Louisa-Muscatine Community School District
Technology Policy, Procedures, and Information
L-M CSD 1:1 Technology Program

The policies, procedures, and information within this document apply to all district-owned technology used at the Louisa-Muscatine Community School District, including any other device considered by the Administration to come under this policy. Individual or teams of teachers may set additional requirements for their classroom.

As used in this Technology Policy, technology includes, but is not limited to: computers, iPads and other equipment used to store, retrieve, transmit and manipulate data. Due to the rapidly evolving nature of technology it is impossible to create a completely inclusive definition.

This technology policy is in addition to any board and handbook policy already in existence. This applies to anytime it is necessary for technology to leave the classroom or school setting.

1. TECHNOLOGY ASSIGNMENT: parent/guardian and students must sign and return the Technology Acceptable Use Policy before a device can be issued to a student.

1.1 Technology Assignment
Technology will be assigned by teachers. This process will take place at the beginning of the school year and students will be required to return all devices and school-owned accessories on the last day of school or financial/criminal charges may arise.

High school students will generally be allowed to take home their devices. Junior high and elementary students' devices will remain at school, but may travel with them throughout the day.

Students will be asked to only use school issued devices while at school. Cell phones and other personal technology will not be allowed during educational time without staff permission. At the secondary building cell phones may be used during lunch and passing times unless otherwise dictated.

PROTECTING & STORING School-Issued Technology
1.2 Storing Your Technology
Devices should be contained within the school issued sleeve or another bag approved by an administrator or the District Tech Director. When students are not using their device, they should be stored in their locked lockers. Nothing should be placed on top of the device when stored in the locker. High school students are encouraged to take their devices home every day after school, regardless of whether they are needed. Devices should not be stored in a vehicle at school or at home. Junior high and elementary students will need to return their devices to designated charging stations at the end of each day unless they have made arrangements to check it out for the evening.

1.3 Technology Left in Unsupervised Areas

Under no circumstances should a device be left in an unsupervised area other than in a locked locker. Unsupervised areas include the school grounds, lunchrooms, computer labs, locker rooms, libraries, unlocked classrooms, and hallways. Any devices left in these areas are in danger of being stolen. If a device is found in an unsupervised area, it will be taken to the office and dealt with as a disciplinary matter using the L-M Assertive Discipline System. These actions will be cumulative over each semester.

COST OF REPAIRS

Students will be held responsible for **ALL** non-accidental damage to their device including, but not limited to: broken screens, cracked plastic pieces, inoperability, damaged charging cords, etc. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for the full replacement value. Lost items such as cases and cables will be charged the actual replacement cost.

In the event of damage to the device not covered by the warranty/insurance and within the student's control, the student and parent/or legal guardian will be billed for the repair/replacement.

2. TAKING CARE OF YOUR DEVICE

Students are responsible for the general care of the technology issued by the school. Technology that is broken or fails to work properly should be taken to the student's teacher or advisor.

2.1 General Precautions
- The Technology is school property and all users will follow this policy and the L-M Acceptable Use Policy for Technology.
- Only use a clean, soft cloth to clean the screen, no cleansers or liquids of any type.
- Cords and cables must be inserted carefully into the device to prevent damage.
- Technology and cases must remain free of any writing, drawing, stickers, or labels that are not school appropriate and designed for technology (easily removable when needed).
- Technology should always be locked or supervised directly by the student to whom it is assigned. For instance, technology should never be left in an unlocked locker, unlocked car, or any unsupervised area.
- Students are responsible for keeping their technology battery charged for school each day.

2.2 Carrying Technology

The protective cases provided with technology have sufficient padding to protect the technology from normal treatment and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

- Technology should always be within the protective case provided by the district. Cases are property of LMCSD; any damage is the responsibility of the student.
- No other items should be stored or carried within the technology case to avoid pressure and weight on the screen.

2.3 Screen Care
The technology screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.
- Do not lean on the top of the technology when it is closed.
- Do not place anything near the technology that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Take care not to bump the technology against lockers, walls, car doors, floors, etc., as it will eventually break the screen.

3. USING YOUR DEVICE AT SCHOOL
Technology is intended for use at school each day. Students must be responsible for bringing their technology to all classes, unless specifically instructed not to by their teacher.

3.1 Technology Left at Home
If students leave their technology at home, they are responsible for getting the course work completed as though their technology was present. Students who repeatedly (as determined by any staff member) leave their technology at home, will be required to leave their technology at school and check it out/in from their teacher or advisor at the beginning and end of each day.

3.2 Technology Undergoing Repair
If available, loaner technology may be issued to students when repairs are required.

3.3 Charging Your Technology Battery
Technology must be brought to school each day in a fully charged condition. Students need to charge their technology prior to bringing back to school. Students who repeatedly (as determined by any staff member) fail to bring their technology to school fully charged will be required to leave their technology at school and check it out/in from their teacher or advisor at the beginning and end of each day.

3.4 Screensavers/Background/Profile Photos
- Inappropriate media may not be used as a screensaver or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang related symbols, pictures, racial comments, or anything that would be considered unfavorable to the education environment will result in disciplinary action.

3.5 Sound, Music, Games or Programs
- Sound must always be muted in the classroom unless permission is obtained from the teacher for instructional purposes.
- Music is only allowed on the technology with the permission of the teacher.
- The use of ear buds/headphones will not be permitted unless permission is given by the teacher.
- All software/apps/games must be district approved.

3.6 Printing
Printing will be available with the technology on a limited basis. Students should talk to their teacher about when and how to print.

3.7 Home Internet Access
- Students can set up wireless networks on their technology. This will assist them with technology use while at home. Students are not required to have wireless access at home.
- Students' use of technology at home is subject to the provisions and requirements of this policy just as if being used at home.

4. MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving to the Technology Home Directory
Students may save work to the hard drive. Limited storage space will be available on the technology, but it will NOT be backed-up in case of re-imaging. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Technology malfunctions are not an acceptable excuse for not submitting work. Teacher will instruct students on methods of managing workflow.

4.2 Network Connectivity
The L-M School District makes no guarantee that its network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.

5. SOFTWARE ON DEVICE

5.1 Additional Software
Students are not allowed to load extra software/apps on their technology. L-M will synchronize the technology so that they contain necessary apps for school work. Students will not synchronize technology or add apps to their assigned technology including syncing to home or personal accounts (such as iTunes, Amazon, Netflix etc.).

5.2 Inspection

Students may be selected at random to provide their technology for inspection. Technologies are property of the L-M School District, and any staff member may confiscate any technology at any time for any purpose.

5.3 Procedure for Re-loading Software
Technology will be restored from backup if technical difficulties occur due to the installation of unapproved apps or illegal software. The school does not accept responsibility for the loss of any software or documents deleted due to reformatting and reimaging.

5.4 Software Upgrades
Upgraded versions of licensed software/apps are available from time to time. Students may be required to check in their technology for periodic updates and syncing.

6. ACCEPTABLE USE
The use of the L-M Community School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the L-M School District is not transferable or extendable by students to people or groups outside the district and terminates when a student is no longer enrolled in the L-M School District. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of the technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The L-M School District's Student Code of Conduct shall be applied to student infractions.

The L-M Community School District is not responsible for the accuracy of information students access on the Internet. The L-M Community School District retains the right to monitor all aspects of its technology, including but not limited to, monitoring sites students visit on the Internet and reviewing email. District purchased monitoring software may be used by staff to monitor student use both at school and off campus.

Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

6.1 Parent/ Guardian Responsibilities
- Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.
- Should you want your student to opt out of taking technology home, you will need to sign a form indicating this and understand that your student is still responsible for meeting the course requirements.

6.2 School Responsibilities are to:
- Provide Internet access and provide an individual Google account to its students.
- Provide Internet Filtration of inappropriate materials on district networks as well as off district networks.
- Immediately report any inappropriate digital content to the building principal.
- Provide network data storage areas. These will be treated like school lockers. L-M School District reserves the right to review, monitor, and restrict information stored on or transmitted via L-M School District owned equipment and to investigate inappropriate use of resources.
- Provide guidance to aid students in use of the device and help ensure student compliance of the Acceptable Use Policy.

6.3 Students are Responsible For:
- Using all technology in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that apply to technology use.
- Using all technology resources in an appropriate manner to not damage school equipment. This "damage" includes, but is not limited to, the loss of data resulting in delays, non-deliveries, missed deliveries or service interruptions caused by the students own negligence, errors, or omissions. Use of any information obtained via L-M School District designated Internet System is at your own risk. L-M School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Helping L-M School District protect our technology by contacting any staff member about any security problems they may encounter.
- Monitoring all activity on their account(s)/device.
- Securing their technology after they are done working to protect their work information and device.
- Notifying an adult immediately should they receive inappropriate digital content.
- Returning their technology at the end of each school year. Students who graduate early, withdraw, are suspended long-term or expelled, or terminate enrollment at L-M for any other reason, must return their individual school technology on the date of termination.

6.4 Student Activities Strictly Prohibited:
- Illegal installation or transmission of copyrighted materials
- Any action that violates existing Board Policy or public law
- Sending, accessing, uploading, downloading, or distributing offensive, profane, harassing, threatening, pornographic, obscene, or sexually explicit materials.
- Use of outside data disks or external attachments without prior approval from the administration
- Changing of Technology settings (exceptions include personal settings such as font size, brightness, etc.)
- Downloading apps

- Spamming-Sending mass or inappropriate emails
- Gaining access to other student's accounts, files and/or data
- Use of school's internet/e-mail accounts for financial or commercial gain or for any illegal activity
- Use of anonymous and/or false communications
- Giving out personal information over the Internet- except for teacher-directed instances.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism of school equipment. (Malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components)
- Bypassing the L-M web filter through a web proxy or by any other methods.

6.5 Technology Damage
Just like any school property issued to a student for individual use, students will be held responsible for maintaining their individual technology and keeping them in good working order. Students are responsible for all damage.
- Technology that has malfunctioned and/or is damaged must be reported immediately. All technological repairs must be handled through the district. Students are responsible for the actual cost of damages- not to exceed the cost of replacement.
- Technology batteries must be charged and ready for school each day.
- Technology cases furnished by the district must be returned with only normal wear and no alterations to avoid paying a case replacement fee.
- Technology that is stolen must be reported immediately to a building administrator.

6.6 Legal Propriety
- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent/guardian.
- Plagiarism is a violation of the L-M Student Handbook. 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.
- Use or possession of hacking software is strictly prohibited and violators will be subject to L-M Student/Parent/Guardian Handbook. Violation of applicable state or federal law will result in criminal prosecution of disciplinary action by the District.

L-M Internet Board Policy:

Code No. 605.6

INTERNET - APPROPRIATE USE Because technology is a vital part of the school district curriculum, the Internet will be made available to employees and students. Appropriate and equitable use of the Internet will allow employees and students to access resources unavailable through traditional means. Individual student accounts and electronic mail addresses (will not/may) be issued to students. If a student already has an electronic mail address, the student will be permitted to use the address to send and receive mail at school. The Internet can provide a vast collection of educational resources for students and employees. It is a global network which makes it impossible to control all available information. Because information appears, disappears and changes constantly, it is not possible to predict or control what students may locate. The school district makes no guarantees as to the accuracy of information received on the Internet. Although students will be under teacher supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students might encounter information which may not be of educational value. Student Internet records and access records are confidential records treated like other student records. Students' Internet activities will be monitored by the school district to ensure students are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography or are harmful to minors. The school district will use technology protection measures to protect students from inappropriate access, including sites that include obscenity, child pornography or are harmful to minors. The school district will monitor the online activities of students and will educate students about appropriate online behavior, including interacting on social networking sites and chat rooms. Students will also be educated on cyberbullying, including awareness and response. Employees will provide age appropriate training for students who use the Internet. The training provided will be designed to promote the school district's commitment to: The standards and acceptable use of Internet services as set forth in the Internet Safety Policy; Student safety with regard to: o safety on the Internet; o appropriate behavior while on online, on social networking Web sites, and o in chat rooms; and o cyberbullying awareness and response. Compliance with the E-rate requirements of the Children's Internet Protection Act Employees and students will be instructed on the appropriate use of the Internet. Parents will be required to sign a permission form to allow their students to access the Internet. Students will sign a form acknowledging they have read and understand the Internet Acceptable Use policy and regulations, that they will comply with the policy and regulations, and that they understand the consequences for violation of the policy or regulations. In compliance with federal law, this policy will be maintained at least five years beyond the termination of funding under the Children's Internet Protection Act (CIPA) or E-rate.

PARENT/GUARDIAN/STUDENT ACKNOWLEDGEMENT OF L-M TECHNOLOGY POLICY, BOARD TECHNOLOGY POLICY AND HANDBOOK TECHNOLOGY GUIDANCE

We, _____ and
                                   Parent/Guardian

_____
                                   Student

_____
                    Grade

have read or will review the *Louisa-Muscatine Technology Policy, Board Technology Policy and Handbook Technology Guidance prior to the first day of school* . We understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures, and policies of the school district. We also understand that this handbook works in conjunction with handbooks and other written material on the same subjects.

_____
                          Parent/Guardian Signature

_____
                            Student Signature

_____
                     Date