

# Computer Handbook

## Grades 6-12



## Kadoka Area School District

Kadoka, South Dakota

### Kadoka Area School District Computer Program

The focus of the Using Computers as Tools Program at Kadoka Area School is to prepare students for their future, a world of digital technology and information. As we enter the twenty-first century, excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and the learning tool of these twenty-first century students is the computer. The individual use of computers is a way to empower students to learn at their full potential and to prepare them for the real world of college and the workplace. Computers encourage students to solve problems and think critically by stimulating analytical thinking. Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Learning with computers integrates technology into the curriculum anytime, anyplace.

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## 1. GENERAL STATEMENT OF USE

The Kadoka Area School District reserves the right to review a student's total performance in their academic career, at any time, which includes, but is not limited to: attendance, academic performance, and any disciplinary incidents. If the principal and/or the school district determine that school equipment is threatened, in any way, the district reserves the right to remove any and all privileges that are associated with the Kadoka Area School District computer program. All incidents will be handled on a case by case basis.

## 2. RECEIVING YOUR COMPUTER

Computers will be distributed each fall during “*the first week of school.*” **Parents & students must sign and return the Acceptable Network & Internet Use, Internet Access Request Form, Computer Protection Plan, and Student Pledge documents before the computer can be issued to their child.** The Computer Protection Plan outlines three options for families to protect the computer investment for the school district. Please review the Computer Protection plan included in this handbook. Computers will be collected at the end of each school year for maintenance, cleaning and software installations. Students will retain their original computer each year while enrolled at KASD.

### 2.1 Transfer Students

□ To protect the assets of the Kadoka Area School District all newly arriving students into the District will be asked to check-in their computers to the Help Desk Room 227 at the end of the day for a period of one month. The Help Desk will hold the equipment during the evening and the student will be allowed to check it back out on a daily basis. After 2 weeks, parents/guardians can submit a request to the principal that the period be shortened. All requests will be handled on a case by case basis.

## 3. TAKING CARE OF YOUR COMPUTER

Students are responsible for the general care of the computer they have been issued by the school. Computers that are broken or fail to work properly must be taken to the Help Desk located in the Room 227.

### 3.1 General Precautions

- No food or drink is allowed next to your computer while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the computer.
- Students should never carry their computers while the screen is open, unless directed to do so by a teacher.
- Computers must remain free of any writing, drawing, stickers, or labels that are not the property of the Kadoka Area School District.
- Computers must never be left in a car or any unsupervised area.
- Students are responsible for keeping their computer's battery charged for school each day.

### **3.2 Carrying Computers**

A protective case must be used to protect the computer. A case with sufficient padding to protect the computer from normal treatment and provide a suitable means for carrying the computer must either be provided by the student (approved by the Technology Director), or the student can use one provided by the school. The guidelines below should be followed:

- Computers should always be within the protective case when carried.
- Some carrying cases can hold other objects (such as folders and workbooks), it is important to avoid placing too much pressure and weight on the computer screen.
- The computer should be turned off before placing it in the carrying case.

### **3.3 Screen Care**

The computer 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 computer when it is closed.
- Do not place anything near the computer that could put pressure on the screen.
- Do not place anything in the carrying case that will press on the cover.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Clean the screen with a soft, dry cloth or anti-static cloth.

## **4. USING YOUR COMPUTER AT SCHOOL**

Computers are intended for use at school each day. In addition to teacher expectations for computer use, school messages, announcements, calendars and schedules will be accessed using the computer. Students must be responsible to bring their computer to all classes, unless specifically advised not to do so by their teacher.

### **4.1 Computers Left at Home**

If students leave their computer at home, they will be allowed to phone parents to bring them to school. If unable to contact parents, the student will have an opportunity to use a replacement computer, either from the Help Desk or be asked to use an alternate machine. Repeat violations of this policy will result in disciplinary action.

### **4.2 Computer Undergoing Repair**

Loaner computers may be issued to students when they leave their computers for repair at the Help Desk.

### **4.3 Charging Your Computer's Battery**

Computers must be brought to school each day in a fully charged condition. Students need to charge their computers each evening. In cases where use of the computer has caused batteries to become discharged, students may be able to connect their computers to a power outlet in class.

### **4.4 Screensavers**

- Inappropriate media may not be used as a screensaver.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures will result in disciplinary actions.
- Passwords on screensavers are not to be used.
- Hard drive passwords are forbidden. If used, students may be responsible for the cost of replacement hardware.

### **4.5 Sound**

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

### **4.6 Printing**

Students may use network printers with teachers' permission during class or breaks. Students who want to print on a home printer must ask the technology Help Desk to add their printer software to the computer. Students and teachers are encouraged to print to a .pdf printer or to their one note software.

## **5. MANAGING YOUR FILES & SAVING YOUR WORK**

### **5.1 Saving to the My Documents Directory**

Students will be logging onto our network in order to back up their work. Students will have their own user account and folder on the network with ample space to back up any school-related work. The computers will be set up with a ***My Documents Directory*** in which students should save their work. The ***My Documents Directory*** will automatically save a copy of all student documents saved to the My Documents Directory to the high school server while they are on the high school network. When a student adds a document to the My Documents Directory folder while working at home or away from school, that document will be copied automatically to the school server when the student logs onto the network at school.

Additional folders in the ***My Documents Directory*** may be created or added by the student. All student work should be stored in one of the ***My Documents Directory*** folders.

Only files stored in the ***My Documents Directory*** will be automatically backed up and saved. Student work saved to a different location on the computer will not be saved to the high school server.

### **5.2 Saving data to Removable storage devices**

Students may also backup their work using removable file storage. Removable memory cards and or Flash Drive Memory Sticks may be purchased at a retailer.

### **5.3 Cloud Storage**

Students may have access to Cloud Storage (Microsoft OneDrive and Google Drive) as well. It should be known that documents saved to the cloud are not backed up by the district and therefore cannot be recovered if lost or deleted.

It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Computer malfunctions are not an acceptable excuse for not submitting work.

## **6. SOFTWARE ON COMPUTERS**

### **6.1 Originally Installed Software**

The software originally installed by KASD must remain on the computer in usable condition and be easily accessible at all times. The computer is supplied with Microsoft Windows 10 operating system and with additional software. Licensed software provided with all new computers includes:

- Adobe
- Microsoft Edge, Internet Explorer, Google Chrome, Mozilla Firefox
- Microsoft Office including OneNote, Word, Excel, Access, PowerPoint & Publisher
- Microsoft Windows 10 Professional
- Virus Protection Software
- LanSchool Student (Classroom Management Software)
- Windows Media Player
- Windows Movie Maker
- Photo Story
- And other educational related software
- Content Filter (On and Off-Site)

From time to time the school may add or delete software applications for use in a particular course.

## **6.2 Virus Protection**

The computer has anti-virus protection software. This software will scan the hard drive for known viruses. The virus software will be upgraded from the network. The school's storage server and the state's e-mail server are also installed with virus protection software and hardware.

## **6.3 Additional Software**

It is the responsibility of individual students to be aware of additional software programs and files loaded onto their computer. Students are responsible for maintaining the integrity of software required for facilitating academic activities.

- If additional software is located by a student; the student should report it to the Help Desk for removal.

## **6.4 Inspection**

Students may be selected at random to provide their computer for inspection.

## **6.5 Procedure for re-loading software**

If technical difficulties occur or illegal software is discovered, the technician will verify that the student files in the ***My Documents Directory*** are on the network server. The hard drive will then be re-formatted. Authorized software will be installed and the data files reinstated in the ***My Documents Directory***. The school does not accept responsibility for the loss of any software deleted due to a re-format and re-image.

## **6.6 Software upgrades**

Upgrade versions of licensed software are available from time to time. Students will be instructed to upgrade their software from the school's network periodically.

# **7. ACCEPTABLE USE**

## **7.1 General Guidelines**

- (1) Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of the Kadoka Area School District.
- (2) Students are responsible for their ethical and educational use of the technology resources of the Kadoka Area School District.
- (3) Access to the Kadoka Area School District technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow this Handbook and the District Acceptable Use Policy.
- (4) Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following:



confidential information, copyrighted material, threatening or obscene material, and computer viruses.

(5) Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, campus administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the District Discipline Matrix.

## **7.2 Privacy and Safety**

- Do not go into chat rooms or send chain letters. If applicable, teachers may create discussion groups for communication between students for educational purposes.
- 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, password or passwords of other people.
- Remember that storage is not guaranteed to be private or confidential.
- If you inadvertently access a web site that contains obscene, pornographic or otherwise offensive material, notify a teacher or a principal immediately so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

## **7.3 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.
- Plagiarism is a violation of the KASD Discipline Matrix. 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 Step 3 consequences of the District Discipline Matrix. Violation of applicable state or federal law, including the South Dakota Penal Code, Computer Crimes, will result in criminal prosecution or disciplinary action by the District.

## **7.4 Consequences**

The student in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of the Computer Handbook or District Acceptable Use Policy will result in disciplinary action as outlined in the District Acceptable Use Policy and the District Discipline Matrix. Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use. The District cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of e-mail and network communications are

governed by the South Dakota Open Records Act; proper authorities will be given access to their content.

## **8. PROTECTING & STORING YOUR COMPUTER**

### **8.1 Computer Identification**

Student computers will be labeled in the manner specified by the school.

Computers can be identified in the following ways:

- Record of serial number and asset tag
- Individual User account name and password

### **8.2 Password Protection**

Students are expected to password protect their computers by logging off their computer when not in use and keeping all passwords confidential.

### **8.3 Storing Your Computer**

When High School students are not monitoring computers, they can be stored in their lockers. Nothing should be placed on top of the computer, when stored in the locker. High School students are encouraged to take their computers home every day after school, regardless of whether or not they are needed. Computers should not be stored in a student's vehicle at school or at home.

Middle School students are NOT allowed to store their computers in their lockers. The computers should be with the student or in their homeroom computer cart. Middle School computers are not to leave the building. Students are not allowed to take their computers home, to P.E., or to Lunch.

### **8.4 Computers Left in Unsupervised Areas**

Under no circumstances should computers be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, Computer labs, locker rooms, library, unlocked classrooms, dressing rooms and hallways. Any computer left in these areas is in danger of being stolen. Unsupervised computers will be confiscated by staff and taken to the Principals' Office. Disciplinary action may be taken for leaving your computer in an unsupervised location.

## 9. REPAIRING OR REPLACING YOUR COMPUTER

### 9.1 Warranty

This coverage is purchased by the Kadoka Area School District as part of the purchase price of the equipment. The provider warrants the computers from defects in materials and workmanship. This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide replacement parts necessary to repair the computer or computer replacement. The warranty does not warrant against damage caused by misuse, abuse, accidents or computer viruses. Please report all computer problems to the Technology Help Desk located in Room 227.

### 9.2 Accidental Damage Protection

The Kadoka Area School District has purchased additional coverage to protect the computers against accidental damage such as: liquid spills, accidental drops, power surges, and natural disasters. This coverage does not provide for damage caused by fire, theft, loss, misuse, intentional or frequent damage or cosmetic damage. The warranty agent will assess the computer damage and repair or replace the machine at no cost if the damage is determined to be accidental, infrequent, and within the protection guidelines. KASD technicians will service repairs and replacements for defective parts and acts of accidental damage. Please report all computer problems to the technology Help Desk located in Room 227.

### 9.3 School District Protection

School District Protection is available for students and parents to cover computer replacement in the event of **theft, loss, or accidental damage by fire**. The protection cost is \$25.00 annually for each computer with a maximum cost of \$50.00 per family plus a \$200.00 additional charge for each claim.

Students or parents may wish to carry their own personal insurance to protect the computer in cases of theft, loss, or accidental damage by fire. Please consult with your insurance agent for details about your personal coverage of the computer.

#### **9.4 Claims**

All claims must be reported to the Technology Help Desk located in Room 227. Students or parents must file a police or fire report and bring a copy of the report to the principal's office before a computer can be repaired or replaced with School District Protection. Fraudulent reporting of theft, loss, or accidental damage by fire will be turned over to the police and insurance company for prosecution. A student making a false report will also be subject to disciplinary action as outlined in the District Discipline Matrix. The District will work with the Kadoka Police Department to alert pawnshops and police departments in the area to be aware of this District-owned equipment.

### **10. COMPUTER TECHNICAL SUPPORT**

The Technology Help Desk is located in Room 227 and coordinates the repair work for computers. Services provided include the following:

- Hardware maintenance and repairs
- Password identification
- User account support
- Operating system or software configuration support
- Application information
- Re-imaging hard drives
- Updates and software installations
- Coordination of warranty repairs
- Distribution of loaner computers and batteries

## 11. COMPUTER FAQ'S

**11.1 Can I use the computer and software throughout my career at KASD?** Yes. While the rapid pace of computer technology guarantees that more advanced units will be available before you graduate, your unit will be powerful enough for your classroom work throughout your career at KAHS. The available software will be usable in upper level as well as entry-level course work. Of course, just as upper level courses require different textbooks, you may need additional software as you move through the curriculum.

**11.2 What if I already have another model or brand of computer?** *You will be required to use the school district issued computer for school purposes.* This is necessary to ensure that you have a computer that gives you network capability and the ability to run the software that you will need in your courses. The Kadoka Area School District is also limited to provide maintenance service or assistance for only the computer you have been issued by the school. *For these reasons, other computers will not be used on the Kadoka Area School District network at school.*

**11.3 Can I have my Computer over the summer?** No. All computers will be collected at the end of the school year for general maintenance, cleaning, and software installation purposes. Students will receive their computers again in the fall to ensure that everyone receives complete information about the computer, including its warranty, insurance coverage, software usage and KASD's policy regarding the ethical use of computers.

**11.4 What about protection against theft or breakage through carelessness?** Your computer is very portable and very valuable, making it an attractive target for thieves. Therefore, the Kadoka Area School District computer protection is recommended. The protection covers the Computer for a \$25.00 payment. You will be responsible for paying an additional charge of \$200.00 for each theft or loss claim.

**The best protection is to take care of your computer. Do not leave your computer in the building, classroom, hallways, or car unattended. Always know where your computer is! Above all, take your computer home each night or turn it into the Help Desk for safe keeping.**

**11.5 Does KASD provide maintenance for my computer?** Yes. The Technical Services Help Desk staff will coordinate maintenance for students. Students enrolled at KASD will be covered by a maintenance

agreement for items described in the warranty agreement and Accidental Protection Plan. Please consult the warranty agreement so that you understand what is and what is not covered.

**11.6 What will I do without a computer in my classes if my computer unit is being repaired or while I am replacing it if it is lost or stolen?**

Kadoka Area School District stocks a limited number of computers that can be loaned out on a first come, first-served basis. You will be able to apply for a loaner unit at the Help Desk in Room 227, the same area where you will go for service on your computer. *If you are in possession of a loaner, treat it as if it were your own computer. You will be responsible for any damage to the unit or for its loss.*

**11.7 Do I need a printer?** You need not own one since printers are located near classrooms. If you want to connect to a printer at home with the school computer, you will need to visit the technology Help Desk and ask to have your printer software installed.

**11.8 Will I need to buy a modem?** No. A modem is built into the computer.

**11.9 How do I connect to the Internet at home?** You may connect to the Internet using an Ethernet Cable connection or wireless Ethernet connection. If you have DSL service with Golden West Communications or West Central Electric, you simply need to plug the Ethernet cable into the Ethernet port on the computer. If you maintain a wireless home network, you must set the computer to connect to your wireless connection.

**11.10 Will there be facilities to back up the files I create on my computer?** Yes. When you save your documents to the My Documents Directory folder, your files are automatically saved to the school storage server. You are also encouraged to save your documents to a removable memory card or USB port.

**11.11 What if I want to add options to my computer later?** Only the Kadoka Area School District is authorized to add options and upgrades to your computer. Students can submit requests to the Help Desk for considerations of software. The Technology Committee will review all requests and make recommendations for future upgrades.

**11.12 What if I want to run another operating system on my computer?** Only the operating system chosen by the Kadoka Area School District will be authorized to run on a student-issued computer.

**11.13 Will I be given a new battery if mine goes bad?** The computer battery will be replaced by the manufacturer for defects. You will be responsible for charging your battery and proper battery maintenance.

**11.14 What has the school done to help prevent students from going to inappropriate sites?** We have a software product which is designed to help monitor all Internet sites that students attempt to access. This software blocks inappropriate sites and also logs a history of every site that each user opens. All students who attempt to find inappropriate sites will be directed to the Principal's Office. Classroom management software has also been installed onto all students' computers allowing classroom teachers to monitor student screens at all times.

**11.15 Are Student Computers subject to school "snooping"; what if they bring their computer in for repairs and "objectionable data" is detected?** Inappropriate material on computers should be reported to the classroom teacher, principal, or Help Desk immediately upon identification. Students who have "objectionable data" on their computer but have failed or chosen not to report it, will be referred to the Principal's Office.

**11.16 If the accessories to my computer are lost or stolen, how much will it cost to replace them?** In the event that computer accessories are stolen, you should report the lost items to the Help Desk or Principals' office. The cost to replace specific accessories is listed below. *The student will be responsible for all costs if accessories are lost or stolen. All defective accessories will be allowed to be replaced.*

## Computer Replacement Prices

Item	Replacement Cost
AC Adapter/Power Cord	\$25.00 – if lost full price
Keyboard Replacement	\$25.00
Missing Battery	Cost of replacement
Broken Screen	\$100.00
Stylus Pen (Tablet Computer Only)	\$25.00 – if lost full price
Hard Drive	\$100.00
Palm Rest Plastics	\$25.00
Bottom Base Plastics	\$25.00
Lost Computer	MS \$599.00 HS \$1025.00

## **12. COMPUTER PRIVILEGES**

Students in grades 9-12 will begin the school year with Standard Privileges with the exception of transfer students (refer to section 2.1). Middle school student's grades 6-8 will not have home privileges.

### **12.1 Description of Privileges**

#### **Standard Privileges:**

- Home use of Computer (Grades 9-12 only)
- All pre-installed software provided by the district
- Campus account for student information (i.e. grades, attendance, etc.)
- Internet Access at school
- K12 Email Account (Grades 6-8 will have access to limited email rights)
- My Documents Directory – back up school work to the server
- Office 365 Access

#### **Suspended Privileges:**

- Loss of home use
- Limited Internet access, limited email privileges, and/or limited program privileges
- Limited use of computer at school (hour by hour checkout only)
- Loss of all computer privileges

\*\*All incidents will be handled on a case by case basis

### **12.2 Criteria for Privileges**

#### **Standard Privileges Criteria**

Students with the exception of Transfer students will begin on this level at the beginning of the school year.

#### **Suspended Privileges Criteria**

At any time, a student may be given suspended privileges. If you fall into any of the following categories

- Violation of the Acceptable Use Policy, Internet Safety Policy, or the Kadoka Protection Plan
  - 1<sup>st</sup> Violation – minimum of 4 weeks suspended privileges
  - 2<sup>nd</sup> Violation – minimum of 8 weeks, but up to a full year of suspended privileges
- Suspended Students (In School or Out of School)
- Students who have consistent issues with attendance.
- Excessive damage to computer (Accidental or Misuse)



### **12.3 Computer Damage**

Students with damage to their computer need to report it to the Help Desk as soon as possible.

#### **Fines for *Accidental Damages*:**

- 1<sup>st</sup> Incident – No charge
- \*2<sup>nd</sup> Incident - \$50.00 or cost of replacement (whichever is less) & Loss of home privileges for 2 weeks and the fine is paid in full.
- \*3<sup>rd</sup> Incident and all incidents hereafter – \$100 or cost of replacement (whichever is less) & Loss of home privileges for the remainder of the school year.

**\*Loaner computers may not be allowed to go home while the damages of student's computers are being fixed.**

#### **Fines for *Computer Misuse and/or Neglect***

- Full Cost of Replacement of broken pieces
- 1<sup>st</sup> Violation – minimum of 8 weeks, but up to a full year of suspended privileges
- 2<sup>nd</sup> Violation – Loss of computer privileges for up to a full year.

NOTE: All incidents will be handled on a case by case basis and the Kadoka Area School District reserves the right to suspend any or all privileges at any time if so necessary at the discretion of the Technology Coordinator.

# Internet Safety Policy

Updated & Adopted April 11, 2018

## Introduction

It is the policy of the Kadoka Area School District to

- Prevent user access over the district's computer network to inappropriate material via Internet, electronic mail, or other forms of direct electronic communications.
- Prevent unauthorized access, "hacking," and other unlawful online activity.
- Prevent unauthorized disclosure, use and dissemination of personal identification information regarding minors.
- Provide Internet Safety Education to all students.
- Comply with the Children's Internet Protection Act (CIPA).

## Technology Prevention Measures

The state provided firewall and content filter are in use to protect students from inappropriate materials. Obscene material, child pornography, and any material deemed harmful to minors is blocked through this filter. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the technology director or designated representative. Based on the Technology Director's review of internet traffic and staff referrals, the blocking/filtering settings may be altered to keep inappropriate content from being accessed by students and staff.

Students are supervised while using district computers to ensure their safety through the use of network surveillance software, staff monitoring, and classroom monitoring software. Instant messaging programs, chat rooms, and email are not allowed for personal use. K-12 email will be provided to all students in grades 6-12, and all district employees for school use only and will be monitored. Send/Receive Restrictions apply to students 8th grade and below.

All school district computers that are taken off site will have the necessary off site firewall/content filter protection to help protect from inappropriate materials.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for research or other lawful purposes.

## Inappropriate Network Usage

Students and Staff shall only use the District's Internet/Network for the purposes of education. Failure to abide by the District's Acceptable Network and Internet Use Policy will result in loss of some or all Internet and/or network privileges.

It shall be the responsibility of all members of the Kadoka Area School District faculty and staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act (CIPA).

## Documentation

Staff, Parents and students are informed of the Acceptable Network and Internet Use Policy at the beginning of each school year. Permission forms are sent home to each household for student use of the Internet as well as for permission to use student's works, photos, or names on the school sponsored Internet/Social Media websites.

**Internet Safety Education**

The Kadoka Area School District will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and responses.

The Superintendent is delegated authority to implement these educational requirements.

# Acceptable Use Policy

Updated & Adopted April 11, 2018

## I. Introduction

The Children’s Internet Protection Act (CIPA), 47 U.S.C. §254(h)(5) require public schools to implement certain measures and actions to ensure that students are restricted from accessing inappropriate materials online using school-owned computers. This District’s Acceptable Network and Internet Use Policy (hereinafter “AUP”) is intended to set forth the specific obligations and responsibilities of all users, including students and staff, who access the District’s Network, and to ensure such use complies with the CIPA requirements.

“Network” is defined as any and all District owned computers, servers, hardware or software, the District’s local area network, wireless access points, the Internet, the District intranet, email, chat rooms, other forms of direct electronic communications or other communications equipment provided by the District regardless of the physical location of the user. This AUP applies even when District provided equipment (laptops, Computers, etc.) is used on or off premises of District property.

## II. Acceptable Use

The Network may be used only as a tool to support and advance the functions of the District as well as its curriculum and educational programs. Access to the District’s Network is a privilege and not a right. Users of the Network are responsible for their behavior and communications over the Network and access to Network services will be provided only to those staff and students who agree to act in a considerate and responsible manner and in accordance with the District’s Internet Safety Policy and this AUP.

Students may use the Network only in support of educational activities consistent with the educational objectives of the District. Faculty and staff may use the Network primarily in support of education and research consistent with the educational objectives of the District. Faculty and staff may access the Network for limited personal use but not for any commercial or business use; however, such personal use may not violate any applicable rules and regulations or applicable administrative procedures or interfere with job performance. Use of the Network must be in compliance with applicable laws, including all copyright laws and all materials on the Network should be presumed to be copyrighted.

All members of the staff who wish to use the Network must sign this AUP whenever requested by the District, to confirm that the staff person has read and understands this policy and agrees to abide by it. Each student must sign this AUP annually to confirm that the student has read and understands this policy and agrees to abide by it. Students who are under 18 must have their parents or guardians sign this AUP and submit it to the District.

### **III. Network Etiquette**

Users are expected to abide by generally accepted rules of network etiquette (netiquette). These include but are not limited to:

- A. Be polite. Do not send or encourage others to send messages that are abusive or otherwise fall in the definition of Prohibited Use in Section IV.
- B. Use appropriate language. Remember you are a representative of your school on a non-private network. You may be alone on a computer but what you write can be viewed around the world. Do not swear, use vulgarities or any other inappropriate language.
- C. All communications and information accessible via the Network should be considered private property that you cannot appropriate for your own use without appropriate attribution and consent.

### **IV. Prohibited Use**

The District reserves the absolute right to define prohibited use of the Network, adopt rules and regulations applicable to Network use, determine whether an activity constitutes a prohibited use of the Network, and determine the consequence of such inappropriate use. Prohibited use includes but is not limited to the following:

- A. Violating any state or federal law or municipal ordinance, such as: Accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information or copyrighted materials;
- B. Criminal activities that can be punished under law;
- C. Selling or purchasing illegal items or substances;
- D. The unauthorized collection of email addresses ("harvesting") of e-mail addresses from the Global Address List and other District directories;
- E. Obtaining and/or using anonymous email sites; spamming; spreading viruses;
- F. Circumvention of the District's Technology Protection Measure/filter to access blocked sites;
- G. Disclosure of minors' personal information without proper authorization;
- H. Students' disclosure of personal information such as the student's name, address, phone number, password or social security number, to other users when engaging in online activities including but not limited to chat rooms, email, social networking web sites
- I. Causing harm to others or damage to their property, such as:
  1. Using profane, abusive, or impolite language; threatening, harassing, bullying or making damaging or false statements about others or accessing, transmitting, or downloading offensive, harassing, or disparaging materials;
  2. Deleting, copying, modifying, or forging other users' names, emails, files, or data; disguising one's identity, impersonating other users, or sending anonymous email;
  3. Damaging computer equipment, files, data or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance;
  4. Using any District computer to pursue "hacking," internal or external to the District, or attempting to access information protected by privacy laws; or
  5. Accessing, transmitting or downloading large files, including "chain letters" or any type of "pyramid schemes".

- J. Engaging in uses that jeopardize access or lead to unauthorized access into others' accounts or other computer networks, such as:
  - 1. Using another's account password(s) or identifier(s);
  - 2. Interfering with other users' ability to access their account(s); or
  - 3. Disclosing your own or anyone's password to others or allowing them to use your or another's account(s).
- K. Using the network or Internet for Commercial purposes:
  - 1. Using the Internet for personal financial gain;
  - 2. Using the Internet for personal advertising, promotion, or financial gain; or
  - 3. Conducting for-profit business activities and/or engaging in non-government related fundraising or public relations activities such as solicitation for religious purposes, lobbying for personal political purposes.

#### **V. Off-Premise Use of Network**

he student's parent or guardian is responsible for monitoring the minor's off-premise use of the Network including but not limited to District-assigned email accounts and/or other Network components including but not limited to school-assigned computers such as laptops, Computers or e-readers and ensuring such use complies with this AUP.

#### **VI. Disclaimer**

The District makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from use of the Network or accounts. Any additional charges a user accrues due to the use of the District's network are to be borne by the user. The District also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of the District, its affiliates, or employees.

#### **VII. Enforcement**

Prohibited use of the Network may, for students, result in disciplinary action up to and including suspension or expulsion from school or, for employees, suspension or termination of employment. Where circumstances warrant, prohibited use of the Network may be referred to law enforcement authorities.

When a school administrator has a reasonable belief that a student has violated a school rule, policy or the law, and there are facts and inferences that would cause a reasonable person to suspect that a search of the student's personal technology device(s) will reveal evidence of a violation of said school rule, policy or the law, the administrator shall have the authority to search such device, provided that the scope of the search relates to the suspected violation giving rise to the reasonable suspicion.

## Kadoka Area School District Computer Protection Plan

The Kadoka Area School District recognizes that with the implementation of the computer initiative there is a need to protect the investment by both the District and the Student/Parent. The following outlines the various areas of protection: warranty, accidental damage protection and insurance.

**MANUFACTURER WARRANTY:** This coverage is purchased by the Kadoka Area School District as part of the purchase price of the equipment. The manufacturer warrants the computers from defects in materials and workmanship. This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide replacement parts necessary to repair the computer or computer replacement. The warranty does not warrant against damage caused by misuse, abuse, accidents or computer viruses.

**ACCIDENTAL DAMAGE PROTECTION:** The Kadoka Area School District has purchased coverage to protect the computers against accidental damage such as: liquid spills, accidental drops, power surges, and natural disasters. This coverage does not provide for damage caused **by fire, theft, loss, misuse, intentional or frequent damage or cosmetic damage**. The warranty company will assess the computer damage and repair or replace the machine at no cost if the damage is determined to be accidental, infrequent, and within the protection guidelines.

**INSURANCE FOR THEFT, LOSS OR FIRE:** Computers that are stolen, lost or damaged by fire are not covered by the Manufacturer Warranty or the Accidental Damage Protection outlined above. It is required that one of the following three options be chosen by the student/parents.

- **No Insurance:** You agree to pay for the replacement of the computer at a cost not to exceed \$1,025.00 (High School) or \$599.00 (Middle School) should the computer be stolen, lost or damaged by fire.
- **Personal Insurance:** You will cover the computer under your own insurance policy and in the case of a theft, loss or damage by fire, you agree to pay the District the amount received from your insurance company plus any additional amount needed to cover the computer replacement not to exceed \$1,025.00 (High School) or \$599.00 (Middle School).
- **School District Protection:** You choose to pay the school district an annual protection payment for coverage of theft, loss or damage by fire in the amount of \$25.00 or \$50.00 for family coverage when there are two or more children in school using computers. The \$25.00 payment is non-refundable. This protection coverage has a \$200.00 additional charge per occurrence. This annual coverage begins upon receipt of the payment and ends at the conclusion of each school year.

**ADDITIONAL INFORMATION:** In cases of theft, vandalism and other criminal acts, a police report, or in the case of fire, a fire report **MUST be filed by the student/parent** for the protection coverage to take place. A copy of the police/fire report must be provided to the principal's office. The \$200.00 additional charge is the responsibility of the student/parent and must be paid before the computer can be repaired or replaced.

**INTENTIONAL DAMAGE/ACCESSORY REPLACEMENT:** Students/Parents are responsible for full payment of intentional damages to computers or replacement of lost or damaged accessories. Warranty, Accidental Damage Protection, or School District Computer Protection **DOES NOT** cover intentional damage of the computers or accessories needing to be replaced due to damage or loss.

## Student Pledge for Computer Use

1. I will take good care of my computer and know that I will be issued the same computer each year.
2. I will never leave the computer unattended.
3. I will never loan out my computer to other individuals.
4. I will know where my computer is at all times.
5. I will charge my computer's battery daily.
6. I will keep food and beverages away from my computer since they may cause damage to the computer.
7. I will not disassemble any part of my computer or attempt any repairs.
8. I will protect my computer by only carrying it while in an approved case.
9. I will use my computer in ways that are appropriate and educational.
10. I will not place decorations (such as stickers, markers, etc.) on the District computer.
11. I understand that my computer is subject to inspection at any time without notice and remains the property of the Kadoka Area School District.
12. I will follow the policies outlined in the *Computer Handbook* and the *Kadoka Area School District Acceptable Use Policy* while at school, as well as outside the school day.
13. I will file a police report in case of theft, vandalism, and other acts covered by insurance.
14. I will be responsible for all damage or loss caused by neglect or abuse.
15. I agree to pay for the replacement of my power cords, battery, or computer case in the event any of these items are lost or stolen.
16. I agree to return all issued equipment, complete and in good working condition.



~ PLEASE RETURN THIS PAGE TO THE KADOKA HIGH SCHOOL OFFICE ~

**Protection for Theft, Loss, or Fire of Computer**

Choose and initial one of the following options:

\_\_\_\_\_ Option 1 – No Insurance

\_\_\_\_\_ Option 2 – Personal Insurance

\_\_\_\_\_ Option 3 – School District Protection \$25.00 annually (\$50.00 max per family)

**Website Permission/Email Permission Form**

Throughout the year, the school district will be updating teacher websites and other school district web pages with photographs of classes, activities, student of the month, etc. Teachers may also be updating their websites with student work/projects. The schools website can be viewed at <http://www.kadoka.k12.sd.us>.

**EMAIL ACCOUNTS:** All students Grades 6-12 will be issued a K12 Email Account. 6<sup>th</sup>-8<sup>th</sup> grade students will have restrictions on who they can email, while 9<sup>th</sup>-12<sup>th</sup> students will not.

**Please read through the following options and circle yes or no for each.**

Yes No I want my child to have a K12 Email Account.

Yes No My child’s picture may be displayed on district managed websites.

Yes No My child’s name may be displayed on district managed websites.

Yes No My child’s work samples, art work, or pictures of completed projects may be displayed on district managed websites.

**I agree to the stipulations set forth in the above Computer Handbook. I have read, understand and agree to comply with the Internet Safety Policy, Acceptable Network and Internet Use Policy, the Kadoka Area School District Protection Plan, the Student Pledge, and the Website/Email Permission form.**

\_\_\_\_\_  
Student Name (Please Print)

\_\_\_\_\_  
Grade

X  
\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Name (Please Print)

X  
\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date