

**Hamilton Heights School Corporation
Technology Handbook
2020-2021**



<https://www.hhschuskie.org/technology>

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HHSC Goals of Technology Use

1:1 is...

an environment in which each student utilizes a technology device at school, increasing the opportunity for self-directed and differentiated learning, enhanced global awareness, and faster, more relevant feedback from teachers and other students.

a chance to provide a tool for students to expand critical thinking, problem solving, technology, media literacy, and communication skills.

an opportunity for students to collaborate, create, and innovate.

going to look different at each building, grade level and classroom. Teachers are empowered within the classroom to determine appropriate needed use for student enhanced learning.

1:1 is not...

device centric. *Our goal is that one day the device will be as much a part of the learning environment as a whiteboard. It is just one of the tools in a teachers toolbox.*

all about test scores. *We believe that test scores are important but not the main factor driving innovation in our schools.*

a silver bullet to learning and engagement. *Education is still a people business.*

a replacement for the teacher. *We still believe that the teacher/student relationship is the core of the learning process. The single greatest asset to the students at school is their teacher.*

COPPA Form for Verifiable Parental Consent (Children's Online Privacy Protection Act)

In order for Hamilton Heights to continue to be able to provide your student with the most effective web-based tools, we need to abide by federal regulations that require parental consent as outlined below.

Hamilton Heights utilizes several computer software apps and web-based services, operated not by Hamilton Heights, but by third parties (i.e. Google Apps for Education and similar educational programs) In order for our students to use these programs and services, certain personal identifying information, generally the student's name and email address must be provided to the web site operator. Under the federal COPPA law, these websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. However, the law permits schools such as Hamilton Heights to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent given directly to each website provider.

Signing the Agreement form constitutes your consent for Hamilton Heights to provide personal identifying information for your child consisting of first name, last name, school issued email address and username.

Technologies Covered Within Agreement

By signing the Agreement form you are allowing Hamilton Heights to provide any or all of the following to your student: the privilege of internet access, desktop computers, mobile computers or devices(iPad), online collaboration tools, message boards, a Google email address, apps, and other electronic methods to assist instruction.

The [Children's Internet Protection Act](#) (CIPA) requires that schools have a content filter in place onsite and the school will make every effort to block objectionable sites. Hamilton Heights has all devices filtered by our Lightspeed filter. Youtube.com safesearch is enabled via Google apps and Google SafeSearch is enabled via Lightspeed. Social media sites such as Twitter, Facebook, Pinterest are blocked on student devices. While Hamilton Heights employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, we can make no guarantee as to their effectiveness.

Student Internet Agreement Form

The purpose of this agreement is to provide Network and Internet Access, hereinafter referred to as Network, for educational purposes to the student. As such, this access will (1) assist in the collaboration and exchange of information, (2) facilitate personal growth in the use of technology, and (3) enhance information gathering and communication skills. The intent of this contract is to ensure that the students will comply with all Network and Internet acceptable/responsible use policies approved by the Corporation. In exchange for the use of the Network resources at school, I understand and agree to the following:

A. The use of the Network is a privilege, which may be revoked by the Corporation at any time and for any reason.

B. The Corporation reserves all rights to any materials stored in files which are generally accessible to others and will remove any material which the Corporation, at its sole discretion, believes may be unlawful, obscene, pornographic, abusive, or otherwise objectionable. Students will not use their approved access to obtain, view, download or otherwise gain access to such materials.

C. All information services and features contained on Corporation or Network resources are intended for private use of registered users and any use of these resources for commercial-for-profit or other unauthorized purposes (i.e. advertisements, political lobbying), in any form is expressly forbidden.

D. Any misuse of network and Internet resources will result in suspension of privileges and/or other disciplinary action determined by the Corporation. Misuse shall include, but not be limited to:

- 1) Intentionally seeking information on, obtaining copies of, or modifying data or passwords belonging to other users
- 2) Misrepresenting other users on the network
- 3) Disrupting the operation of the Network through abuse of hardware or software
- 4) Malicious use of the Network through hate mail, harassment
- 5) Interfering with others use of the Network
- 6) Extensive use for non-curriculum related communication
- 7) Illegal installation of copyrighted software
- 8) Unauthorized downloading, copying, or use of licensed or copyrighted software or materials

E. The use of the Corporation and/or Network resources is for the purposes of:

- 1) Support of academic program
- 2) Telecommunications
- 3) General information
- 4) Recreation

F. The Corporation does not warrant that the functions of the system will meet any specific requirements the user may have, or that it will be error free or uninterrupted; nor shall it be liable for any direct or indirect, incidental, or consequential damages (including lost data, information or time) sustained or incurred in connection with the use, operation, or inability to use the system.

G. The Corporation will periodically make determinations on whether specific uses of the Network are consistent with the acceptable-use policy. The Corporation reserves the right to log Internet use.

H. The Corporation reserves the right to log computer use and to monitor file server space utilization by users. The Corporation reserves the right to remove the user's privileges on the Network to prevent further unauthorized activity.

I. Students in grades 3-12 will receive a corporation email account. (Grades 3-8 can only send or receive email internally with a few exceptions) With this account students must understand that these accounts are school based and there is no expectation of privacy. All emails will be filtered and can be seen by an administrator at any time. Parents and students should understand that while we work hard to filter all unwanted content, no system will guarantee to stop 100% of inappropriate content. Students will be expected to sign and adhere to the Acceptable Use Agreement.

In consideration for the privileges of using the Corporation and/or Network resources, and in consideration for having access to the information contained on the Network, I hereby release the Corporation Network, their operators, and administration from any and all claims of any nature arising from my use of liability to use the Corporation and /or Network resources.

By signing the Agreement form I agree to abide by such rules and regulations of system usage as may be further added from time to time by the Corporation.

Hamilton Heights Elementary School (PreK-4) Acceptable Use Policy Agreement for Student Device Use

As a Student at HHPS/HHES I Pledge to use all school devices in the following manner:

- I will take good care of the device that I use.
- I will never leave the device unattended or in an unsupervised area.
- I will never remove my device from the case
- I will never lend my device to others unless directed by the teacher.
- I will keep food and drinks away from my device.
- I will not disassemble any part of a device or attempt any repairs.
- I will not take the device home without the school's permission. If I do so and the device is lost or destroyed, I understand I could be charged a repair fee or total cost of the device.
- I will not bring a personal device without permission from the teacher or office.
- I will only use Apps, programs, or websites that my teacher has instructed me to use.
- I understand that a device is subject to inspection at any time without notice by the school.
- I will only photograph people with their permission or at the direction of the teacher.
- I will only use the camera or the microphone when my teacher tells me to.

Consequences for violating the iPad use policy

For each violation reported, the student and teacher will conference about the incident. Severe or repeated infractions will be forwarded to the Principal for review. Depending on the severity of the infractions, the following steps may or may not be used in a progressive manner:

1st infraction – Upon teacher discretion, the student may lose iPad privileges for the remainder of class or school day or have limited app use within the classroom via teacher discretion.

2nd infraction – The student will meet with the principal and he/she will determine if the student should lose some iPad privileges for an appropriate period of time/or receive a detention.

3rd infraction – The student will lose iPad privileges for at least 2 weeks and/or receive a Friday School.

4th infraction – The student will lose iPad privileges indefinitely and/or receive a Friday/Saturday School.

Serious infractions including, but not limited to: hacking, bypassing district filters, and/or blatant misuse of the iPad, may result in immediate loss of privilege and/or more severe disciplinary consequences (including ISS or OSS).

Additional Information

Asset Codes- All iPads will be labeled with a HHSC Asset sticker. These stickers may **NOT** be modified or tampered with in any way.

Apple ID- Every student will have an Apple ID created by the school for the use of iBooks only. All devices are managed by our Lightspeed MDM system through Apple's DEP program.

Apps are pushed to the device on grade level and teacher requests through our MDM system. There is no App Store on the device, but we make available an App Portal in which students can only get apps we approve.

iPad/iCloud backup- Since the students are not using Apple ID's there are no iCloud backup for these devices. School work should be backed up to Google Drive. (Grades 3-4)

Student use - Each student will be assigned an ipad to use at school per teacher discretion, but backups will be available if not functioning properly. If the device were to be used off-site it is filtered by our Lightspeed internet filter.

Feature Control- Many features on the device such as AirDrop, FaceTime, etc. are blocked and controlled by our MDM.

Apple Classroom- a classroom management monitoring system is provided for each teacher to monitor and manage devices within their room via their teacher iPad on a daily basis.

Digital Citizenship lessons on appropriate use of technology is provided via class rotation to the media center through Common Sense Media Productions.

Hamilton Heights Middle School (5-8)

Acceptable Use Policy Agreement for Student Device Use

As a learner I will...

1. Ensure that my iPad is charged every evening and ready for use the next day.
2. Look after my iPad very carefully all of the time. (I am responsible for the iPad assigned to me)
 - iPads must be situated securely on the working surface.
 - iPads must be in the school issued case and protected at all times.
 - Make sure the iPad is not subject to careless or malicious damage.
 - Ensure that the iPad is transported as securely as possible (i.e. not visible in a vehicle; not left unattended in school, etc.)
3. Store my iPad in my locker when not in use. (i.e. lunch, after-school activities, etc.)
4. Utilize my iPad as it relates to my schoolwork.
5. Promptly report any malfunction, damage, or liquid contact to my iPad by filling out a helpdesk ticket located on the Middle School Homepage on the School Website.
6. Keep my iPad clean and will not place stickers or markings directly on the iPad or school owned case. Any defacing of the case purposely could result in a fine, or cost of replacing the case.
7. Use my iPad to access and create educationally appropriate material only. Inappropriate media such as pictures, songs, videos, documents, etc..., designated by the school handbook, may not be used on the iPad or used as a background. The presence of such media will result in disciplinary action.
8. Follow general school rules and expectations for the use of the iPads, both at home and at school.
9. Not attempt to bypass or disable the corporation's security measures or filters.
10. Understand that the iPad is school property and may be confiscated and/or searched at any time.
11. Not use any inappropriate, false, or anonymous communications.
12. Keep my passwords confidential, and will not attempt to access any other student's account.
13. Mute my sounds at all times unless I have permission from a teacher, or I am using headphones in order to not disrupt the class.

Consequences for violating the iPad use policy

For each violation reported, the student and teacher will conference about the incident. Severe or repeated infractions will be forwarded to the Principal for review. Depending on the severity of the infractions, the following steps may or may not be used in a progressive manner:

1st infraction – Upon teacher discretion, the student may lose iPad privileges for remainder of class or school day or have limited app use within the classroom via teacher discretion.

2nd infraction – The student will meet with the principal and he/she will determine if the student should lose some iPad privileges for an appropriate period of time/or receive a detention.

3rd infraction – The student will lose iPad privileges for at least 2 weeks and/or receive a Friday School.

4th infraction – The student will lose iPad privileges indefinitely and/or receive a Friday/Saturday School.

Serious infractions including, but not limited to: hacking, bypassing district filters, and/or blatant misuse of the iPad, may result in immediate loss of privilege and/or more severe disciplinary consequences (including ISS or OSS).

In the event of damage I understand that:

- I must pay a deductible of **\$65.00** to the school for repairs. I may receive a loaner iPad until the repair is completed and returned.
- this deductible will be assessed each time repair is needed.
- If I damage my iPad because of misuse, neglect, or horseplay, I will be charged the full amount of the repair, potentially up to the full value of the iPad.
- all new students and 5th graders will be given a charger at the start of the year and will be responsible for having a working charger until they end 8th grade. I understand that a charger was given to me, and I am responsible for a charger to use.
- if I lose my iPad (even if it's stolen and not recovered) I will be charged the full price value of the iPad.

Additional Information

Asset Codes- All iPads will be labeled with a HHSC Asset sticker. These stickers may **NOT** be modified or tampered with in any way.

Apple ID- Every student will have an Apple ID created by the school for the use of iBooks only. All devices are managed by our Lightspeed MDM system through Apple's DEP program.

Apps are pushed to the device on grade level and teacher requests. There is no App Store on the device even if they enter their own Apple ID, but we make available an App Portal in which students can only get apps we approve.

Student Use- Students are allowed to take their device home after school, during weekends and breaks. This is a privilege not a right. While accessing the internet off campus is an enhancement, it should not be necessary for students to have internet access to accomplish their work in a timely manner. Teachers need to provide students with adequate internet time to research, upload and download assignments to Canvas. Devices are filtered by our Lightspeed filter off site and all rules of use apply off campus. Students are issued an assigned device at the start of their 5th grade year and will keep that device until the end of their 8th grade year. They will turn the device in each summer and receive it back at the beginning of the year.

Feature Control- Many features on the device such as AirDrop, FaceTime, etc are blocked and controlled by our MDM.

Apple Classroom- a classroom management monitoring system is provided for each teacher to monitor and manage devices within their room via their teacher iPad on a daily basis.

Printing can be done from the student's iPad in the Middle School Media Center on the designated printer network.

Hamilton Heights High School (9-12)

Acceptable Use Policy Agreement for Student Device Use

Each student will be given a school-owned laptop (MacBook Air) and case their Freshman year that will be used by that student until the end of their high school career. These things should be done in order to keep the device in working condition.

- Cords, cables, removable storage devices must be inserted carefully into the laptop.
- Laptops should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Laptops must remain in their school issued case.
- Laptops must remain free of any writing, drawing, stickers, labels, etc. This does not include the case.
- Heavy objects should never be placed on top of laptops.
- Never swap or share your computer. You are responsible for your assigned computer.
- Laptops should only be used while they are on a flat and stable surface.
- Keep the computer secured or attended at all times
- Do not attempt to remove or change the physical structure of the laptop, including the keys, screen, casing, etc.

Security

If a student uses a proxy and/or a breach of security, they will receive a disciplinary referral. Parents will be notified through discipline referral. Possible loss of laptop privileges, suspension, and/or expulsion.

Transporting Laptops

- Please bring your laptop to every class unless instructed not to
- Never open the laptop by pushing on the screen
- Never pick-up the laptop with the screen open
- Touching the screen is not necessary - they are not touchscreens
- Never leave the computer in your car, except in a locked trunk.
- Students attending or participating in physical education class and/or extracurricular activities must leave laptops in their locker, which must be locked when not in use.

Screen Care:

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

- Do not put pressure on the top of a laptop when it is closed.
- Do not store a laptop with the screen open (lid up).
- Do not place anything on the outside that will press against the cover.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, etc.)
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth - Do not use any solvents

Charging:

- Students are expected to bring their laptop to school fully charged. Computers can be charged at school during Resource and Lunch (left in classroom to charge). If a student needs to charge the computer during class, it may be done at teacher discretion. The excessive need to charge your laptop can result in a discipline referral at the discretion of the teacher. This can be seen as not being prepared for class.

Laptops being repaired:

- When accidental breaks or damages occur you will be responsible for paying **\$85.00** for repairs. If the device is damaged by neglect, misuse, or horseplay, the full amount of the repair will be charged. Problems with the device not caused by a user, will be taken care of by the school.
- Loaner laptops or iPads may be issued, when available, to students when they leave their school-issued laptop with the IT Team for repair.
- A student borrowing a loaner laptop or iPad will be responsible for any damage to or loss of the loaned device, with the same payment responsibilities as with their assigned computer.
- Laptops or iPads on loan to students having their school-issued laptop repaired may be taken home.
- A member of the Tech Team will contact the student when their laptop is repaired and available to be picked-up.

Laptops that are damaged beyond repair:

- If the laptop has been damaged to the point it cannot be repaired (i.e. liquid spill on computer) the student will have to pay full price of a MacBook in order to replace it.
- Once the student has accepted responsibility for the damage, and began a process to cover the replacement costs, the student then will be issued a new device.

Backgrounds:

- Inappropriate media may not be used as laptop backgrounds. The presence of such media will result in disciplinary action.

Sound:

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphone/ear buds may be used only at the discretion of the teacher.

Logging on to a Laptop:

- Students will login to their laptops using their school issued username and password.
- Students should never share their account passwords with others, unless requested by an administrator.
- Any student caught logging into their laptop with an account other than their own will be subject to appropriate disciplinary action

Managing & Saving Work:

- It is highly recommended to save work online with your school issued Google Drive. Google Backup and Sync is available to do this automatically.
- Students should always remember to save frequently when working on digital media.
- **HHSC is not responsible for the loss of any student work.**

Loss or Theft of Computers:

- A student device that comes up missing for any reason will be reported to the school office and resource officer as soon as possible.
- If a student device is lost, the school principal must be notified and the student/parent/guardian is responsible for the replacement cost of the device (approximately \$700).

Repairing the Laptop:

- All laptops in need of repair must be brought to the Media Center Tech Office as soon as possible.
- The IT Dept. will analyze and fix the problems they can and escalate the issues they cannot fix to our repair provider.

Privacy:

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

Appropriate Uses and Digital Citizenship:

- School-issued laptops should be mainly used for educational purposes and students are to adhere to the Acceptable Use Policy and all of its corresponding administrative procedures at all times.
- While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

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

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

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

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

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

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

Source: borrowed from Forest Park High School

Inappropriate Content:

- Inappropriate content on the student computer will be handled on a case-by-case basis. Based on the severity of the content, the consequences may change and/or be escalated. If illegal content is found, the authorities will be notified. Students may also get tighter restrictions placed on their computer if the administration believes this is needed.

Having Food/Drink around the Computer:

- Remember that you are responsible for your computer and anything that might happen to it regardless of whether you spill something on it or someone else does. Be careful with food or drinks around the computer.

Off Task in class:

Student is using the computer and is off task:

- See the classroom management plan for the specific teacher.
- A disciplinary referral may be issued to the student for insubordination and failure to follow school rules.

Consequences for violating the MacBook use policy

Violations of the User Agreement will be dealt with by the administration on a case by case basis.

Additional Information

Asset Codes- All iPads will be labeled with a HHSC Asset sticker. These stickers may **NOT** be modified or tampered with in any way.

Apple ID- Every student will have an Apple ID created by the school for the use of iBooks only. All devices are managed by our Filewave system.

Apps are pushed to the device on grade level and teacher requests through Filewave. The local app store is available for updates to current apps only. Students do not have access to download new apps.

Student use- Students are allowed to take their laptop home after school, during weekends and breaks. This is a privilege, not a right. While accessing the internet off campus is an enhancement, it should not be necessary for students to have internet access to accomplish their work in a timely manner. Teachers provide students with adequate internet time needed to research, upload and download assignments to Canvas. Devices are filtered by our Lightspeed filter off site and all rules of use apply off campus. Students are issued an assigned device at the start of their freshman year and will keep the same device for the remainder of their high school career.

Feature Control- Many features on the device such as AirDrop, FaceTime etc are blocked and controlled by Filewave.

Digital Citizenship- Digital Citizenship lessons on appropriate use of technology is provided for 9th and 10th grades through Common Sense Media Productions.

Printing- Printing can be done from the student MacBook in the HS Main Office on the designated printer network and copier. Students can talk to the office assistants for help. Printing from home can also be set up on your Mac.

After graduation- Seniors will receive the option to purchase their device. At that time, the current used market value of these items will determine the purchase price.

Google Accounts for Students



All HHSC students grades 3-12 will have access to a school Gmail account. There are some limits to what will be available with Gmail for students. Students will not be able to send/receive emails outside of our school address except high school students. High school students have the ability to send to any email address. All students will be able to correspond with teachers and other students. This email will be filtered and archived. We also use Google Bark. Bark for Schools monitors **G Suite** and **Office 365** for signs of cyberbullying, suicidal ideation, sexual predators, school shootings, and more.

The main purpose for the Google accounts is for students to have access to free storage and excellent collaboration and content creation tools through Google Apps for Education.

Canvas Accounts for Students & Parents



Canvas is a Learning Management System or LMS. An LMS is a way to simplify teaching and learning by connecting all the digital tools educators use in one easy, accessible place. This is how the teachers communicate what is going on in their day to day class with the students. We make Canvas available for grades 3-12. Parents can create an account and follow their students in order to see what is happening digitally within their classrooms.