Greenfield-Central Community School Corporation Digital Learning Technology Handbook 1:1 MacBook Air Devices, 2017-2018

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Letter from the Superintendent

GREENFIELD-CENTRAL COMMUNITY SCHOOL CORPORATION

Dr. Harold E. Olin,
Superintendent

Mrs. Ann C. Vail,
Associate Superintendent

Dr. Christina L. Hilton,
Assistant Superintendent

Mr. Tony Zurwell,
Business Manager

Dear Students, Parents and Guardians:

Greenfield-Central is committed to preparing our students for the 21st century, and we want them to be highly successful as they graduate and pursue their goals for further education, training and careers.

Providing our students with powerful tools is an important part of that 21st century education. We want all of our students to think critically and creatively, communicate effectively, problem solve and collaborate using the appropriate digital tools that are available today. With these skills, our students can become the next generation of leaders and global citizens that our community, state and nation must have.

Developing these advanced learning skills is critical for our students as they prepare for a world defined by constant change, revolutionary technology and rapid access to global information and resources. With these devices in their hands, we are providing students with the tools they need to support their learning and to prepare them for higher education opportunities and careers.

We know that educational technology must constantly evolve to effectively engage students in new ways and to empower them with a myriad of opportunities. This is why we are excited to bring the Digital Learning Initiative to our students. It helps us achieve these objectives.

When we put a mobile computing device in the hands of a student, we significantly advance their learning opportunities. They will have access to the most current information and educational tools, and it is available to them twenty-four hours a day, seven days a week.

I want to thank you for becoming a partner with us in our efforts to make the G-C Digital Learning Initiative a success for all students.

Sincerely,

Dr. Harold Olin
Superintendent

Learning for All • All for Learning

110 West North Street • Greenfield, IN 46140 • 317-462-4434 • 317-467-4227 fax

Receiving/Returning the 11" MacBook Air

Distribution:

Will occur on two or three days/evening prior to the beginning of the school year during registration. Student Boot Camp training will occur the first week of school in the student's Cougar Connection room

Collection:

- After Final Exams　　　During School　　　G-C CSC Library/Tech Hub

Summer School:

- Computers will be available for summer school students at school only. No computers will be taken outside the school.
- The same rules will apply for computer usage in the classroom.

Caring for the 11" MacBook Air

Laptop Information:

Each student will receive an G-C CSC laptop (11" MacBook Air) for the 2017-2018 school year. The student who is issued the computer and other technology equipment is responsible for it.

- Students are expected to use G-C CSC Technology in a responsible, ethical, and legal manner.
- No food or drink should be next to the laptop.
- Cords, cables, removable storage devices must be inserted carefully into the laptop.
- Laptops should not be used or stored near pets, water or other liquid, food, and potential weather hazards.
- Laptops should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Laptops must remain free of any writing, drawing, stickers, labels, etc.
- Objects should never be placed on top of laptops.
- Never swap or share your computer. You are responsible for your assigned computer.
- Computers are NOT to be taken inside a locker room. Leave computers locked in your school locker or a locker in the athletic/fine arts area and pick them up after class, practice, game, etc. The student must provide his or her own padlock for the lockers in the athletic/fine arts area.
- Students are not allowed to download or install any software or other materials.
- Laptops should only be used while they are on a flat and stable surface.
- Keep the computer secured or attended at all times.
- Charging is done at home unless you have teacher permission to charge at school and that you remain with your computer while charging or you check your computer into the Tech Cadet Center for charging.
- Students are not to record video or audio without the permission of the teacher and must be of educational purpose.

Transporting Laptops:

- Each student will be issued a G-C CSC computer bag to transport the laptop at all times, including between classes.
- Always transport laptops with care and inside the G-C CSC issued computer bag.
- Do not put any other items other than the G-C CSC-issued computer in the main part of the G-C CSC issued computer bag.
- Do not over stuff the computer bag; extreme pressure on the computer can cause permanent damage to the screen and other components.
- Never open the laptop by pushing on the screen.
- Never pick up the laptop with the screen open.
- Computers may not be used in the cafeteria during lunch. They must remain in the computer bag at all times. It is encouraged that they are left locked in the classroom or your school locker.
- Never leave the computer in your car.
- Students attending or participating in physical education class and/or extracurricular activities should leave laptops in their school locker or a locker in the athletic/fine arts area, which must be locked, when not in use. The student must provide his or her own padlock for lockers in the athletic/fine arts area. Student attending or participating in activities outside of school should exercise extreme caution to protect the computer from harm. Students are liable for all damages and theft.
    - School lockers are available to students both before and after practice, games, meets, etc. Monday through Friday when school is in session.

Screen Care:

- The laptop screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, other liquids, etc. The screens are particularly sensitive to damage from EXCESSIVE pressure.
- Do not put pressure on the top of a laptop when it is closed.
- Do not store a laptop with the screen open (lid up).
- Do not place anything on the outside that will press against the cover.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, etc.).
- Only clean the screen with soft, dry microfiber cloth or anti-static cloth.

Asset Code Tag:

- All laptops and bags will be labeled with a G-C CSC asset code sticker. These stickers may NOT be modified or tampered with in any way.
- Students may be charged up to the full replacement cost of a laptop for tampering a G-C CSC asset code sticker or turning in a computer and/or bag without an G-C CSC asset code sticker.

Tech Cadet Center:

- If there are any technical related issues with the laptops, call the Tech Cadet Center at extension 34875 or send the student down with a pass and the computer (inside the student issued computer bag). The Tech Cadet Center is located in the school library.

Using the 11" MacBook Air

Using your Laptop at School:

- Students are expected to bring a fully charged laptop to school every day and bring their laptops to all classes unless specifically advised not to do so by their teacher.

Logging onto a Laptop:

- Students will login to their laptops using their school issued username and password.
- Students should never share their passwords with others, unless requested by an administrator or tech team member.
- Always log—off the computer when not using it.

Use of Media:

- Inappropriate media may not be used as laptop backgrounds. The presence of such will result in disciplinary action.
- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphone/ear buds may be used only at the discretion of the teacher.
- Cameras installed on the MacBook cannot be uninstalled. Appropriate and responsible use of the camera is expected.

Printing:

- Students are encouraged to digitally publish and share their work with teachers and peers when appropriate.
- Students will be able to print through the Tech Cadets in the library.
- Students are not able to print on their home printer.

Using Laptop Outside School:

- Students are encouraged to use their laptop at home and other locations outside of school. Wi-Fi connection is encouraged, but not mandatory. Some applications can be used while not connected to the internet. All content is sent to the G-C CSC filter no matter the location of the computer.

Privacy:

- There is no expectation of privacy. Students have no expectation of confidentiality or privacy with respect to any usage of a laptop, regardless of whether that use is for school related purposes or not, other than as specifically provided by law. G-C CSC may, without prior notice or consent, log, supervise, access, view, monitor, and record use of a student laptop at any time for any reason related to the operation of the district. Teachers, school administrators, and the Technology Department may use monitoring software that allows them to view the student screens and activity.

Lids up & down signs

- Each teacher will receive a sign with one side green and the other side red. This sign will be displayed in the classroom where all students can see it. When the red side is showing, all computer lids are to be closed. When the green side is showing, computers may be open during that time. Failing to comply will be based on the classroom management plan of the specific teacher.

Managing Your Files and Saving Your Work

- It is recommended to save work in Google Drive. Students might also use another cloud service or flash drive.
- Some files may be stored on the hard drive but not recommended.
- Students should always remember to save frequently when working on digital media.
- G-C CSC is not responsible for the loss of any student work.
- Students are encouraged to maintain backups of their important work.

  As a reminder: all student accounts for Google Apps for Education have the following login:

  studentID#@students.gcsc.k12.in.us (typical student login number)

  passwordpassword (typical computer login doubled)

Applications on the 11" MacBook Air

Originally Installed Applications
The applications originally installed by G-C CSC on each laptop must remain on the laptop in usable condition and readily accessible at all times.

You may not remove these required applications, and staff may periodically check laptops to ensure that students have not removed them. The school may also add other applications periodically.

Some licenses for applications require that the application be deleted from the laptops at the completion of a course. If this applies to an application students use, technology staff will re-sync the devices of the students in that course.

Additional Applications
G-C CSC syncs laptops so that the devices contain the necessary applications for school work.

Students will be permitted to load additional applications on their laptops directly from MacBook App Store. They will be unable to load other applications.

Inspection
Staff may randomly select students and ask them to provide their laptops for inspection.

Procedure for Reloading Applications
If technical difficulties occur or unauthorized applications are discovered, technology staff will resync the laptops. The school does not accept responsibility for the loss of applications or documents deleted due to a re-sync.

Application Upgrades
The district will distribute upgraded versions of licensed applications from time to time through network processes or manually by a technician.

11" Macbook Air Damage or Loss

Damage:

- G-C CSC will pay for the normal wear & tear.
- The G-C CSC Technology Department will work with Apple to determine normal wear & tear.
- Student/Parents will pay for any other damage to the laptop.
- Parents can purchase laptop insurance outside of the school system.

Laptops being Repaired:

- All laptops in need of repair must be brought to the Tech Cadet Center as soon as possible.
- The Tech Cadets will analyze and fix the problems they can and escalate the issues they cannot fix to the Technology Department.
- Do not attempt to remove or change the physical structure of the laptop, including the keys, screen, casing, etc. Doing so will void the warranty on normal wear & tear, and families will be responsible for the cost of repair or replacement.
- Loaner laptops may be issued to students when their school-issued laptop is left in the Tech Cadet Center for repair.
- A student borrowing a loaner laptop must sign a loaner agreement and will be responsible for any damage to or loss of the loaned device. All rules in this policy apply to the loaner equipment.
- Laptops on loan to students having their school-issued laptop repaired may be taken home on a case-by-case basis.
- A member of the Tech Cadet Center or Technology Department will contact the student when their laptop is repaired and available to be picked-up.
- All repair and replacements must go through G-C CSC. Students should report all problems, issues, etc. to the Tech Cadet Center.

Digital Citizenship

- While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

  1. **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.

  2. **Protect Yourself.** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.

  3. **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.

  4. **Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.

  5. **Respect Intellectual Property.** I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources; I will validate information. I will use and abide by the fair use rules.

  6. **Protect Intellectual Property.** I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

Appendix A - 11" Macbook Air Device Agreement (Needs Parent Signature)

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Greenfield-Central Community School Corporation
11" Macbook Air Loan Agreement

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The Greenfield-Central Community School Corporation (G-C CSC) has initiated its Digital Learning Initiative program involving one-to-one student device loaning for students enrolled at Greenfield-Central High School with 11" Macbook Air laptops as well as related peripherals including a bag and charger cable.

Participation in this program is subject to the following terms and conditions:
- The 11" Macbook Air and related peripherals are on loan and remain property of G-C CSC.
- Both student and parent/guardian agree to adhere to the terms and conditions of the *Greenfield-Central Community School Corporation Digital Learning Technology Handbook for 1:1 MacBook Air Devices, 2017-2018.*
- The student shall be the exclusive user of this device and shall not grant access to any other individual.
- The student must comply with all applicable software license agreements.
- The 11" Macbook Air and related peripherals must be returned to G-C CSC at the end of each school year, or at the time of transfer or withdrawal from any of the Greenfield-Central Schools.
- The 11" Macbook Air and related peripherals will be returned in good condition with reasonable wear and tear as outlined in the *Greenfield-Central Community School Corporation Digital Learning Technology Handbook for 1:1 MacBook Air Devices, 2017-2018.*
- G-C CSC may charge a late fee and/or take disciplinary measures if the 11" Macbook Air and related peripherals are not returned on or before the return date.
- The care and maintenance of the 11" Macbook Air and related peripherals are the responsibility of the student and parent/guardian while in their care. There will be a fee assessed if the 11" Macbook Air and related peripherals are broken, lost, or damaged.

I have read the G-C CSC Responsible Use Policy and the *Greenfield-Central Community School Corporation Digital Learning Technology Handbook for 1:1 MacBook Air Devices, 2017-2018* included with this agreement and agree to abide by the terms and conditions contained within these documents.

Parent/Guardian Name (Please Print):_____

Parent/Guardian Signature: _____ Date: _____

Student Name (Please Print): _____

Student Signature: _____ Date: _____

Appendix B – Student Pledge for Use of the 11" MacBook Air Laptop

1. I will take proper care of the laptop.
2. I will not loan the laptop device or charger or cords to others.
3. I will be accountable for the laptop at all times.
4. I will charge the laptop's battery daily.
5. I will not leave the laptop in an automobile.
4. I will keep food and beverages away from the laptop.
6. I will not disassemble any part of the laptop, nor will I attempt to repair the laptop.
7. I will not remove district-required applications, including, but not limited to FileWave.
8. I will not install inappropriate applications on the laptop.
9. I will protect the laptop by closing it, storing it, and carrying it in the bag provided.
10. I will respond to all alerts from my school's help desk regarding unauthorized applications in a timely fashion.
11. I will protect the laptop by carrying it in the case provided.
12. I will not stack objects on top of the laptop nor force it into tight areas.
13. I will not leave the laptop outside or use it near water as it is not waterproof or water resistant.
14. I will save data to the cloud storage specified by the district. (Greenfield-Central Community School Corporation will at times re-sync laptop. All files not saved to server or other storage media will be deleted during this process. The student is ultimately responsible for regularly backing up the laptop assigned to that student. The district is not responsible for lost data.)
15. I will not place decorations (such as stickers, markings, paint, etc.) on the laptop or laptop bag.
16. I will not deface the serial number, manufacturer labels or district labels on any laptop.
17. I will follow district policies outlined in the Technology 1:1 Handbook and the district's Responsible Use Policy.
18. I will be responsible for all damage or loss caused by neglect or abuse.
19. I agree to return the laptop, bag and power cords in good working order.
20. I agree to return the laptop, bag and power cords when I transfer or leave the district for any reason.

I agree to the stipulations set forth in the Technology 1:1 Handbook, the district's Responsible Use Policy, and the Student Pledge for Use of the 11" Macbook Air Laptop. I understand the laptop is subject to inspection at any time without notice and remains the property of Greenfield-Central Community School Corporation.

Student Name (Please Print): _____

Student Signature: _____ Date: _____

Parent/Guardian Name (Please Print):_____

Parent/Guardian Signature: _____ Date: _____

Greenfield-Central Community School Corporation
Responsible Use Policy for Technology Resources

Introduction:

Greenfield-Central Community School Corporation (G-C CSC) 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. We are committed to helping students develop progressive technology and communication skills.

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

To that end, we provide the privilege of access to technologies for student and staff 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, as every member of the G-C CSC community is responsible for their actions and activities involving the school district's computers, electronic devices, network and Internet services, regardless of how these are accessed, and for their computer files, passwords and accounts. These guidelines and behaviors provide general guidance concerning the use of school computers and other electronic devices and provide examples of prohibited uses.

The rules do not attempt to describe every possible prohibited activity. Users must comply with all Board policies, the student handbook, and school rules and expectations concerning conduct and communications when using school computers or school-issued electronic resources, whether on or off school property. Students also must comply with all specific instructions from school staff. To that end, guidelines and behaviors within this RUP include:

- The G-C CSC 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) and confidentiality of student data in accordance with the Family Education Rights and Privacy Act (FERPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action.
- Using an internet filter and other technologies, G-C Schools makes a reasonable effort to ensure students' 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 school corporation staff immediately of any concerns for safety or security.

Students, parents and school staff who have questions about whether a particular activity is prohibited are encouraged to contact a building administrator.

Technologies Covered
This Responsible Use Policy applies to both school-owned technology equipment utilizing the G-C CSC network, the G-C CSC 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 G-C CSC network, the G-C CSC internet connection, and/or private networks/internet connections while on school property. As relevant new technologies emerge, G-C CSC 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. Staff members on leave may be asked to leave computer equipment for their substitute. All users are expected to use good judgment and to follow the specifics as well as the spirit of this document. 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.

Web Access
G-C CSC 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 G-C CSC Technology Help Desk Service Ticket or restricted access screen.

Email and other Education Accounts including Social/Web 2.0/Collaborative Content
Users, including Students, may be issued a school email address and other education accounts to improve staff/student communication and collaboration on school projects. All accounts shall be used only for educational purposes that directly relates to a school project or assignment. If users are provided with accounts, the account(s) should be used with care. Users should be careful not to share personally identifying information online; should not attempt to open files or follow links from unknown or untrusted origins; should use appropriate language; and should only communicate with other people as allowed by the district policy or the teacher. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived. In other education accounts, posts, chats, sharing, and messaging may be monitored.
Please refer to the **Greenfield-Central Community School Corporation Social Media Policy** for additional information on social communication.

Social Media Policy
G-C CSC will filter public facing social media for students on any of our networks and/or corporation-issued mobile devices. Students should not attempt to bypass these filter settings. There are social media guidelines in place for staff and students, should users take part in internal educational activities that simulate the collaborative nature of social media (i.e blogs, back-channel chats, newsfeeds, etc). These guidelines are suggested for use of social media outside corporation use as well, to help protect our staff and students while online.

Personally Owned Devices Policy
All users are bound to policies stated in the student handbook regarding electronic devices in their school.

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 G-C CSC network, the G-C CSC internet connection, and private networks/internet connections while on school property. Please refer to each building's **BYOD Policy** (or the G-CHS Cell Phone Policy) for additional details.

Mobile Devices Policy
G-C CSC 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. See the additional rules for Laptops, iPads, or other Electronic Devices Issued to Students or Staff as listed in the Greenfield-Central Community School Corporation Digital Learning Technology Handbook for 1:1 MacBook Air Devices. Use of school-issued mobile devices off the school network may still be monitored.

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.

Any user who identifies a security problem must notify his/her teacher or building administrator immediately. The user shall not demonstrate the problem to others or access unauthorized material. Staff shall immediately report any potential security breaches to the G-C CSC Technology Department.

Downloads
Users should not download or attempt to download or run programs over the school network or onto school resources without express permission from IT staff.

Users may be able to download other file types, such as images of videos. For the security of the network users should download such files only from reputable sites, and only for education purposes.

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 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 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.

Cyberbullying

Cyberbullying will not be tolerated. Harassing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Users should not be mean or send emails or post comments with the intent of scaring, hurting, or intimidating someone else.

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. 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.

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 or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.
- Use school technologies at appropriate times, in approved places, for educational pursuits.
- Cite sources when using online sites and resources for research.
- Recognize that use of school technologies is a privilege and treat it as such.
- Be cautious to protect the safety of others and myself. For example, staff may post student pictures on district/ school/classroom "public" websites as long as information included is public directory information, including a student's first and last name, grade level, school building, honors or awards, and participation in officially recognized activities or athletics. However, students must obtain permission from a G-C CSC staff member to publish a photograph or video of any school-related activity. It is best practice and common courtesy to ask permission before recording an individual or groups. G-C CSC retains all rights concerning any recording and/or publishing of any student's or staff member's work(s) or image(s).
- Help to protect the security of school resources. For example, students' grades, test results, or identifying pictures may be stored only on district-approved secure sites that require a username and password for authorized individuals to access.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

Examples of Irresponsible and Prohibited Use
I will **NOT** :

- Use school technologies in a way that could be personally or physically harmful.
- Distribute personally identifying information, about others or myself, including a home address and phone number.
- Use school technologies for non-school related purposes, unless the incidental personal use (use by an individual for occasional personal communications) does not interfere with the user's responsibilities and performance, does not interfere with the system operations or other system users, or does not violate this policy with its accompanying rules or other Board policy/procedure/rules.
- Attempt to find inappropriate images or content.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- Try to find ways to circumvent the school's safety measures and filtering tools.
- Use school technologies to send spam or chain mail.
- Plagiarize content I find online. Plagiarizing content occurs when users use content as their own, without citing the original creator, 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.
- Use cameras in any type of electronic device in locker rooms or restrooms.
- Agree to meet in person someone I meet online.
- Use language online that would be inappropriate in the classroom.
- Use school technologies for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, servers, or content that isn't intended for my use.
- Waste system resources, such as but not limited to excessive printing through the tech cadets, online gaming, video/audio streaming not directly related to educational projects as determined by the supervising instructor or building principal.
- Attach unauthorized equipment, including personal mobile devices, to the district's secured network without permission from the G-C CSC Technology Department.

This is **not** intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

Disclaimer of Limitation of Liability – G-C CSC, its employees and agents, make no warranties of any kind, neither expressed nor implied, concerning the network, Internet access, and electronic resources it is providing. Furthermore, G-C CSC is not responsible for:

1. The accuracy, nature, quality, or privacy of information stored on local servers or devices or information gathered through Internet access.
2. Any damages suffered by a user (whether the cause is accidental or not) including but not limited to, loss of data, delays or interruptions in service, and the infection of viruses or other malware on personal computers or other devices.
3. Unauthorized financial obligations resulting from the use of G-C CSC electronic resources.

Terms of Use
G-C CSC reserves the right to deny, revoke or suspend specific user privileges and/or take other disciplinary action, such as suspensions or expulsion from school, for violations of this policy. Additionally, all handbook regulations apply to the use of the G-C CSC network, Internet, and electronic resources.

Appendix D - Greenfield-Central High School Discipline Plan

Consequences:
- If you forget to bring your laptop to school, it is just like forgetting a textbook (same rules — student's responsibility)
- Failure to use the computer in an appropriate manner will result in consequences.

Restrictions & Limitations:
- There will be content filtering and this will apply outside of school as well. For example, if you cannot access Facebook at school, then you will not be able to access it at home.
- G-C CSC Personnel will have a program to be able to monitor every laptop.
- Computers are NOT allowed in a locker room. Leave computers in the hallway locker or locked with a teacher.

Unprepared for Class: i.e. Laptop is either not charged or not brought to class:
- Students are expected to bring their laptop to school fully charged for the day and to every class. Computers can be charged at school during CC (at teacher discretion), Lunch (left in classroom to charge), and during EB (at teacher discretion). If a student needs to charge the computer during class or the student left laptop in locker or another classroom, teachers may assign the following consequences during that particular class for each semester:
    - <u>First Time</u> — Warning and notation in teacher grade book.
    - <u>Second Time</u> — Warning and notation in teacher grade book.
    - <u>Third Time</u> — Teacher may assign a Morning Detention. Teacher will contact parent/guardian.
    - <u>Fourth Time</u> — Teacher may assign a Tuesday School.
    - <u>Fifth Time</u> — Referral made to the office. Student may be assigned a Thursday School.
    - <u>Sixth Time</u> — Referral made to the office. Student may be assigned 1 day of ISD. Parent/guardian will be notified. A non-take home policy can be implemented.
    - <u>Seventh Time</u> — Referral made to the office. Student may be assigned 2 days of ISD.
    - <u>Eighth Time</u> — Conference with parent/guardian, student, administrator and/or counselor. Student may be assigned 2 days OCP.

Possession of Laptop and Appropriate Use of the Computer Bag:
- Student does not have possession of the computer **<u>at school</u>** during the day (i.e. left at home); OR Student does not have possession of the computer bag, misuses it when transporting the computer, and/or has the computer and/or bag in another bag:
    - <u>First Time</u> — Student sent to the office. Parent/guardian contact made. Detention may be assigned.
    - <u>Second Time</u> — Student sent to the office. Parent/guardian contact made. Tuesday School may be assigned.
    - <u>Third Time</u> — Student sent to the office. Thursday School may be assigned.
    - <u>Fourth Time</u> — Student sent to the office. Student sent to ISD for the day. Parent will be notified. A conference will be held to discuss a non-take home computer policy.

Security:
- Illegal use of a pro.m and/or a breach of security:
    - <u>First Time</u> — The student can be assigned ISD. Parent will be notified. Possible loss of laptop privileges, suspension, and/or expulsion.
    - <u>Second Time</u> — The student can be assigned OCP. Parent will be notified. A conference will be held to discuss removal of computer privileges. Possible suspension and/or expulsion.

Inappropriate Content:

● Inappropriate content on the student computer will be handled on a case-by-case basis. Based on the severity of the content, the consequences may change and/or be escalated.
   ○ First Time — Student receives a disciplinary referral. The office can assign a Tuesday School.
   ○ Second Time — Student receives a disciplinary referral. The office can assign Thursday School.
   ○ Third Time — Student receives a disciplinary referral. The student can be assigned two to four days ISD. Parent will be notified through discipline referral.
   ○ Fourth Time — Student receives a disciplinary referral. The student can be assigned two to four days OCP. Parent will be notified through discipline referral.
   ○ Fifth Time — Student receives a disciplinary referral. The student can be suspended and/or expelled. Parent will be contacted for a conference to discuss policy and consequences.

Asset Code Tags:
● Asset Code Tags has been removed from a piece of equipment that is not normal wear-&-tear. In addition to the student consequences listed below, the student will incur the cost of replacement items:
   ○ First Time — Student receives a disciplinary referral. The office can assign a Tuesday School.
   ○ Second Time — Student receives a disciplinary referral. The office can assign Thursday School.
   ○ Third Time — Student receives a disciplinary referral. The student can be assigned two to four days ISD. Parent will be notified through discipline referral.
   ○ Fourth Time — Student receives a disciplinary referral. The student can be assigned two to four days OCP. Parent will be notified through discipline referral.
   ○ Fifth Time — Student receives a disciplinary referral. The student can be suspended and/or expelled. Parent will be contacted for a conference to discuss policy and consequences.

Writing, Drawing, Adding Stickers, etc. on the computer and/or computer bag:

● We are considering offering cases for purchase, which the students could decorate (would still need to see the barcode for scanning without having to remove decorations. However, the computer itself and the corporation-issued computer bag may at no time be altered. The damage costs will be paid by the student as this is viewed as vandalism of school property.

Swapping or Sharing the Computer:

● First Time — Student receives a disciplinary referral. The office can assign a Tuesday School.
● Second Time — Student receives a disciplinary referral. The office can assign Thursday School.
● Third Time — Student receives a disciplinary referral. The student can be assigned two to four days ISD. Parent will be notified through discipline referral.
● Fourth Time — Student receives a disciplinary referral. The student can be assigned two to four days OCP. Parent will be notified through discipline referral.
● Fifth Time — Student receives a disciplinary referral. The student can be suspended and/or expelled. Parent will be contacted for a conference to discuss policy and consequences.

Leaving the Computer Unoccupied:

- <u>First Time</u> — Student receives a disciplinary referral. The office can assign a Tuesday School.
- <u>Second Time</u> — Student receives a disciplinary referral. The office can assign Thursday School.
- <u>Third Time</u> — Student receives a disciplinary referral. The student can be assigned two to four days ISD. Parent will be notified through discipline referral.
- <u>Fourth Time</u> — Student receives a disciplinary referral. The student can be assigned two to four days OCP. Parent will be notified through discipline referral.
- <u>Fifth Time</u> — Student receives a disciplinary referral. The student can be suspended and/or expelled. Parent will be contacted for a conference to discuss policy and consequences.

Having Food/Drink around the Computer:

- <u>First Time</u> — Student receives a disciplinary referral. The office can assign a Tuesday School.
- <u>Second Time</u> — Student receives a disciplinary referral. The office can assign Thursday School.
- <u>Third Time</u> — Student receives a disciplinary referral. The student can be assigned two to four days ISD. Parent will be notified through discipline referral.
- <u>Fourth Time</u> — Student receives a disciplinary referral. The student can be assigned two to four days OCP. Parent will be notified through discipline referral.
- <u>Fifth Time</u> — Student receives a disciplinary referral. The student can be suspended and/or expelled. Parent will be contacted for a conference to discuss policy and consequences.

Downloading/Installing External Software:

- <u>First Time</u> — The student can be assigned ISD. Parent will be notified. Possible loss of laptop privileges, suspension, and/or expulsion.
- <u>Second Time</u> — The student can be assigned OCP. Parent will be notified. A conference will be held to discuss removal of computer privileges. Possible suspension and/or expulsion.

Off Task:

- Student is using the computer and is off task:
  - See the classroom management plan for the specific teacher.
  - A disciplinary referral may be issued to the student for insubordination and failure to follow school rules.

Mishandling/Not taking care of the computer:

- <u>First Time</u> – Student receives a disciplinary referral. The office assigns Thursday School.
- <u>Second Time</u> – Student receives a disciplinary referral. The student is assigned ISD. Parent will be notified through discipline referral.
- <u>Third Time</u> – Student receives a disciplinary referral. The student is assigned OCP. Parent will be notified through discipline referral. A conference will be held with parent.

Bullying:

- Take a screenshot (Command-Shift-3 takes a screenshot and saves it as a file on the desktop).
- Email it to a building administrator.
- Do not reply or share with other students.
- Continue your work until the office calls for an interview.
- Reports can also be filled out with an administrator.

Appendix E - Greenfield-Central Community School Corporation Social Media Guidelines

Social Media Guidelines for Students

1. 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.

2. 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.

3. 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.

4. 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.

5. 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 others' 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.

6. 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.

7. How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.

8. 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.

9. If you run across inappropriate material that makes you feel uncomfortable or is not respectful, tell your teacher right away.

10. Students 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.

Source: Noblesville Schools Technology Department

G-CHS ATHLETICS AND ECA TECHNOLOGY POLICY

Computer Usage

G-C CSC acknowledges the importance of both student academic success and student involvement in Athletics and/or other ECAs. If a student makes the decision to take the school-issued device to an on- or off- campus event, the responsibility for the device is **solely** the student's. No staff member or coach is responsible for the security of the devices, providing a safe spot, etc. It is the responsibility of each parent/guardian and student to come up with a plan to keep the laptop safe and secure. Just like a textbook, the parent will be responsible for any financial obligation.

Suggested Guidelines for secure storage include:

1. Secure the device in the student's academic locker.
2. Secure the device in the bank of lockers in the Athletic/Music Wing. The student must provide his or her own padlock.
3. Send the device home with parent/guardian prior to the event, or give it to them at the event upon arrival.
4. Keep the device at home if the event falls on the weekend or occurs after school hours have ended.

Resources Used to Compile This Handbook:

http://www.lexington1.net/LexOneWeb/Communications/Publications/High_School_PMC_Guide.pdf

http://noblesvilleschools.org/Page/813 – multiple documents

Lebanon High School Technology Handbook

http://learninginsudbury.com/11-resources/chromebook-loan-agreement/

Plymouth Schools RUP