Student Technology Agreement 2017 – 2018**

Student Name: _____ **Grade:** _____

Parent/Guardians Name: _____

Parent/Guardians Email: _____

Phone: _____

The Beaver Local Schools Responsible Use Agreement allows users to use technology inside and/or outside of the classroom. Beaver Local Schools may provide Internet access, desktop computers, mobile devices, online collaboration capabilities, message boards, email, etc.

A full copy of the agreement is available at the BLS Website. A paper copy is also available if requested.

I have reviewed the BLS Technology Handbook and understand the rules and guidelines for the following:

1. District Technology Goals
2. Responsible Use Agreement
3. User Technology Agreement

Terms of Agreement

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

Student Signature: _____ **Date:** _____

Parent Signature: _____ **Date:** _____

**Beaver Local Schools
Staff Technology Agreement 2017 – 2018**

Name: _____

Phone: _____ Email: _____

Services you are requesting: (check all that apply)

- Internet and EMail** (Internet access and a BLSD assigned email address)
- EMIS/DASL** (Student Information Systems)
- IEP Anywhere** (Student IEP System)
- USAS** (Accounting)
- USPS** (Payroll)

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A full copy of the agreement is available at the BLSD Website. A paper copy is also available if requested.

I have reviewed the BLS Technology Handbook and understand the rules and guidelines for the following:

- 4. District Technology Goals
- 5. Responsible Use Agreement
- 6. User Technology Agreement

Terms of Agreement

The user is responsible at all times for the care and appropriate use of technology. I understand if I violate the guidelines agreed to in the **BLS Technology Handbook**, my privilege to use technology may be restricted or removed and I may be subject to disciplinary action.

Signature: _____ Date: _____