May Sands Montessori School
Technological Resources Handbook

SY2021
A component of the Monroe County School District

Technological Resources Handbook

Contents

Parent/Guardian and Student Agreement

When circumstances force an extended closure of the campus, May Sands Montessori School provides access to technology devices for students. Device deployment procedures include orienting students and their parents to the expectations for proper use and care of school-based technology as well as providing students with an electronic copy of this handbook.

Distributing Devices

School-based technology devices may **ONLY** leave campus under special arrangements approved by May Sands Montessori School/Monroe County School District. Students can receive disciplinary action if any resources provided by the school for student use leave the campus without prior approval by the school/district.

Distribution of school-issued devices and related peripherals require student and parent/guardian acknowledgement of the following agreements: *Acceptable Use Policy for Networked Communications*, *School-based Technology Use Policy*. The school retains a record of each device distributed, which includes device serial and tracking numbers, student name and homeroom, date of distribution, and name of the person receiving the device from campus.

Returning Devices

Devices checked out during emergency situations must be returned within one week of school reopening. All devices must be presented to the Administrative Assistant for Student Services at May Sands Montessori School. Failure to return devices will result in a charge placed on the student's account for the full replacement cost. Unpaid fines and fees of students leaving the May Sands Montessori School or Monroe County School District may be subject to collections protocols.

Equipment Repair and Replacement Fee

Students and Parents assume all liability for replacement and repair cost of the student Chromebook. Please see the *Repair & Replacement* section of this document for possible fees.

Training

Early each school year, students learn proper care and use of the technology resources. The May Sands Montessori School expects respectful, responsible, and ethical use of the Internet and digital tools by each of its students.

Taking Care of Your Device

Students are responsible for the general care of the device provided by the school for their use. Students must return any device that fails to work properly to a member of school staff. A member of staff may issue a loaned device to the student until their originally assigned device is repaired or replaced. All policies and contracts will apply to the loaned device as well.

General Precautions

✓ Technological resources provided by the school for student use must be stored in a secure location when not in the student's possession.

✓ Devices should not be placed on the floor or left unattended with the power cable attached.

✓ Keep all food and drink away from all electronic devices.

✓ Store devices away from pets.

✓ Heavy objects should never be placed on top of the device.

✓ Cords, cables, and removable storage must be inserted carefully into the device and ejected properly.

✓ All devices must remain free of any writing, drawing, stickers, or labels.

✓ Students that transport devices should take precautions to transport them in a safe manner.

    a) Students should never carry a Chromebook while the screen is open unless directed to do so by a teacher.

    b) Never lift/carry Chromebooks by the screen.

✓ Extreme heat or cold may cause damage to the device.

    a) Do not expose devices to extreme temperatures or direct sunlight for extended periods of time.

    b) In the event a device is exposed to extreme heat, always return it to room temperature before use.

Chromebook Screen Care

✓ The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.

✓ Do not put pressure on the top of a Chromebook when it is closed.

✓ Do not store a Chromebook with the screen open.

✓ Make sure there is nothing on the keyboard before closing the lid (pens, pencils, etc.).

c) Only clean the screen with a soft, **dry** microfiber cloth, or anti-static cloth.

Charging

✓ Students are responsible for ensuring their school-issued device has a power cable and that it is properly connected.

✓ Students are responsible for returning their device and connecting it to the assigned charging cart at the end of each period and/or at the end of the day. A fully charged device will last the entire school day if proper protocol is followed.

✓ Students must take care when connecting and disconnecting their devices into the assigned charging station. Misuse of this equipment may result in a loss of privileges and/or disciplinary action.

Repair & Replacement

Students are responsible for notifying a member of the school's instructional staff when a school-issued device is in need of repair. All members of the school's instructional staff will notify the Administrative Assistant for Student Services of any technology resource repair needs within 24 hours of student reporting. The Administrative Assistant for Student Services will initiate the repair and assign a loaned device, if available. Excessive occurrences of repairs may result in loss of privileges. If a device cannot be repaired, school personnel will notify the student and parent/guardian.

Estimated Costs (subject to change)

The following are estimated costs of Chromebook parts and replacements:

Chromebook Screen - $100.00

Chromebook Keyboard/touchpad - $100.00

Chromebook Power cord - $25.00

Full Replacement Cost (Chromebook and Charger) - $250.00

Parents/Students may be charged for the full replacement cost of a device that has been damaged due to intentional misuse or abuse.

Device Technical Support

School-based staff will be the first point of contact for repairs of district devices. Services provided include:

> Password Identification
>
> User account support
>
> Coordination of warranty repair
>
> Distribution of replacement Chromebooks
>
> Hardware maintenance and repair
>
> Operating System or software configuration support
>
> Restoring Chromebook to factory default
>
> System software updates

Personalizing Devices

Students shall not decorate school-issued devices; all devices must remain free from any decorative writing, drawing, stickers, paint, tape, or labels except those that are affixed by the school. Members of school staff may conduct periodic reviews for compliance, at any time. School identification labels must remain intact on all school-issued devices.

Media

Students may add appropriate music, photos, and videos to school-issued devices. Such media is intended for educational purposes, **only**. Personalized media are subject to inspection and must follow the Monroe County School District acceptable use policy.

Sound

Sound must be muted at all times during class unless the lead guide permits the use of headphones.

Printing

Students will be encouraged to digitally publish and share their work with instructional staff and peers when appropriate. Technology resources provided by the school **will not** have printing capabilities at school unless special arrangements have been made by school staff. Students that have compatible printers at home may set up their home printers with the Google Cloud

Print solution to print from their school-issued device at home. Information about Google Cloud Print can be obtained here: http://www.google.com/cloudprint/learn.

Managing Access and Digital Work

Students will enter their login credentials on school-issued devices (i.e. Chromebooks). The standard convention for student user accounts is:

> User Name: firstintitallastname@keysstudents.net

> Password: 44(5-digit lunch number)0

Students should never share their account passwords with others. If a student's account is compromised, the Monroe County School IT Department reserves the right to disable the student's account. The MCSD It Department manages requests to reset student accounts:

> 305-293-1400 Ext 53313

Email

Students may only access email on school-issued devices through a Google Gmail account assigned, managed, and monitored by the Monroe County School District (MCSD). This email system is monitored by the MCSD Infrastructure Technology (IT) Department, and all messages sent or received through this system are archived and subject to filtering of inappropriate content. Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by the MCSD IT Department to ensure appropriate use. The Monroe County Public School District cooperates fully with local, state, and federal officials in any investigation concerning or relating to violations of computer crime laws.

All students and staff are accountable for upholding the guidelines for use of email:

1. **Always** use appropriate language. Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
2. Do not send mass emails, chain letters, or spam.
3. Private chatting during class is not allowed unless given direct permission by your supervising teacher.
4. Email is subject to inspection at any time by the school administration.

Discipline Consequences

Students and members of school staff are responsible for the appropriate use of their district-issued system account and/or computer hardware at all times. Non-compliance with the policies

of this Technological Resources Handbook or the Monroe County Public School's Acceptable Use Policy will result in disciplinary action as outlined by the student code of conduct and/or other school policies for the user unless there is proof that another individual is responsible.

Google Apps for Education

Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, Forms, Sites, Gmail, Groups, Voice, and Blogger.

ClassLink

Instructional staff will help students access and learn to use the digital tools and applications available through ClassLink:

>   https://launchpad.classlink.com/mcsd

Students have the same access at home by logging into ClassLink with their google account at home through http://my.keysschools.com/.

Document Storage

Students will use the Google Apps for Education suite to document, manage, and share student work, activities and correspondence. Each student's personal storage space to save documents may be accessed here:

>   https://drive.google.com/drive/my-drive

Students are encouraged to use their ClassLink/Google Education account at home and other locations outside of school to facilitate on-demand learning. Google Apps for Education accounts may be accessed using any device. Students are bound by Monroe County School District's Use of Technology Policy, Administrative Procedures, Acceptable Use Agreement, and all other guidelines in this document wherever they use their Classlink/Google accounts at school or at home.

Operating System and Security

Students may not use or install any operating system on their school-issued device other than the current version that is supported and managed by the district.

No Expectation of Privacy

Students have no expectation of confidentiality or privacy with respect to any usage of a school issued device and or student account, regardless of whether that use is for district-related or

personal purposes, other than as specifically provided by law. The district may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student usage at any time for any reason related to the operation of the district. Use of district devices and or accessing student accounts constitutes agreement to such access, monitoring, and recording of their use.

Monitoring Software

Instructional staff, school administrators, and the Monroe County School District Technology staff may use monitoring software such as Hapara that enables viewing the screens and activity on school-issued devices.

Updates

Software and operating system updates are managed by the district and update automatically. Students do not need to manually update any technology resources provided by the school for their use.

Virus Protection

Virus protection and firewalls exist and are managed by the district for all student devices and Internet access through student accounts. There is no need for additional virus protection.

Content Filter

The district utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All technology resources provided by the school, regardless of physical location (in or out of school), will have all Internet activity protected and monitored by the district. If a website is blocked in school, then it will be blocked out of school. If an educationally valuable site is blocked, students should contact school personnel, who in turn, will submit a Helpdesk ticket to request the site be unblocked.

Inspection

Technology resources provided by the school for student use are subject to inspection at any time. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school on the device. If a school-issued device is damaged and or turned in for repair, the Administrative Assistant for Student Services will asked questions about the student's use or details about the incident to help expedite the repair process.

Additional Apps and Extensions

Students shall not install additional apps or extensions on the district-managed devices other than those approved by Monroe County Public Schools. All apps shall be downloaded by the district.

Acceptable Uses and Digital Citizenship

School-issued devices should be used for educational purposes and students are to adhere to the *Monroe County School District Acceptable Use of Technology Policy* and all of its corresponding administrative procedures at all times.

Students will only work within applications that are assigned and approved by their teachers and the Monroe County School District. Students must **always** use their Monroe County School District account when logging into their district-managed devices.

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

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.

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.

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.

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

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.

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.

Internet Use, Safety, and Computer Use Policy

Monroe County Schools Internet Access is to be used only for classroom related activities. This policy applies when using either school equipment or personal equipment on the district network.

Compliance with the Law and Use of Computers/Internet

Students, using the Internet, will follow all laws, policies, and rules governing computers. This includes (but is not limited to) copyright laws, software publisher's rights, license agreements, acts of terrorism, assault, threats, and student right of privacy. Students will have ongoing instruction in Internet Safety. Students shall be granted permission to access the Internet under the direction of a member of instructional staff upon receipt of the signed Acceptable Use Policy.

Access to the Internet by Minors or Adults

For the purpose of clarification, minors are students under the age of 18, and adults are over the age of 18. Minors and adults shall:

1. Refrain from accessing material that is obscene, pornography, harmful to minors, or otherwise inappropriate for education.
2. Refrain from using Monroe County School District technology or Internet resources to engage in hacking or attempts to otherwise compromise any computer or network system's security.
3. Refrain from engaging in any illegal activities on the Internet.
4. Only use electronic mail, social networking sites, and other forms of direct electronic communications for the purposes related to education within the context of a Monroe County Public Schools-related assignment or activity.

5. Refrain from attempting to override or bypass any protection measure that has been put in place by Monroe County Public Schools to block and/or filter access to Internet Sites that are not in accordance with district policies.
6. Minors shall not disclose personal identification information on the Internet.

Policy Violations

Any violation of this policy may result in the loss of access to the Internet by the student/adult involved. Additional disciplinary action may be determined in accordance with existing policies of the Monroe County Public Schools, including applicable State and Federal laws.

Acceptable Use

- ✓ We believe that access to the Internet is an important educational resource for our students.
- ✓ We require efficient, ethical, courteous and legal utilization of the equipment, computers, and network resources.
- ✓ As a safety precaution, full names, or addresses are not to be revealed online.
- ✓ Computer and network resources have been provided for educational purposes. Game-playing and commercial uses are prohibited.
- ✓ Sharing of individual accounts is prohibited.
- ✓ Electronic mail (email) and other computer use or storage is not guaranteed to be private or confidential. Network or other computer use or storage areas are and will be treated as school property. Computers, files and communications may be accessed and reviewed by district personnel and may be accessed by other computer users.
- ✓ Vandalism or "hacking" of any kind is prohibited.
- ✓ The security of the system and the rights of other users are to be respected at all times.
- ✓ Students or staff knowingly violating the terms of the agreement are subject to the discipline policies of the individual school building, Monroe County Public School District, and/or civil authorities.
- ✓ Such activities may result in termination of their account/access and/or expulsion from school and/or legal prosecution.

Student Privacy and Safety

- ✓ Do not go into any chat rooms other than those set up by your lead guide or mandated in other distance education courses approved by Monroe County School District.

- ✓ Do not open, use, or change computer files that do not belong to you.
- ✓ Do not reveal your full name, phone number, home address, social security number, credit card numbers, passwords, or passwords of other people.
- ✓ Remember that network storage is not guaranteed to be private or confidential. District Administration reserves the right to inspect your files at any time and will take the necessary steps if files are in violation of the district's Acceptable Use Policy.
- ✓ If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, notify a teacher or the principal immediately so that such sites can be blocked from further access. This is not merely a request, it is a responsibility.

Legal Propriety

- ✓ All students and staff must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask the Director of Media Services or the Director of Technology if you are in compliance with the law.
- ✓ Plagiarism is a violation of the Monroe County Schools 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.

Report any questions or concerns about the contents of this document to our Front Office at 305.293.1400, ext. 53418.