



Sheridan Community Schools  
Technology Department

# Sheridan Community Schools Student Technology Handbook

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### Technology Goals

Sheridan Community Schools believes that every student, parent, staff, and community member be given the opportunity to expand and enhance his or her educational experience through the use of technology.

### Technology Mission

Sheridan Community Schools will utilize technology in order to provide a safe and secure learning environment where students develop academically and socially by being able to communicate, evaluate, and articulate through interactive and engaging technology tools that support each curricular area.

- Equip all stakeholders to use technology to interact with, and impact, the world around them.
- Teach digital citizenship.
- Integrate technology into the teaching and learning process while ensuring that the use of technology adds value to learning.
- Equip our students with knowledge and skills for the 21<sup>st</sup> century learner.
- Provide greater access to educational opportunities and instruction by utilizing technology for anytime, anywhere, learning.
- Improve communication and collaboration through innovations, thereby changing the way teachers, students, and parents are able to interact with each other.
- Integrate digital tools for students to prepare for college and career.

### Responsible Use Agreement

#### Introduction

Sheridan Community Schools (SCS) recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for college, career and responsible citizenship. We are committed to helping our students succeed as 21<sup>st</sup> Century learners.

SCS is committed to providing educational opportunities for all students and maintains compliance with the Individuals with Disabilities Education Act 2004 (20 U.S.C. 1400 et seq.).

To that end, we provide the privilege of access to technologies for student and staff use.



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This Responsible Use Policy outlines the guidelines and behaviors that all users are expected to follow while using school technologies or when using personally owned devices on the school campus, including:

- The Sheridan Community Schools network is intended for educational purposes.
- All activity over the network or using district technologies may be monitored, documented and retained. Users should not expect that electronic information will be private.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action.
- Using an internet filter and other technologies, Sheridan Community Schools makes a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- Users of the district network or other technologies are expected to alert IT staff immediately of any concerns for safety or security.

### **Technologies Covered**

SCS may provide the privilege of internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more.

This Responsible Use Policy applies to both school owned technology equipment utilizing the SCS network, the SCS internet connection, and/or private networks/internet connections accessed from school owned devices at any time. This Responsible Use Policy also applies to privately owned devices accessing the SCS network, the SCS internet connection, and/or private networks/internet connections while on school property. As relevant new technologies emerge, SCS will seek to provide access to them. The policies outlined in this document cover all available technologies now and in the future, not just those specifically listed or currently available.

### **Usage Policies**

All technologies provided by the district are intended for education purposes. All users are expected to use good judgment by following the SCS student code of conduct and social media policy. Users should be safe, appropriate, careful and kind; not try to get around technological protection measures; use good common sense; and school appropriate netiquette.

### **Internet Access**

SCS provides its users the privilege of access to the internet, including web sites, resources, content, and online tools. Access to the internet will be restricted as required to comply with CIPA regulations and school policies. Web browsing may be monitored, and web activity records may be retained indefinitely.



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Users are expected to respect the web filter as a safety precaution, and shall not attempt to circumvent the web filter when browsing the internet. The determination of whether material is appropriate or inappropriate is based solely on the content of the material and the intended use of the material, not on whether a website has been blocked or not. If a user believes a site is unnecessarily blocked, the user should submit a request through the classroom teacher for website review through the SCS Technology Service Request.

### **Email**

SCS may provide users with the privilege of email accounts for the purpose of school related communication. Availability and use may be restricted based on school policies.

If users are provided with email accounts, the account(s) should be used with care. Users should not send personal information and should not attempt to open files or follow links from unknown or untrusted origins. Users should use appropriate language and should only communicate with other people as allowed by the district policy or the teacher.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

### **Web 2.0 (Email, Social, Collaborative Content)**

Recognizing the benefits collaboration brings to education, SCS may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users, such as Canvas and Google Education.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally identifying information online. Inappropriate online conduct may result in disciplinary actions and loss of access privileges.

### **Mobile Device Policy**

SCS may provide users with mobile computers or other devices to promote learning outside of the classroom. Users should abide by the same Responsible Use Policies when using school devices off the school network as on the school network.

Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to users' care. Users should immediately report any loss, damage, or malfunction to IT staff. Users may be financially accountable for any damage resulting from negligence or misuse.

Use of school issued mobile devices off the school network may be monitored.



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### **Personally Owned Device Policy**

If approved by the school administration, students who own a technology device may bring it to school for educational purposes. The student/family is responsible for all repairing, replacing, and upgrading the device as necessary. Sheridan Community Schools will not be responsible for lost or damaged personally owned devices. Student/family owned devices are subject to the same guidelines as school owned devices. A separate network may be provided for personally owned devices. Please remember, this Responsible Use Policy applies to privately owned devices accessing the SCS network, the SCS internet connection, and private networks/internet connections while on school property.

### **Security**

Users are expected to take reasonable safeguards against the transmission of security threats 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. Users should never share personal information.

If users believe a computer or mobile device they are using might be infected with a virus, they should alert IT immediately. Users should not attempt to remove the virus themselves or download any programs to help remove the virus.

### **Downloads**

Users are not permitted to download or run programs over the school network while at or off campus, onto school equipment, without express permission from IT staff.

Users may be able to download other file types, such as images or videos. For the security of the network user downloads should come from known or trusted sites, and only for education purposes while under the supervision of a teacher or staff member.

### **Netiquette**

Users should always use the internet, network resources, and online sites in a courteous and respectful manner.

Users should recognize that among the valuable content online there is also unverified, incorrect, or inappropriate content. Users should only use known or trusted sources when conducting research via the internet.

Users should remember not to post anything online that they wouldn't want students, parents, teachers, or future colleges or employers to see. Once something is online, it cannot be completely retracted and can sometimes be shared and spread in ways the user never intended.

### **Personal Safety**

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the internet without adult permission. Users should recognize that communicating over the internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others.



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If users see a message, comment, image, or anything else online that makes them concerned for their personal safety, they should immediately bring it to the attention of an adult (teacher or staff if at school, parent if using the device at home).

### **Cyberbullying**

Cyberbullying, including but not limited to harassing, defaming, degrading, impersonating, outing, tricking, excluding, and cyber stalking will not be tolerated. Users should not be mean or send emails or post comments with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment.

Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Users should remember that online activities may be monitored and retained.

All students will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

### **Social Media Guidelines**

- Be aware of what you post online. Social media venues, including wikis, blogs, photo and video sharing sites, are very public. Do not post anything you wouldn't want friends, enemies, parents, teachers, or a future employer to see.
- Follow the school's code of conduct when writing online. It is acceptable to disagree with someone else's opinions; however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
- Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, birthdates, and pictures. Do not share your password with anyone besides your teachers and parents.
- Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read the entire article prior to linking to ensure that all information is school appropriate.
- Do not plagiarize. Using another person's electronic property, without their permission is plagiarism. It is a violation of copyright law to use others' thoughts without giving credit. When paraphrasing another's idea(s) be sure to cite your source with the URL.
- Be aware that pictures may also be protected under copyright laws. Verify you have permission to use the image or it is under Creative Commons attribution.



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- How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.
- Blog and wiki posts should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work, be sure it is in the spirit of improving the writing.
- If you run across inappropriate material that makes you feel uncomfortable or is not respectful, tell your teacher right away.
- Students who do not abide by these terms and conditions may be subject to disciplinary action including loss of technology privileges.

### **Limitation of Liability**

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

While SCS employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.

SCS will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

Violations of this policy may have disciplinary consequences, including:

- Suspension of network, technology, or computer privileges;
- Detention or suspension from school and school related activities;
- Employment disciplinary action, up to and including termination of employment;
- Legal action and/or prosecution.

Staff, students and parents/guardians shall be required to sign Sheridan Community Schools' Responsible Use Agreement before internet or network access shall be allowed.

## **Technology Device Precautions**

### **Handling and Care of Technology Equipment**

- School owned equipment should be kept in their cases and all technology equipment should be free of any writing, drawing, stickers, or labels that are not applied by SCS.
- Use the device on a flat, stable surface.
- Do not set books on technology devices.
- Do not have food or drinks around technology devices.
- Wipe surfaces with a clean, dry soft cloth.
- Avoid touching the screens with pens or pencils.
- Do not leave a device exposed to direct sunlight or near any heat or moisture sources for extended periods of time.



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### **Power Management**

- It is the user's responsibility to recharge the device battery so it is fully charged by the start of the next school day.

### **Transport**

- Transport technology devices in its protective case. Devices should not be removed from cases.
- Do not leave devices in a vehicle for extended periods of time or overnight.
- Do not leave devices in visible sight when left in a vehicle.

### **Monitoring and Supervision of Equipment**

- Do not leave devices unattended in an unlocked classroom or during an extracurricular activity.
- Do not leave devices in an unlocked school locker.
- Any attempt to "jailbreak" or remove the SCS profile from school owned devices could result in suspension.
- Students are expected to respect the web filter as a safety precaution, and shall not attempt to circumvent the web filter.
- Students are responsible for the safety and security of technology devices and any activity while on the device or under their account.