EAST ALLEN COUNTY SCHOOLS

DREAM IT. DO IT.

2013-2014
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1. Technology Goals

- Equip all students to use technology to interact with and impact the world around them.
- Teach the ethical use of technology.
- Improve the quality of learning and promote greater academic achievement.
- Develop a new set of skills for the 21st Century Learner.
- Provide greater access to educational opportunities and differentiated instruction by using technology for anytime, anywhere learning.
- Improve communication and widen our sense of community by expanding the ways teachers, students, and parents interact with each other.
- Expand integration of digital resources.

2. Responsible Use Agreement for Students

A. Introduction

This Responsible Use Agreement (RUA) outlines the guidelines and behaviors that users are expected to follow when using school technologies. In addition to this agreement, the use of any district provided technology requires students and staff to abide by the EACS Acceptable Use Policy.

1. EACS technology is intended for educational purposes only.
2. All activity over the network or while using district technologies will be monitored or retained.
3. Access to online content via the EACS network will be filtered in accordance with our policies and federal regulations, including the Children’s Internet Protection Act (CIPA).
4. Users are expected to follow the same rules for good behavior and respectful conduct online as offline.
5. Misuse of school resources can result in disciplinary action.
6. EACS 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.
7. Users of the district network or other technologies are expected to immediately alert district personnel of any concerns for safety or security (duty to inform).

B. Technologies Covered

EACS may provide Internet access, desktop computers, iPads, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more.

As new technologies emerge, EACS will attempt to provide access to them. The policies outlined in this document are intended to cover all available technologies, not just those specifically listed.

C. Usage Policies

All technologies provided by the district are intended for educational purposes. All users are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, be appropriate, and be kind; use common sense, and ask if you do not know.

1. Users should abide by the same responsible use policies when using school devices off the school network as on the school network.
2. Users are expected to treat these devices with extreme care and caution; they are expensive devices that the school is entrusting to your care.
3. Users should report any loss, damage, or malfunction to school personnel immediately.
4. Users will be financially accountable for any damage resulting from negligence or misuse.

D. Internet Access

District Provided Access- EACS provides its users with access to the Internet, including websites, resources, content, and online tools while on campus. That access will be restricted in compliance with CIPA regulations and school policies. Internet activity may be monitored and records may be retained indefinitely.

   1. Users must understand that the internet filter is a mandatory and vital safety precaution.
   2. Users must not circumvent the Internet filter.
   3. Users should follow district protocol to alert the building administrator or submit a site for review if a site is blocked and the user believes it should not be.
   4. Users should follow district protocol to report sites that are not blocked, but that the user feels should be blocked.

Non-District Provided Access

1. EACS devices may be used on other wireless networks while off campus.
2. When students are at school, they may use Safari, Lightspeed or Rover browser app.
3. Away from school, students will use Lightspeed browser or Rover app.
4. Students are prohibited from downloading any other browser app from the App store.

E. Web 2.0 (Email, Social, Collaborative Content)

Recognizing the benefits collaboration brings to education, EACS may provide users with access to websites or tools that allow communication, collaboration, and sharing. Availability and use may be restricted based on district policies.

   1. District provided email accounts should be used with care.
   2. Users email, files, photographs, app usage, etc. will be monitored and archived to meet legal obligations.
   3. Users should be careful not to share personally-identifying information online. Sharing inappropriate personal information or content is strictly prohibited.
   4. Beware when opening files or following links from unknown or untrusted origin.
   5. Communicate with appropriate, safe, mindful, and courteous conduct.
   6. Text messaging and instant messaging of any kind is prohibited.
   7. Posts, discussions, and sharing will be monitored on My Big Campus.

F. Personally-Owned Devices Policy

Students should keep personally owned devices (including iPads, tablets, smart phones, and cell phones) turned off and put away during school hours—unless in the event of an emergency or as instructed by a teacher or staff for educational purposes. Personal cellular devices or hotspots cannot be used to access the Internet at school.
G. Security
Users are expected to take reasonable safeguards against the transmission of security threats (viruses, worms, spyware, etc.) 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.

If a device is believed to be infected with a virus, please alert school personnel immediately. The user should not attempt to remove the virus or download any programs to help remove the virus.

H. Downloads
Users may be able to download file types, such as images or videos; however, for the security of the district’s network, such downloads should only be from reputable websites, and only for educational purposes. Streaming non-school related video and audio is strictly prohibited during the school day unless directed otherwise by school personnel. Students may be selected at random to provide their device for monitoring and inspection.

I. Netiquette
1. Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.
2. Users should recognize that among the valuable content online, there is also unverified, incorrect, or inappropriate content.

J. Plagiarism
1. Users are prohibited from plagiarizing (use as their own, without citing the original creator) content, including words or images, from the Internet.
2. Users should not take credit for things they didn’t create themselves, or misrepresent themselves as an author or creator of something found online.
3. Research conducted via the Internet should be appropriately cited, giving credit to the original author.
4. Users are prohibited from accessing sites that promote plagiarism. These sites should be reported to school personnel.

K. Personal Safety
1. Users should recognize that communicating over the Internet brings the risks associated with the lack of face to face contact.
2. Users should carefully safeguard the personal information of themselves and others.
3. Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without permission.
4. Students should never agree to meet someone they meet online in real life.
5. If the user sees a message, comment, image, or anything else online that makes him or her concerned for his/her personal safety, it should be brought to the attention of school personnel or a parent immediately.
L. Cyber-bullying

The National Crime Prevention Council defines cyber-bullying as: “When the Internet, cell phones or other devices are used to send or post text or images intended to hurt or embarrass another person.”

**Types of Cyber-bullying** - Cyber-bullying can take many forms. Properly identifying and preventing cyber-bullying requires an understanding of the different ways technology can be used to hurt others

1. **Flaming** - Online fights using electronic messages with angry or vulgar language.
2. **Harassment** - Repeatedly sending nasty, mean, and insulting messages.
3. **Denigration** - "Dissing" someone online. Sending or posting gossip or rumors about a person to damage his or her reputation or friendships.
4. **Impersonation** - Pretending to be someone else and sending or posting material to get that person in trouble or damage their reputation.
5. **Outing** - Sharing someone's secrets or embarrassing information or images online.
6. **Trickery** - Tricking someone into revealing secrets or embarrassing information and then sharing it online.
7. **Exclusion** - Intentionally and cruelly excluding someone.
8. **Cyberstalking** - Repeated, intense harassment and denigration that includes threats or creates significant fear.

*“An Educator’s Guide to Cyberbullying and Cyberthreats,” by Nancy Willard*

### EACS Position on Cyber-bullying and Digital Citizenship

1. Students shall receive education including, but not limited to appropriate online behavior in social networking sites, chat rooms, electronic communications, etc; the dangers inherent with the online disclosure of personally identifiable information; and, consequences of unlawful activities, including cyber-bullying awareness and response, other unlawful or inappropriate online activities by students.
2. **Cyber-bullying will not be tolerated and is strictly forbidden,** (see Student Code of Conduct pp. 19-21)
3. Engaging in cyber-bullying to harm (physically or emotionally) another person will result in severe disciplinary action and loss of privileges.
4. In some cases, cyber-bullying can be a crime.
5. The user should remember that digital activities are monitored and retained.

### M. Examples of Responsible/Irresponsible Use

**Responsible:**

+ Use school technologies for school-related activities.
+ Follow the same guidelines for respectful, responsible behavior online as offline.
+ Treat school resources carefully, and alert staff if there is any problem with their operation.
+ Encourage positive, constructive discussion when using communicative or collaborative technologies.
+ Alert school personnel of threatening, inappropriate, or harmful content 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 everybody.
+ Help to protect the security of school resources by reporting misuse or illegal activities.
Irresponsible Use:

- Use school technologies in a way that could be personally or physically harmful.
- Attempt to find or create inappropriate images or content.
- Engage in cyber-bullying, harassment, or disrespectful conduct toward others.
- Try to find ways to circumvent the school’s safety measures and filtering tools.
- Downloading apps that are rated 12+ or higher, or explicit material.
- Use school technologies to send spam or chain mail.
- Plagiarize content found online.
- Post personally-identifying information, about myself or others.
- Agree to meet someone met online in real life.
- Use of chat rooms, sites selling term papers, book reports and other forms of student work.
- Use text and messaging services outside of My Big Campus.
- Illegal installation or transmission of copyrighted materials.
- Use language online that would be irresponsible 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 is inappropriate.
- Gaining access to other student’s accounts, files, and or data.
- Listening or viewing media or books labeled “Explicit”

* This is not intended to be a complete list, just a few specific examples.

N. Limitation of Liability

1. EACS will not be responsible for damage or harm to persons, files, data, or hardware.

2. While EACS employs CIPA compliant filtering and other safety and security mechanisms, and attempts to ensure their proper function. It makes no guarantees as to their effectiveness.

3. EACS will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network. (We DO NOT recommend attaching a credit card account to a student Apple ID on a school owned iPad, and EACS is not responsible for charges made if this is done.)

O. Violations of this Responsible Use Agreement

Violations of this policy may have disciplinary repercussions, including:

1. Restrictions placed on iPads or computers
2. Notification of parents
3. Detention or suspension from school and school related activities
4. Loss of iPad privileges
5. Legal action and/or prosecution
6. Financial Consequences
3. iPad Policy

A. Terms
Parents of students that are assigned a Take-Home iPad will be offered iPad insurance. The annual insurance includes a premium payment for the year, and a deductible by incident.

Users will comply at all times with the EACS Student Technology Handbook policies. Any failure to comply may terminate user rights of possession effective immediately and the district may repossess the property.

ANY LOST, STOLEN, OR DAMAGED iPad MUST BE REPORTED TO SCHOOL AUTHORITIES IMMEDIATELY, AND NO LATER THAN THE NEXT SCHOOL DAY.

B. Title
Legal title to the property is in the District and shall at all times remain with the District. The user’s right of possession and use is limited to and conditioned upon full and complete compliance with this agreement and the EACS Student Technology Handbook policies.

C. Loss, Theft, or Damage
If the iPad is lost or stolen, or fully damaged, the user is responsible for the replacement cost of the iPad.

Please see 4a-d below for details on lost, stolen, or damaged iPads.

D. Repossession
If the user does not fully comply with all terms of this agreement and the EACS Student Technology Handbook, including the timely return of the iPad when requested, the District shall be entitled to declare the use in default, and go to the student’s place of residence, or other location of the device, to take possession of the property.

E. Terms of Agreement
The user’s right to use and possession of the property terminates not later than the last day of the school year unless earlier terminated by the District, upon withdrawal from the District, placement in the alternative school, or out-of-school suspension.

F. Unlawful Appropriation
Failure to timely return the property and the continued use of it for non-school purposes, without the District’s consent, will be considered unlawful use of the District’s property, and subject to termination of this agreement and subject to legal action.

4. Financial Terms of Mobile Technology Use

A. Use and Maintenance Fees
- Parents may choose annual insurance that includes a premium payment for the year, and a deductible by incident. The insurance must choose to take or not take the insurance prior to taking possession of the iPad.
- The premium is by device and covers electrical surges, drops or falls, liquid spills, and part damage.
- The deductible is by incident, i.e., 1st incident, 2nd incident.
- If the iPad is lost, stolen, or damaged due to negligence or misuse on the part of the user, the parent is responsible for the replacement cost. If using insurance, follow the terms of the insurance agreement for costs.
- District may disable the iPad remotely to protect the device and/or data on the device.
- Seniors must clear all records and pay all fees before participating in graduation.
B. iPad Costs - Lost, Stolen, or Full-cost damage

   iPad 3 (32G) - $599.00   iPad 3 (16G) - $499.00   iPad 2 (16G) - $399.00

C. Damaged iPads
1. ANY iPad LOST OR DAMAGED MUST BE REPORTED TO SCHOOL AUTHORITIES IMMEDIATELY, OR BY THE NEXT SCHOOL DAY!
2. Lost, stolen, or damaged power adapters, cords, and cases must be paid in full. See chart below.
3. IF INSURED - Incident Deductible and Reimbursement costs:
   - First incident: $100 - Student will get a replacement iPad upon payment of the $100 deductible.
   - Second incident: Lessor of cost to repair the iPad or replacement cost. Loss of iPad take-home privileges.
   - Third incident: Lessor of cost to repair the iPad or replacement cost. Loss of iPad privileges.

D. Table of Estimated Repair Pricing

<table>
<thead>
<tr>
<th>Loss, Deliberate Damage or Neglect</th>
<th>Estimated Repair/Replacement Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Broken Screen</td>
<td>$100.00</td>
</tr>
<tr>
<td>Broken LCD</td>
<td>$150.00</td>
</tr>
<tr>
<td>Power Adapter (brick)</td>
<td>$20.00</td>
</tr>
<tr>
<td>Charging cable</td>
<td>$10.00</td>
</tr>
<tr>
<td>District Assigned iPad Case</td>
<td>$20.00</td>
</tr>
</tbody>
</table>

5. Mobile Technology Precautions

A. Handling and Care of the iPad
   ✓ The user must keep the iPad in the district provided protective case
   ✓ iPads and cases must remain free of any writing, drawing, stickers, or labels that are not applied by EACS.
   ✓ Use the iPad on a flat, stable surface.
   ✓ Do not set books on the iPad.
   ✓ Do not have food or drinks around the iPad.
   ✓ Wipe surfaces with a clean, dry soft cloth.
   ✓ Avoid touching the screen with pens or pencils.
   ✓ Do not leave the iPad exposed to direct sunlight or near any heat or moisture sources for extended periods of time.

B. Power Management
   ✓ It is the user’s responsibility to recharge the iPad’s battery so it is fully charged by the start of the next school day.
     o iPads with no battery life must be charged in the library. The student forfeits use of the iPad for the entire time it takes to charge the iPad (no passes from class to pick up iPad, the iPad may only be picked up during passing periods).
     o All missed class work must be made up on the students’ own time.
   ✓ The iPad must remain ON (awake or sleep mode) at school at all times. NO EXCEPTIONS.

C. Transport
   ✓ The iPad should be transported in its protective case with elastic straps securing the cover.
   ✓ Do not leave iPad in a vehicle for extended periods of time or overnight.
   ✓ Do not leave iPad in visible sight when left in a vehicle.
D. Monitoring and Supervision

✓ Do not leave the iPad unattended in an unlocked classroom, a bathroom, or during an extra-curricular activity.

✓ Do not lend your iPad to a classmate, friend, or family member.

✓ You are responsible for the safety / security of the iPad and any activity on the device at all times.
STUDENT iPAD PLEDGE

I will follow these guidelines for care of the iPad:

1. I will keep the iPad in my possession, unless it is locked in my locker.
2. I will never loan the iPad to other individuals.
3. I will arrive at school with the iPad fully charged every day.
4. I will protect my iPad by keeping it in the District cover, or a district-approved alternate cover.
5. I will not put stickers or tape on the iPad or cover.
6. I will not change or remove profile settings on the iPad.
7. I will push “Install” when apps are sent to the iPad from the App Portal.
8. I will only use my Apple ID on the iPad. Do not allow friends to use your Apple ID.
9. I understand that the iPad is subject to inspection at any time and that it remains the property of EACS.
10. I will follow the East Allen County Schools’ Responsible Use Agreement.
11. I will use the district-provided Internet resources for educational purposes only.
12. I will file a police report immediately if the iPad is stolen, and tell school administrators.
13. I am responsible for damage caused by neglect or abuse.
14. I agree to return the iPad, power cords, and cover in good working condition immediately upon request by the district.
15. I agree to pay to replace power cords ($10 for cord, $20 for Power Brick) or the iPad cover ($20), if I damage or lose them.
16. I will return the iPad issued to me to school at the end of the school year. If I withdraw from school, am suspended, or expelled, I will return the iPad to school immediately.
17. I have the option to purchase insurance, or I am responsible for all costs personally.
18. I agree to pay the replacement cost of the iPad if I fail to return it at the end of the school year or if I withdraw from school. I understand that failure to return the device subjects me to criminal prosecution or civil liability, and may result in a theft report being filed with the police.

iPad Management:

1. To protect the students and the district from loss of an iPad, the FindMyiPad service must remain on at all times.
2. Do not sync the iPad to personal or school computer
3. District purchased apps will be pushed out to student iPads via the FileWave software.
4. Each user or user’s parent must create a personal iTunes account to “purchase” personal apps, free school-related apps, and iBooks. A credit card is not required to set up an iTunes account. Any app/downloads must be in compliance with the EACS Student Technology Handbook policies.
5. A personal e-mail account is required to create an Apple ID/Account. Examples of personal accounts would be Yahoo, Gmail, etc.
6. The only acceptable browser apps for the iPad are Safari, Rover and Lightspeed. To have “filtered” Internet outside of school, you need to use the Lightspeed browser. Students are prohibited from downloading any other browser app from the App store. Failure to comply will result in disciplinary action.
7. We cannot guarantee apps that are purchased through personal iTunes accounts that do not utilize iCloud back up will stay on the iPad if we need to sync it or set to factory settings.

I have read the STUDENT iPad Pledge and understand that I am responsible at all times for the care and appropriate use of technology. I understand if I violate the guidelines agreed to in the EACS Student Technology Handbook, my privilege to use technology may be restricted or removed, and I may be subject to disciplinary action.
iPad Acceptance Form

Name: _________________________________          Student ID# : ________________________________

School: ________________________________           Grade: ______________

iPad Acceptance

I understand that the iPad, equipment, and/or accessories that EACS has provided my child are the property of East Allen County Schools. I understand that we will report any damage, loss, or theft of the iPad to EACS personnel immediately. In addition, I understand that I may be held responsible for reimbursement for loss, damage, or repair of my child’s mobile device, which may have occurred at school or at home, or while the mobile device was being transported, in accordance with the policies outlined in the EACS Student Technology Handbook. **ALL iPAD REPAIRS MUST BE SUBMITTED TO EACS TECHNOLOGY DEPARTMENT ANY REPAIRS ATTEMPTED BY OTHER MEANS WILL RESULTS IN FULL REPLACEMENT COST.**

___ Insurance Paid in Full ($30.00) NO PARTIAL PAYMENT OPTION. See reverse side for coverage details. **Please make checks payable to the school**

___ Insurance Declined (I understand that by declining the optional insurance on the iPad, I am responsible for the full amount of the lost or stolen iPad and all ACTUAL repair costs. See Student Technology Handbook for the individual costs.)

____________________________________________
Parent Signature

____________________________________________
Date

Amount Received: ________________________________________

Received by: _____________________________________________

DISTRICT COPY

Amount Received: ________________________________________

Received by: _____________________________________________

PARENT COPY
ALL STUDENTS WILL BE RESPONSIBLE FOR THE COST OF DAMAGE, LOST OR STOLEN IPADS.

IF INSURANCE PAYMENT ($30) RECEIVED – Incident Deductible and Reimbursement costs: For Lost, Stolen or Damaged

- **First Incident**: Parent will pay $100 deductible for lost, stolen or damaged iPad.
- **Second Incident**: Lessor of cost to repair the iPad or replacement cost. (Loss of take-home privileges)
- **Third Incident**: Lessor of cost to repair the iPad or replacement cost. (Loss of iPad privileges)

**Full Replacement cost for iPads:**

*Grade 9-12: iPad 3 (32G) $599.00  Grade 7-8: iPad 3 (16G) $499.00  iPad 2 (16G) $399.00*

See *Student Technology Handbook* for Table of Estimated Repair Pricing. The *Student Technology Handbook* is also available on the EACS website, and is located under the Parents’ tab. ([http://www.eacs.k12.in.us/parents/student_technology_handbook](http://www.eacs.k12.in.us/parents/student_technology_handbook))