



## Collierville Schools Digital Resource Guide



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## Introduction

As the Superintendent of Collierville Schools, I am proud of the hard work and planning that has enabled us to begin the steps of providing devices to all of our students. I am also very appreciative of the financial commitment shown by the members of our Board of Education, who all realize the future opportunities for personalized learning that this initiative will provide our students and teachers.

But this opportunity also comes with responsibility. My hope is that each student and family will appreciate the wonderful resource that is being provided by our district and Board of Education. To our students-enjoy this wonderful resource! You are among a select few students who attend school districts offering a device to every student. Limitless learning begins with you, so take advantage of this opportunity to excel academically and become a good “digital” citizen.

I look forward to observing students, teachers, and administrators as they explore the exciting world of digital learning!

Mr. A.

## Mission and Vision

**Mission:** Prepare each student for success by providing necessary technology resources to effectively integrate technology into curriculum and instruction to improve student learning, increase learning opportunities, and encourage the use of different and innovative teaching methods.

**Vision:** Collierville Schools will personalize learning by creating a student-centered learning environment where the use of modern technology is routine, transparent, and supports curricular goals.

## Deployment Plan

### Distribution

Prior to the opening of each school year, days are set aside for families (each enrolled student, with a parent or legal guardian) to attend a deployment session. In January 2017, deployment for 4<sup>th</sup> – 7<sup>th</sup> graders will be completed in their classrooms after student/parent meetings are held. Meeting details will be communicated to parents.

What you can expect during the deployment process:

1. Students must attend an informational meeting with a parent or legal guardian.
2. Parents and students will have an opportunity to learn more about the device and their responsibilities.
3. Staff will be available to answer any questions about the Resource Guide, RUP, or other policies.
4. A Technology Fee will be assessed for each device. Payment or payment arrangements must be

made at deployment.

5. All documents must be signed, payment made, and all steps in the process checked-off in order for the device to be released to the student.
6. In addition to a device, students will receive a power cord and protective case.

### Return

Students will return their fully functional device at the end of each school year in a process specific to each school. Both the device and power cord must be returned. Upon transfer or termination, any device not returned within 5 days will be reported as stolen.

Devices go through standard maintenance over the summer, but the same device is reissued to the same student the following school year. The device and accessories remain the property of Collierville Schools. The district reserves the right to collect and/or inspect a student's device at any time and to delete any material or applications deemed inappropriate. Cases issued by the district to protect devices follow the device through the four-year cycle. Use of a device case is required. Replacement of case for any reason will be at the user's expense.

Report cards or diplomas can be held from students who do not return devices at the end of the school year. Continued failure to return a device will result in the district filing a theft report. The student will be responsible for intentional damage to the device and accessories – in which case payment for repair or replacement will be required.

### Home/School Use

Devices are purchased and equipped specifically for use at school and home. In addition to software, any device connected to the internet is filtered through the district server offering additional protection against landing on an inappropriate or undesirable site. We are constantly working to improve the filtering integrity of our network, but rely on users (teachers, parents, and students) to guide these improvements. Parents and students are asked to report concerns about any site to the technology staff member or administrator at their school. As always, adult supervision and parental guidelines are the best internet filtering method. District-issued devices are maintained by district personnel, and all devices are updated with the latest software when available. Instructionally, teachers can easily give assignments for completion at home or at school when all students are using the same device and operational platform. Students without "at-home" privileges are encouraged to arrive to school early enough to check-out a device for class before school begins. Likewise, students must take the time to return devices before departing for home each afternoon. Each school will establish detailed procedures for day-users.

## Replacement

Students will be assigned a device and will use that same device, year-after-year, until the device is upgraded or replaced by the district. During the summer, devices will be collected and re-imaged, but reissued to the same student during deployment for the following school year. Should a device fail during the school year and require repairs, a loaner device may be issued to a student for the time it takes to repair the original device. As part of this process, it is important to remind students to regularly save all personal files to an external source or cloud storage.

## Device Fee

Devices issued by the district include an annual, non-refundable Device Fee to help off-set the cost of hardware, software, certain repairs, networks, infrastructure, security, filtering, tech support, certain digital resources and more. Charges are assessed during deployment (or online prior to deployment) and can be paid online by credit card, or at school by cash, or check. Devices will only be deployed with payment. The usage charge is \$75 per device for students in grades 9-12, \$50 per device for students in grades 6-8. ***For our initial deployment in January 2017, this fee will be prorated to \$25 for 6<sup>th</sup> and 7<sup>th</sup>.***

## Insurance

Collierville Schools has invited Safeware to provide policy information at deployment. As required by district policy, any theft would be reported to the school immediately. Safeware **requires** theft reporting within 5 days. A police report would be required for the insurance company to process the claim and all payouts from the claim would go back to the school district to replace the stolen device.

## Wi-Fi Options

Accessibility to Wi-Fi is an important success factor for students at school and home. Our survey results from families indicate that a large majority of families have access to consistent and high-speed internet at-home. However, there are families who do not reliable access to the internet at their residence. To serve these students, we are partnering throughout the community with business and industry, in the service and government sectors, and other groups and individuals to level the playing field by providing access close to the home or in the home of every student. Following is a summary of the options students have available to them:

- CS Network: All Collierville schools are equipped with universal access to the internet for all students and staff. Starting in the summer of 2016, the Board of Education began making significant investments in infrastructure upgrades that allow for improvements and new installation in our classrooms, cafeterias, libraries, and most common spaces.
- Burch Public Library: The public library offers WiFi.
- Free/Reduced Online Services: Families may also wish to review the information offered by EveryoneOn (<http://everyoneon.org>) – which is an organization working to close the

digital divide by connecting unserved households with Wi-Fi. These services target those who qualify for free priced school meals or reduced meal prices. At the time of this publication release, services were available in our area for as low as \$10 per month. Certain restrictions apply.

## Responsibilities

### Policies

Technology made available to students and staff in the Collierville Schools is provided to enhance learning and improve communication. The Board of Education has established policy to govern student and employee use of these resources. The use of school district technological resources on district-owned devices or personal devices, including access to the internet, is a privilege, not a right. Individual users of the school district's technological resources are responsible for their behavior and communications when using those resources. Responsible use of technological resources includes behaviors that are ethical, respectful, academically honest, and supportive of student learning. Students and staff are expected to learn and apply all applicable policies. All students and employees will be informed annually of the requirements of said policies and the ways to access or acquire a copy of the same. Students and staff will annually sign a statement indicating they understand and will strictly comply with these requirements.

Collierville Schools' Procedures and Guidelines are updated and maintained in the CS Students Acceptable Use Policy (AUP), CS Employee AUP, and Resource Guide. Copies of all these documents are available to parents and staff on the district website.

Students and legal guardians must sign the agreement of the Acceptable Use Policy, known as the AUP, to use district-issued devices or any technology resources provided by the school district. During deployment, all students and guardians will become aware of the resource guide and will be asked to familiarize themselves with the content – using it as a ready online reference. If the AUP or contents of the Resource Guide are not followed, disciplinary action and consequences will be enforced, up to and including the loss of device access privileges or legal action.

### Disclaimer

The board makes no warranties of any kind, whether expressed or implied, for the service it is providing. The board will not be responsible for any damages suffered by any user. Such damages include, but are not limited to, loss of data resulting from delays, non-deliveries or service interruptions, whether caused by the school district's or the user's negligence, errors, or omissions. Use of any information obtained via the internet is at the user's own risk. The school district specifically disclaims any responsibility for the accuracy or quality of information obtained through its internet services.

### Rules for Use of School Technological Resources

1. School district technological resources are provided for school-related purposes only. Acceptable uses of such technological resources are limited to responsible, efficient, and legal activities that support learning and teaching. Use of school district technological resources for political purposes

or for commercial gain or profit is prohibited. Student personal use of school district technological resources for non-educational purposes is also prohibited. The board permits infrequent and brief personal use by employees during personal time, provided that it does not interfere with school district business and is not otherwise prohibited by board policy or procedure.

2. School district technological resources are installed and maintained by the Director of Schools or designee. Students and employees shall not attempt to perform any installation or maintenance without the permission of the building-level technology staff member.
3. Under no circumstance may software purchased by the school district be copied for personal use.
4. Students and employees must comply with all applicable laws, including those relating to copyrights and trademarks, confidential information, and public records. Any use that violates state or federal law is strictly prohibited. Plagiarism of internet resources will be treated in the same manner as any other incidents of plagiarism.
5. No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally viewing, accessing, downloading, storing, printing or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages or other material that is obscene, defamatory, profane, pornographic, harassing, abusive, or considered to be harmful to minors.
6. The use of anonymous proxies to circumvent content filtering is prohibited. CS is not responsible for content accessed by bypassing safeguards that are in place.
7. Users may not install or use any internet-based file sharing program designed to facilitate sharing of copyrighted material.
8. Users of technological resources may not send electronic communication fraudulently (i.e., by misrepresenting the identity of the sender).
9. Users must respect the privacy of others. When using e-mail, chat rooms, blogs, or other forums of electronic communication, students must not reveal personal identifying information, or information that is private or confidential, such as the home address or telephone number, credit or checking account information or social security number of themselves or fellow students. School employees will follow FERPA guidelines relating to student information and media release.
10. Users may not intentionally or negligently damage computers or other devices, computer systems, accessories, software, computer networks, or data of any user connected to school district technological resources. Users may not knowingly or negligently transmit computer viruses or self-replicating messages or deliberately try to degrade or disrupt system performance.
11. Users may not create or introduce games, network communications programs, or any foreign program or software onto any school district electronic device or network without the express permission of the Director of Schools or designee.
12. Student users are prohibited for using another individual's user ID or password for any technological resource.
13. Users are prohibited from engaging in unauthorized or unlawful activities, such as "hacking" or using the computer network to gain or attempt to gain unauthorized or unlawful access to other computers, computer systems, or accounts.
14. Student users may not read, alter, change, block, execute, or delete files or communications belonging to another user.

15. Users shall only access data systems or subscriptions that are currently approved by CS.
16. If a user identifies a security problem on a technological resource, he or she must immediately notify the building level technology contact or designee. Users must not demonstrate the problem to other users. Any user identified as a security risk will be denied access.
17. Teachers and other staff shall make reasonable efforts to supervise students' use of the Internet during instructional time, to ensure that such use is appropriate for the student's age and the circumstances and purpose of the use.
18. Views may be expressed on the internet or other technological resources as representing the view of the school district or part of the school district only with prior approval by the Director of Schools or designee.
19. Without permission by the board, users may not connect any personal technologies such as laptops and workstations, wireless access points and routers, etc. to a district owned and maintained local, wide, or metro area network.
20. CS is not responsible for the content accessed by users who connect to the Internet via their personal mobile telephone technology (e.g., 3G, 4G service).
21. CS does not back up student files. In the event of computer failure, user data will not be recovered from the device hard drive. Users are responsible for storing and backing up their own data.
22. Those who use district owned and maintained technologies to access the Internet at home are responsible for both the cost and configuration of such use.
23. CS may provide students with a closed-campus e-mail account grades K-5 and an open email account grades 6-12. Users are expected to communicate with the same appropriate, mindful, and courteous conduct online as offline. Email usage may be monitored and archived. There is no expectation of privacy with school email accounts.

Willful misuse may result in disciplinary action and/or criminal prosecution under applicable state and federal law.

## Student User Agreement

### COLLIERVILLE SCHOOLS PARENT PERMISSIONS

#### **A. Student User Agreement and Independent Internet Access (CS Policy #4.406)**

We are pleased to offer students of the Collierville Schools access to district electronic resources. Our goal in providing this service is to promote educational excellence in our system by facilitating resource sharing, innovation, and communication. Electronic resources provide students with access to vast amounts of information and numerous opportunities for communication.

Our intent is to make Internet access available to further educational goals and objectives. However, parents/guardians should be warned that if students disregard the guidelines of the school and/or system, they may find ways to access other materials via the Internet which may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages.

Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, Collierville Schools support and respect each family's right to decide whether or not to approve independent Internet access and communication. To gain independent access to the Internet, all students under the age of 18 must obtain parental/guardian permission and must sign and return the attached form to the Principal or designee. Students 18 and over may sign their own forms.

#### Student Responsibilities

Electronic resources are provided for students to enhance the learning experience. Access to services is given to students who agree to act in a responsible manner. Student use must be consistent with the educational objectives of Collierville Schools.

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

Network storage areas will be treated like school lockers. Network and/or school administrators and teachers may review files, bookmarks, and communications under the same standards set for school lockers to insure the integrity of the electronic media. Privacy is not guaranteed for files stored on school district servers nor will files be maintained indefinitely. Students should also be advised that they should have no expectation of privacy for any information created or communicated using Collierville Schools electronic resources.

#### School and Parent Responsibility

Within reason, freedom of speech and access to information will be honored. During school, teachers will guide students toward appropriate materials. Outside of school and with independent access, parents/guardians bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, and other potentially offensive media.

Schools will insure that procedures for access and standards of conduct regarding Internet use are communicated to students. It is presumed that students given access will comply with district standards and will honor the agreements they have signed. The district cannot be responsible for ideas and concepts that a student may gain by his or her inappropriate use of the Internet.

### District Electronic Access and Internet Rules

The following uses of CS electronic resources are not permitted and may result in disciplinary action:

- Violating existing board policy or regulation or local, state, or federal statute;
- Violating copyright laws;
- Using electronic resources for non-instructional purposes;
- Using obscene language;
- Sending or displaying offensive messages or pictures;
- Harassing, insulting, or attacking others;
- Intentionally spreading viruses or malicious software;
- Sharing personal login information or using another person's login;
- Publishing personal information (name; address; photograph) without teacher/parent approval;
- Using an email account at school other than one provided by the district;
- Using district provided email for non-instructional purposes;
- Using personal electronic devices at school without appropriate permission;
- Attempting to bypass network security to gain unauthorized access to information; and
- Intentionally wasting limited resources.

### Sanctions

The use of Collierville Schools electronic resources is a privilege, not a right, and inappropriate use will result in cancellation of privileges. Access entails responsibility. System administrators will deem what is inappropriate use and their decision is final.

Additional disciplinary action may be determined at the local school level in keeping with existing procedures and practices regarding inappropriate language or behavior. When applicable, law enforcement agencies or legal action may be involved.

### **B. Web Publishing**

Web pages have been established for Collierville Schools as a dynamic forum to educate and inform the public. This communication vehicle serves to publicize the goals, accomplishments, activities, and services of the District and of each school. Intended audiences include: students, parents, prospective parents, employees, prospective employees, and the community at large. All content contained on the web site is consistent with the educational aims of the District. Student work and image will not be published or displayed on any Collierville Schools web site without the express consent of the parent or guardian of a student under 18 years of age or from the student if 18 years of age or older. Permission is indicated on the attached form.

In order to safeguard students, the following procedures have been established:

1. The name of a student will not be published in conjunction with a picture or video of that student on any Collierville Schools web site. Likewise, personal information about students will not be published.
2. Contingent upon receiving signed releases from the minor student's parent/guardian or from the student 18 years or older, student work may be published on a Collierville Schools web site under the following guidelines:
  - Grades K-8 - Authors of electronically published work may be identified only by first name. Schools may choose to let students adopt "net names."
  - Grades 9-12 - Authors of electronically published work may be identified by first and last name.
  - All student work published must pertain to a class project, course, or other school-related activity.

### **C. Media Coverage**

Collierville Schools periodically distributes press releases to the media that highlight the achievements of students and schools, as well as interesting educational and extracurricular programs happening throughout the school system. CS press releases are designed to offer newspapers and TV media an opportunity to cover these positive stories in schools and classrooms.

Additionally, to recognize outstanding student/school achievements and promote the overall success of the school system, CS may publicize press release information (including students' names, photographs and student/school accomplishments) on the district website. *In accordance with the Family Education Rights & Privacy Act (FERPA), no student's personal information is shared with the media or published on a Collierville Schools web site.*

Permission to allow this student to be included in positive media coverage (including the CS district website) is indicated on the attached form.

## STUDENT USER AGREEMENT PARENT/GUARDIAN PERMISSIONS FORM

As a student user of Collierville Schools' electronic resources, I hereby agree to comply with the rules as outlined in the *Acceptable Use Agreement* and to communicate over the network in an appropriate fashion while honoring all relevant laws and restrictions.

**STUDENT SIGNATURE:** \_\_\_\_\_

I understand that some objectionable materials may be accessed even with District content filtering in place. I understand that individuals and families may be held liable for violations. I will accept responsibility for guidance of Internet use by setting and conveying standards for my son/daughter to follow when exploring on-line information and media on an independent basis. Collierville Schools cannot be responsible for ideas and concepts that my child may gain by his or her inappropriate use of the Internet.

I understand and accept the conditions stated and agree to release, indemnify, and hold harmless, Collierville, Collierville Board of Education, and/or their employees or agents from any and all claims and liability associated with or arising from the above student's independent use and/or access to the Internet.

As the parent or legal guardian of the minor student signing above or as a student 18 years of age or older, I have read this contract, the *Acceptable Use Agreement* and the descriptions for Web Publishing and Media Coverage. I grant permission for this student in the following areas:

	Agree	Do NOT Agree
<b>A. This student has permission to independently access the Internet. ( 3<sup>rd</sup> grade or older)</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>B. CS has permission to publish this student's work and image on the Internet.</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>C. CS has permission to include this student in positive media coverage of his/her class or school.</b>	<input type="checkbox"/>	<input type="checkbox"/>

**Check one choice for each permission & complete the following:**

\_\_\_\_\_  
**AUTHORIZING SIGNATURE**  
(Parent, Guardian, or Student 18 or older)

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**SCHOOL**

\_\_\_\_\_  
**GRADE/HOMEROOM**

\_\_\_\_\_  
**NAME OF STUDENT**

\_\_\_\_\_  
**DATE OF BIRTH**

**PLEASE RETURN THIS FORM TO SCHOOL WITHIN 4 SCHOOL DAYS OF RECEIPT**

**For Office Use Only:**

As the certifying official, the above named student has been instructed on safe and acceptable use of the network.

\_\_\_\_\_  
**Date of Instruction**

\_\_\_\_\_  
**Signature: Certifying Official**

**Notice to School Officials:** *This form is to be placed in the student's permanent file and the responses recorded in the appropriate fields on the demographic screen in PowerSchool.*

Collierville Schools offers educational and employment opportunities without regard to race, color, national origin, religion, gender, or disability

## Student Use

### Charging the battery (6-12):

Students must arrive each day with a fully charged device and a charger. As is the case with many electronic devices, including cellular phones, computer devices generally need to be plugged in to an electrical outlet for several hours to fully charge. Students should not expect to charge devices at school. Being prepared for class includes having a fully charged device. **Repeat violations may result in disciplinary consequences.**

### Backing-Up Files and Data (6-12):

Students supplied with a district-issued device are required to backup any files or data. It is the responsibility of each student to back up his or her own data. In the event a device is being serviced or swapped out with a loaner, it is critical to have access to all important files.

### Equipment

- As with any school property, students are fiscally responsible for damage to devices.
- Technology Fees are paid in advance per agreement. As funds become available, consideration will be given to families in need of financial assistance.
- Student devices will be periodically checked for physical condition and acceptable use.
- Students leaving the district must return district equipment by the last day of attendance.
- Each device has an asset tag that should never be removed for any reason.

### Accidental Damage/Loss:

When damage occurs, a replacement machine will be issued until all repairs are complete. Parents/guardians are not authorized to attempt repair or secure the services of a technician for repairs – as this may void the manufacturer’s warranty.

### BYOD – Bring Your Own Device:

The instructional shifts and learning opportunities possible require that all students have access to the same information and tools as their classmates. Likewise, using the same device allows our technical team to address issues more expediently – preventing downtime that might interrupt student learning and class progress. Therefore, we are not allowing students to bring their own device to school. Collierville Schools is not responsible for content viewed through personal devices or the damage, loss, or theft of personal devices.

### Code of Conduct:

Each school site will create and administer behavior plans and consequences related to proper use of technology. All schools will follow the content of the Acceptable Use Policy (AUP) and the Resource Guide. School handbooks and student discipline codes will direct actions within each school.

The process for reporting damage starts at the school level, where personnel will investigate damages and make a determination of misuse or accidental damage. The school technology staff will handle accidental damage. A loaner machine will be provided until the school-issued device can be repaired and returned to the student. All offenses of misuse or abuse of the device will be elevated to a school administrator. Each school will follow a hierarchy of consequences based on aggravating and mitigating discipline factors. Potential consequences could include, but are not limited to, verbal warnings, seating assignments, before/after school duties, suspension of technology use, limited to day-use only, or revoking all device privileges.

Examples of device/technology related potential behavior issues that will typically be handled within the classroom discipline guidelines include playing games, instant messaging, chat room participation, visiting non-academic or unauthorized websites or YouTube links, browsing music, changing device or software settings, not following directions, and manipulating or corrupting academic content.

Examples of misuse that may include AUP violations include such things as intentional device damage, inappropriate device handling, disabling a device, removing software or device identification stickers, attempts to break blocks or filters, installing or downloading unauthorized software, apps, etc., attempting to secure administrative rights, logging-in as someone else, digital cheating, electronic theft, or accessing inappropriate content.

### **TIPS for Device Use at HOME**

- Charge your device at home daily*
- Set guidelines as a family for where and when the device can be used at home*
- Ask questions when the site history on a computer is cleared*
- Get parental permission before sharing photos or videos of others*
- Abide by the Guidelines and CS Acceptable Use Policy*
- Discuss safe online practices as a family*
- Use necessary precautions to protect electronic devices from damage*

### **Device User's Guide**

#### **Care and Maintenance**

##### **General precautions:**

Devices must remain free of any stickers, drawings, writings, or labels that are not the property of the Collierville School District.

Only a clean, soft cloth should be used to clean the laptop screen; cleaners of any type should not be used. If the screen needs more cleaning than a dry cloth can offer, students should bring the device to

school-based technology staff.

Special caution should be used to not place excessive pressure or weight on the device.

Avoid eating or drinking while using the device and do not expose the device to extreme temperatures. Be cautious when using the device in an area where pets may damage the unit.

Be very careful to avoid bumping the device against corners, walls, lockers, floors, etc.

#### Carrying a device:

Devices should be carried in the district-provided protective case. Schools may also require the sleeved-device to be carried in a student's backpack.

#### Storage:

Each student is encouraged to take his/her device home each day. When not in use, devices should be stored in a safe and secure place. Do not leave devices in an unlocked locker or automobile.

#### Battery:

Students are responsible for keeping the device battery charged for school each day.

#### File Management:

Students must follow all advice given by teachers and technology coordinators at their school. Generally, all student data must be backed-up daily.

#### Pre-installed Software:

Students are not allowed to load any new software, uninstall software, or add other applications without the approval of the school technology coordinator.

#### Personalization:

Students should follow school-specific guidelines for personalization of district-issued protective cases or the device itself. Do not add any stickers or other identifying marks, without checking with the school first. In an attempt to give students age-appropriate personalization options, this matter is not handled on a district level. Never change the device settings without approval from the school technology coordinator.

#### Specifications

GRADE	DEVICE	SPECS
4-7	iPad Pro 9.7	128 GB with external keyboard available at school .

### Tech Support

#### Repair:

Parents, guardians, or students are not allowed to attempt repairs themselves or contract with any other individual or business to repair school owned equipment. All repairs will be performed by Collierville Schools. Self-repair will void any manufacturer warranties and protection plans. Services offered by Tech Support personnel include log-in assistance, loaning devices, technical or software problem resolution, reporting website concerns, reporting devices as lost, stolen, or damaged, and more.

#### Replacement:

Students with a district-issued device needing repair or replacement will receive one from the district surplus inventory. This process will be managed by the technology staff at each school. All responsibilities and guidelines for use will apply to the replacement device as well.

### Printing

The requirement to print will be limited for most students, but when needed, students can save files to cloud or external storage and print via devices at-home or other locations. District devices are configured to print to specific printers at school.

### Security and Safety

District-issued student devices are configured so that the student can login under his/her assigned network username and password. In accordance with the Children’s Internet Protection Act (CIPA), all devices reside on the district’s network. The district maintains an Internet content filter. Filtering, however, is not as reliable as adult supervision. Student Internet use on district-issued devices will be filtered through the district’s Internet content filter regardless of home or school use. There should be no expectation of privacy when using devices and curriculum resources. When students are either on campus or at home using school-provided devices, the filter kicks content back to our server. As needed, the filter can be programmed to add or remove blocks or allow additional content for educational purposes. Any attempts to bypass the filter or visit unacceptable sites constitute a violation of the AUP agreement. While it is impossible to predict with certainty what information on the internet students may access or obtain, school district personnel shall take every reasonable precaution to prevent students from accessing material and information that is obscene, pornographic, or otherwise harmful to minors, including violence, nudity, or graphic language that does not serve a legitimate pedagogical

purpose. These procedures comply with board policy and the mandates of CIPA. CS is not responsible for the content accessed by users who connect to the internet via their personal mobile technology.

When using school or district provided software or programs, special permission is required to post pictures or video that includes images of students. School district personnel follow strict guidelines to protect student privacy and all students and families should seek approval from school personnel to post video or pictures that include students. Parents should consider terms and conditions of use, as well as any legal responsibilities, before allowing photos, audio, or video of minors to be posted online when using any software or programs. We take student privacy seriously and so should you!

In accordance with district policy, cyberbullying is unacceptable and will not be tolerated. Students must not share their log-in information and passwords with other students, and students should not loan out a device or log in as someone else.

### Parental Consent

The board recognizes that parents of minors are responsible for setting and conveying the standards their children should follow when using media and information sources. Accordingly, before a student may independently access the Internet, the student's parents must be made aware of the possibility that the student could obtain access to inappropriate material while engaged in independent use of the Internet. The parent and student must consent to the student's independent access to the Internet and to monitor the student's e-mail and Blackboard communication by school personnel.

In addition, in accordance with the board's goals and visions for technology, students may require accounts in third party systems for school related projects designed to assist students in mastering effective and proper online communications or to meet other education goals. Parental permissions will be obtained when necessary to create and manage such necessary third party accounts.

### Privacy

No right of privacy exists in the use of technological resources. Users should not assume that files or communications accessed, downloaded, created, or transmitted using school district technological resources or stored on services or hard drives of individual computers will be private. School district administrators or individuals designated by the Director of Schools may review files, monitor all communication, and intercept e-mail messages to maintain system integrity and to ensure compliance with board policy and applicable laws and regulations. School district personnel shall monitor on-line activities of individuals who access the Internet via a school owned device.

Under certain circumstances, the board may be required to disclose such electronic information to law enforcement or other third parties, for example a response to a document production request in a lawsuit against the board, as a response to public records requests or as evidence of illegal activity in a criminal investigation.

## Social Media

CS may use any means available to request the removal of information on personal websites or social media sites that substantially disrupt the school environment. No one may utilize school district or individual school names, logos, or trademarks or unapproved pictures or recordings without permission. CS recognizes and communicates that it is unlawful to publicly post or share pictures or media of other individuals without the consent of parents for minors.

## Students

Though school personnel generally do not monitor students' Internet activity conducted on non-school district devices during non-school hours, when the student's online behavior has a direct and immediate effect on school safety or maintaining order and discipline in the schools, the students may be disciplined in accordance with board and school policy.

## Employees

Employees' personal websites are subject to any and all regulations in the CS Employee Code of Conduct.

## A-Z Quick Tips

- a. Keep the device secure and damage free.
- b. Protect the charger too – it is expensive to replace.
- c. Do not loan out the device, charger, or cords.
- d. Do not leave the device in any vehicle.
- e. Do not leave the device unattended.
- f. Do not have food or drinks in close proximity to the device.
- g. Do not allow pets near the device.
- h. Do not place the device on the floor or on a sitting area such as a chair or couch.
- i. Do not leave the device near table or desk edges.
- j. Do not stack objects on top of the device.
- k. Do not leave the device outside.
- l. Do not leave the device near pools or bathtubs.
- m. Do not check the device as luggage at the airport. Please place in carry on luggage.
- n. Back up data and other important files regularly. CS will at times perform maintenance on devices by imaging. All files not backed up to server storage space or other storage devices will be deleted during the process.
- o. Ensure devices are fully charged prior to arriving at school each day.
- p. Students should not deface, damage, or decorate their device in any way (i.e. marking, drawing, stickers, glitter, popping off keys).
- q. Students are responsible for the care and cleaning of their device (cleaning screen and keyboard with a lightly damp cloth only and never using chemical cleaners on the laptop).

- r. Students should use care when plugging things into their laptop.
- s. The device should be completely closed when placed in a backpack.
- t. Do not place devices and power adapters under soft items (like blankets). Doing so can cause these items to overheat and become damaged.
- u. While on school grounds, devices are only to be used in classrooms or other designated areas.
- v. Store devices safely when they are not in use.
- w. Students must transport devices closed in their backpack, with the backpack completely zipped closed and with both shoulder straps secure on their shoulders.
- x. Students should seek parental or teacher approval before posting or sharing photos or video of other students.
- y. You will have the same device next year, so protect it as if it were your own.
- z. Enjoy this wonderful resource! You are among a select few students who attend school districts offering a device to every student. Limitless learning begins with you, so take advantage of this opportunity to excel academically and become a good “digital” citizen.

### **Learning Management System**

Collierville Schools has chosen Schoology as our digital Learning Management System (LMS). Schoology will allow teachers to deliver curriculum digitally to students. Schoology integrates with PowerSchool and other District provided systems. Additionally, it provides instructional tools, communication, data analytics, personalized learning, and a mobile app for iPads.

### **Digital Citizenship**

#### **Rationale**

CS believes that all students should be adequately educated to function as citizens in an increasingly digital world. To this end, CS uses free and purchased resources to train students regarding technology skills, digital literacy skills, and digital citizenship skills they will need to succeed in college, in their careers, and in their relationships with other digital citizens.

CS strives to remain current and well-educated in new technologies, helping learners understand how to use new technology successfully and appropriately. CS allows families to determine the parameters for time spent on or off devices, and CS supports parental decisions about the degree of technology use inside their homes. CS also recognizes the need for digital health and wellness education and strives to help students maintain a healthy balance between online activities and relationships with the other activities and relationships in their lives. Students are to follow all provisions of the CS Acceptable Use Policy (AUP) at all times.

#### **Curriculum**

CS utilizes free tools through Common Sense Media (scope and sequence provided at

<https://www.common sense media.org/educators/scope-and-sequence>) to train students about various aspects of digital citizenship. These tools are used in Kindergarten through 12<sup>th</sup> grade and include topics such as Internet Safety, Privacy and Security, Relationships and Communications, Cyberbullying, Digital Footprint and Reputation, Self-Image and Identity, Information Literacy, Creative Credit and Copyright.

### Parent Resources

CS believes that all educators and parents can and should help educate students about these key skills. CS encourages parents to access quality parent training resources using any of the following sources:

- Netsmartz (Grades K-12) <http://www.netsmartz.org/Parents> includes videos, resources, and advice for parents to help them know how to talk to students about various digital citizenship topics and concerns.
- Common Sense Media (Grades K-12) <https://www.common sense media.org/parent-concerns> includes age-appropriate guidelines for families plus videos and articles to help with tough conversations.
- Common Sense Media also provides family tips about social media, body image, digital footprint, photo sharing, sexting, cyberbullying, privacy, and online imagery.  
[https://www.common sense media.org/sites/default/files/uploads/connecting\\_families/tip\\_sheets\\_all.pdf](https://www.common sense media.org/sites/default/files/uploads/connecting_families/tip_sheets_all.pdf)
- FBI Safe Online Surfing Modules (Grades 3-8, PCs only) <https://sos.fbi.gov> include interactive games to teach students to be safe and responsible in their digital activities and interactions.

### Copyright

CS believes that all students should be adequately educated to function as citizens in an increasingly digital world. To this end, CS makes understanding and applying copyright guidelines part of our K-12 digital citizenship curriculum and expects all students and staff to use best practices with regards to copyright guidelines. First, CS recognizes that federal law states that it is illegal to duplicate or distribute copyrighted materials without authorization of the holder of the copyright, except for certain exempt purposes. Copyright laws govern the use of copyrighted materials. Teachers and students may use copyrighted materials for educational projects and learning activities, but they must follow specific “fair use” guidelines. Staff and students receive copyright and fair use instruction and/or guidelines from a variety of sources, including:

- Common Sense Media. Vertically and horizontally aligned copyright lessons for students K-7 include “A Creator’s Rights,” “A Creator’s Responsibilities,” “Copyrights and Wrongs,” “Rework, Reuse, Remix,” “How to Cite a Site,” “Whose is it, Anyway,” and “My Creative Work.” Because copyright laws are complex, CS works to help students learn to analyze each situation and make educated judgments on a case-by-case basis.

- ELA Classes. State English/Language Arts standards include instruction on when and how to cite sources when using copyrighted material in student work.

### Collaboration and Social Networking

Collaboration and social networking have become vital parts of a student's education. Online networking connects people in order to form virtual communities. Users must respect the privacy of others. When using e-mail, chat rooms, blogs, or other forums of electronic communication and collaboration, students must not reveal personal identifying information or information that is private or confidential. Online behavior should be appropriate and follow the guidelines set forth by the CS RUP. When any student's online behavior has a direct and immediate effect on school safety or maintaining order and discipline in the schools, the student may be disciplined in accordance with board policy.

### Best Practices for Student Use of Social Media

Don't share personal/private information such as identifying information or passwords with peers.

- Only accept friend requests/followers from people you know.
- Don't post anything you wouldn't want your parents, teachers, or employer (current or future) to see.
- Assume everything you write online will become public.
- Be real – the real you is better than anything you might pretend to be.
- Be respectful of the opinions of others in your posts or comments.
- Remember you are responsible for the content you post.
- Learn about privacy settings and review them often.

CS may use any means available to request the removal of information on personal websites or social media sites that substantially disrupts the school environment. CS recognizes and communicates that it is unlawful to publicly post or share pictures or media of other individuals without the consent of parents for minors.

### Digital Etiquette

CS also encourages students to use appropriate digital etiquette (commonly referred to as netiquette) when interacting with others in an online environment. The following links include helpful resources for parents and students regarding digital etiquette:

<https://www.common sense media.org/blog/7-rules-to-teach-kids-online-etiquette>

## FAQ's

1. **What if I already have a device at-home?** District-issued devices are loaded with software specific to the requirements of your school/grade. With a limited number of technologists in the district, we can't support all platforms and devices, which means the district-issued devices offer greater reliability for student use.
2. **Can I use the same device year-to-year?** Yes, devices roll up to the next grade or school with a student. The only exception to this would be when a student advances to a grade/school where a different type of device is used or in the year when the district lease contract expires and all devices are replaced.
3. **Can I use a jump drive to move files from home to school?** Jump drives are one way to store files, and many students will use personal jump drives to move data between devices. Use of Cloud storage provided via Office 365 email for file access is strongly encouraged.
4. **Can I use the device during the summer?** At this time, we are planning to reimage and update devices during the summer. There will certainly be summer school or special circumstances when devices will be required for instruction, and we will address those needs as they arise.
5. **What if I bring in my device for repair and "questionable data" is discovered?** Refer to consequences.
6. **Cost for replacement?** Cost for replacement will depend on the level of damage and part needing to be replaced. Each case will be handled on an individual basis.
7. **Moving out of the district?** Student/families must return all district-issued equipment in good working order upon transfer or graduation. Devices not returned within five days will be reported stolen.

## Sample Forms

## Student Email Account Agreement

My signature below signifies my understanding that Collierville Schools email accounts are for educational purposes only and provided as a privilege by Collierville Schools. Any misuse of the Collierville School email system will result in immediate cancellation of my account. Malicious and/or illegal misuse of my email account, computer files or system network could result in legal prosecution. My signature below also signifies that I will not share my password with anyone.

As a student of Collierville Schools, I hereby state that I have read and understand the *Use of Internet Policy 4.406* as printed on the back of this form, and that I agree to comply with the provisions stated therein.

I further state that I understand the following:

1. Teachers, network and/or site administrators may review any files and communications to maintain system integrity and ensure that students are using the system responsibly. All student email is archived in accordance with Federal regulation.
2. Files and any other information or communication stored on any electronic equipment owned or operated by Collierville Schools are not private and will not be maintained indefinitely.
3. Failure to abide by the terms of this agreement may result in disciplinary action up to criminal prosecution by government authorities.

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date: \_\_\_\_\_

---

EMAIL ADDRESS: «User name»

PASSWORD: «Password»

Collierville Schools Webmail Address: <http://login.microsoftonline.com>

*Your email address consists of the username and the server address. Everything to the left of the @ is the username. Everything to the right of the @ is the server address. This is only your temporary password. You will be allowed to create a new password by following the instruction on the sign in page.*

**Please complete the form below. Make any needed additions and/or corrections.**

First Name: «First name»

Last Name: «Last name»

School: «Department»

Grade Level: \_\_\_\_\_ Homeroom Teacher: \_\_\_\_\_

(OVER) COLLIERVILLE SCHOOLS POLICY 4.406 – USE OF INTERNET

## Collierville Schools Policy 4.406 – Use of the Internet

The Board supports the right of staff and students to have reasonable access to various information formats and believes that it is incumbent upon staff and students to use this privilege in an appropriate and responsible manner.

### Employees

Before any employee is allowed use of the district's Internet or intranet access, the employee shall sign a written agreement, developed by the director/designee that sets out the terms and conditions of such use. Any employee who accesses the district's computer system for any purpose agrees to be bound by the terms of that agreement, even if no signed written agreement is on file. **Employees working with students will help students develop the critical thinking skills necessary to discriminate among information resources, to identify information appropriate to their age and developmental levels, and to evaluate and use information to meet educational goals that are consistent with the District's student learning outcomes.**

The director of schools shall develop and implement procedures for appropriate Internet use which shall address the following:

1. Development of the Network and Internet Use Agreement.
2. General rules and ethics of Internet access.
3. Guidelines regarding appropriate instruction and oversight of student Internet use.
4. Prohibited and illegal activities, including but not limited to the following:
  - Sending or displaying offensive messages or pictures
  - Using obscene language
  - Harassing, insulting, defaming or attacking others
  - Damaging computers, computer systems or computer networks
  - Hacking or attempting unauthorized access to any computer
  - Violation of copyright laws
  - Trespassing in another's folders, work or files
  - Intentional misuse of resources
  - Using another's password or other identifier (impersonation)
  - Use of the network for commercial purposes
  - Buying or selling on the Internet

### Students

The director of schools shall develop and implement procedures for appropriate Internet use by students. Procedures shall address the following:

1. General rules and ethics of Internet use.
2. Prohibited or illegal activities, including, but not limited to:
  - Sending or displaying offensive messages or pictures
  - Using obscene language
  - Harassing, insulting, defaming or attacking others
  - Damaging computers, computer systems or computer networks
  - Hacking or attempting unauthorized access
  - Violation of copyright laws
  - Trespassing in another's folders, work or files
  - Intentional misuse of resources
  - Using another's password or other identifier (impersonation)
  - Use of the network for commercial purposes
  - Buying or selling on the Internet

### INTERNET SAFETY MEASURES

Internet safety measures shall be implemented that effectively address the following:

- Controlling access by students to inappropriate matter on the Internet and World Wide Web
- Safety and security of students when they are using electronic mail, chat rooms, and other forms of direct electronic communications
- Preventing unauthorized access, including "hacking" and other unlawful activities by students on-line
- Unauthorized disclosure, use and dissemination of personal information regarding students
- Restricting students' access to materials harmful to them

The director of schools/designee shall establish a process to ensure the district's education technology is not used for purposes prohibited by law or for accessing sexually explicit materials. The process shall include, but not be limited to:

- Utilizing technology that blocks or filters Internet access (for both students and adults) to material that is obscene, child pornography or harmful to students
- Maintaining and securing a usage log
- Monitoring on-line activities of students

The Board shall provide reasonable public notice of, and at least one (1) public hearing or meeting to address and communicate, its Internet safety measures.

A written parental consent shall be required prior to the student being granted access to electronic media involving district technological resources. The required permission/agreement form, which shall specify acceptable uses, rules of on-line behavior, access privileges and penalties for policy/ procedural violations, must be signed by the parent/legal guardian of minor students (those under 18 years of age) and also by the student. This document shall be executed each year and shall be valid only in the school year in which it was signed unless parent(s) provide written notice that consent is withdrawn. In order to rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the director of schools with a written request.

### E-MAIL

Users with network access shall not utilize district resources to establish electronic mail accounts through third-party providers or any other nonstandard electronic mail system. All data including e-mail communications stored or transmitted on school system computers shall be monitored. Employees/students have no expectation of privacy with regard to such data. E-mail correspondence may be a public record under the public records law and may be subject to public inspection.

### INTERNET SAFETY INSTRUCTION<sup>4</sup>

Students will be given appropriate instruction in internet safety as a part of any instruction utilizing computer resources. The director shall provide adequate in-service instruction on internet safety. Parents and students will be provided with material to raise awareness of the dangers posed by the internet and ways in which the internet may be used safely.

### SOCIAL NETWORKING

1. District staff who have a presence on social networking websites are prohibited from posting data, documents, photographs or inappropriate information that is likely to create a material and substantial disruption of classroom activity.
2. District staff are prohibited from accessing personal social networking sites on school computers or during school hours except for legitimate instructional purposes.
3. The Board discourages district staff from socializing with students on social networking websites. The same relationship, exchange, interaction, information, or behavior that would be unacceptable in a non-technological medium is unacceptable when done through the use of technology.

### VIOLATIONS

Violations of this policy or a procedure promulgated under its authority shall be handled in accordance with the existing disciplinary procedures of this District.

## Student Equipment Agreement Form – Take Home Devices

PLEASE PRINT

Student ID: \_\_\_\_\_ School Year: 2016-2017 School: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Computer CS Bar Code \_\_\_\_\_ Serial #: \_\_\_\_\_

iPad CS Bar Code \_\_\_\_\_ Serial #: \_\_\_\_\_

**BORROWER'S AGREEMENT:** The borrower (student/parent named below) agrees to assume full responsibility for the safety, care, and maintenance of the device. While the device is in the borrower's possession, the borrower agrees to abide by all CS Policies.

The device is the property of the school district, and as such, is subject to monitoring and search of contents at any time. Please note that the device may be equipped with location tracking. There is **NO** expectation of privacy in location, use, or data stored on the device. The device must be returned to the district immediately upon request, at the end of the year, or upon departure or termination from the District.

### While the equipment is in my possession, I agree to the following:

1. I have read and understand the *Collierville Schools Resource Guide* and have discussed the material with my child. An online copy of this guide can be found at: <http://bit.ly/2gGuYNU>
2. I will take care of my device as outlined in the *Collierville Schools Resource Guide*.
3. If my device is damaged, lost, or stolen I will report it to the school immediately.
4. I understand the device is my responsibility and I will not loan it to other individuals.
5. I will know where the device is at all times.
6. I will bring a charged device to school daily and will protect it by only carrying it in the case provided.
7. I will keep food and beverages away from my device since they may cause damage to the device.
8. I will not disassemble any part of my device or attempt any repairs.
9. I will use my device in ways that are responsible, appropriate, meet CS expectations and are educational.
10. I will **NOT** place decorations (such as labels, stickers, markers, etc.) on the device. I will not deface the CS device identifiers on my device.
11. I understand that my device is subject to inspection at any time, without notice and remains the property of the CS District. I will provide the device passcode and any passwords to staff, immediately upon request.
12. I will follow the policies outlined in the device Procedures and *Use of the Internet Policy #4 .406* while at school, as well as outside the school day.
13. I understand that I am subject to disciplinary action if inappropriate content is found on the device.
14. I will file a police report in the event of theft or vandalism.
15. I agree to return the District device, case, power cords, and any other accessories in good working condition.

### To Be Completed by STUDENT:

First & Last Name (print): \_\_\_\_\_ Email Address: \_\_\_\_\_

Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### To Be Completed by PARENT/GUARDIAN:

First & Last Name (print): \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Email Address: \_\_\_\_\_

(Home Phone): \_\_\_\_\_ (Cell): \_\_\_\_\_ (Work): \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Check Out Signatures:

Student \_\_\_\_\_ (Date) \_\_\_\_\_ Administrator/Designee \_\_\_\_\_ (Date)

Check In Signatures: (Relieves student/parent of obligations listed above.)

Student \_\_\_\_\_ (Date) \_\_\_\_\_ Administrator/Designee \_\_\_\_\_ (Date)

I **HAVE** paid my non-refundable Device Fee.

*The original COLOR COPY form should be submitted to the Technology Department. A copy of the completed form should be kept on file at the school for the current scholastic year and a copy given to the student.*

## Student Equipment Agreement Form – Stay at School Devices

PLEASE PRINT

Student ID: \_\_\_\_\_ School Year: 2016-2017 School: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Computer CS Bar Code \_\_\_\_\_ Serial #: \_\_\_\_\_

iPad CS Bar Code \_\_\_\_\_ Serial #: \_\_\_\_\_

**BORROWER’S AGREEMENT:** The borrower (student/parent named below) agrees to assume full responsibility for the safety, care, and maintenance of the device. While the device is in the borrower’s possession, the borrower agrees to abide by all CS Policies.

The device is the property of the school district, and as such, is subject to monitoring and search of contents at any time. Please note that the device may be equipped with location tracking. There is **NO** expectation of privacy in location, use, or data stored on the device. The device must be returned to the district immediately upon request, at the end of the year, or upon departure or termination from the District.

**While the equipment is assigned to me, I agree to the following:**

1. I have read and understand the *Collierville Schools Resource Guide* and have discussed the material with my child. An online copy of this guide can be found at: <http://bit.ly/2gGuYNU>
2. I will take care of my device as outlined in the Collierville Schools Resource Guide.
3. If my device is damaged, lost, or stolen I will report it to the school immediately.
4. I understand the device is my responsibility and I will not loan it to other individuals.
5. I will know where the device is at all times.
6. I agree that if the device is damaged while in my care, I will pay for the cost of device repair.
7. I will keep food and beverages away from my device since they may cause damage to the device.
8. I will not disassemble any part of my device or attempt any repairs.
9. I will use my device in ways that are responsible, appropriate, meet CS expectations and are educational.
10. I will **NOT** place decorations (such as labels, stickers, markers, etc.) on the device. I will not deface the CS device identifiers on my device.
11. I understand that my device is subject to inspection at any time, without notice and remains the property of the CS District. I will provide the device passcode and any passwords to staff, immediately upon request.
12. I will follow the policies outlined in the device Procedures and **Use of the Internet Policy #4 .406** while at school, as well as outside the school day.
13. I understand that I am subject to disciplinary action if inappropriate content is found on the device.
14. I will file a police report in the event of theft or vandalism.
15. I agree to return the District device, case, power cords, and any other accessories in good working condition.

**To Be Completed by STUDENT:**

First & Last Name (print): \_\_\_\_\_ Email Address: \_\_\_\_\_

Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**To Be Completed by PARENT/GUARDIAN:**

First & Last Name (print): \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Email Address: \_\_\_\_\_

(Home Phone): \_\_\_\_\_ (Cell): \_\_\_\_\_ (Work): \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Check Out Signatures:

Student \_\_\_\_\_ (Date) \_\_\_\_\_ Administrator/Designee \_\_\_\_\_ (Date)

Check In Signatures: (Relieves student/parent of obligations listed above.)

Student \_\_\_\_\_ (Date) \_\_\_\_\_ Administrator/Designee \_\_\_\_\_ (Date)

*The original COLOR COPY form should be submitted to the Technology Department. A copy of the completed form should be kept on file at the school for the current scholastic year and a copy given to the student.*

## **COLLIERVILLE SCHOOLS PARENT PERMISSIONS**

### **A. Student User Agreement and Independent Internet Access (CS Policy #4.406)**

We are pleased to offer students of the Collierville Schools access to district electronic resources. Our goal in providing this service is to promote educational excellence in our system by facilitating resource sharing, innovation, and communication. Electronic resources provide students with access to vast amounts of information and numerous opportunities for communication.

Our intent is to make Internet access available to further educational goals and objectives. However, parents/guardians should be warned that if students disregard the guidelines of the school and/or system, they may find ways to access other materials via the Internet which may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages.

Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, Collierville Schools support and respect each family's right to decide whether or not to approve independent Internet access and communication. To gain independent access to the Internet, all students under the age of 18 must obtain parental/guardian permission and must sign and return the attached form to the Principal or designee. Students 18 and over may sign their own forms.

#### Student Responsibilities

Electronic resources are provided for students to enhance the learning experience. Access to services is given to students who agree to act in a responsible manner. Student use must be consistent with the educational objectives of Collierville Schools.

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

Network storage areas will be treated like school lockers. Network and/or school administrators and teachers may review files, bookmarks, and communications under the same standards set for school lockers to insure the integrity of the electronic media. Privacy is not guaranteed for files stored on school district servers nor will files be maintained indefinitely. Students should also be advised that they should have no expectation of privacy for any information created or communicated using Collierville Schools electronic resources.

#### School and Parent Responsibility

Within reason, freedom of speech and access to information will be honored. During school, teachers will guide students toward appropriate materials. Outside of school and with independent access, parents/guardians bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, and other potentially offensive media.

Schools will insure that procedures for access and standards of conduct regarding Internet use are communicated to students. It is presumed that students given access will comply with district standards and will honor the agreements they have signed. The district cannot be responsible for ideas and concepts that a student may gain by his or her inappropriate use of the Internet.

### District Electronic Access and Internet Rules

The following uses of CS electronic resources are not permitted and may result in disciplinary action:

- Violating existing board policy or regulation or local, state, or federal statute;
- Violating copyright laws;
- Using electronic resources for non-instructional purposes;
- Using obscene language;
- Sending or displaying offensive messages or pictures;
- Harassing, insulting, or attacking others;
- Intentionally spreading viruses or malicious software;
- Sharing personal login information or using another person's login;
- Publishing personal information (name; address; photograph) without teacher/parent approval;
- Using an email account at school other than one provided by the district;
- Using district provided email for non-instructional purposes;
- Using personal electronic devices at school without appropriate permission;
- Attempting to bypass network security to gain unauthorized access to information; and
- Intentionally wasting limited resources.

### Sanctions

The use of Collierville Schools electronic resources is a privilege, not a right, and inappropriate use will result in cancellation of privileges. Access entails responsibility. System administrators will deem what is inappropriate use and their decision is final.

Additional disciplinary action may be determined at the local school level in keeping with existing procedures and practices regarding inappropriate language or behavior. When applicable, law enforcement agencies or legal action may be involved.

### **B. Web Publishing**

Web pages have been established for Collierville Schools as a dynamic forum to educate and inform the public. This communication vehicle serves to publicize the goals, accomplishments, activities, and services of the District and of each school. Intended audiences include: students, parents, prospective parents, employees, prospective employees, and the community at large. All content contained on the web site is consistent with the educational aims of the District. Student work and image will not be published or displayed on any Collierville Schools web site without the express consent of the parent or guardian of a student under 18 years of age or from the student if 18 years of age or older. Permission is indicated on the attached form.

In order to safeguard students, the following procedures have been established:

1. The name of a student will not be published in conjunction with a picture or video of that student on any Collierville Schools web site. Likewise, personal information about students will not be published.
2. Contingent upon receiving signed releases from the minor student's parent/guardian or from the student 18 years or older, student work may be published on a Collierville Schools web site under the following guidelines:
  - Grades K-8 - Authors of electronically published work may be identified only by first name. Schools may choose to let students adopt "net names."
  - Grades 9-12 - Authors of electronically published work may be identified by first and last name.
  - All student work published must pertain to a class project, course, or other school-related activity.

### **C. Media Coverage**

Collierville Schools periodically distributes press releases to the media that highlight the achievements of students and schools, as well as interesting educational and extracurricular programs happening throughout the school system. CS press releases are designed to offer newspapers and TV media an opportunity to cover these positive stories in schools and classrooms.

Additionally, to recognize outstanding student/school achievements and promote the overall success of the school system, CS may publicize press release information (including students' names, photographs and student/school accomplishments) on the district website. *In accordance with the Family Education Rights & Privacy Act (FERPA), no student's personal information is shared with the media or published on a Collierville Schools web site.*

Permission to allow this student to be included in positive media coverage (including the CS district website) is indicated on the attached form.

## STUDENT USER AGREEMENT PARENT/GUARDIAN PERMISSIONS FORM

As a student user of Collierville Schools' electronic resources, I hereby agree to comply with the rules as outlined in the *Acceptable Use Agreement* and to communicate over the network in an appropriate fashion while honoring all relevant laws and restrictions.

**STUDENT SIGNATURE:** \_\_\_\_\_

I understand that some objectionable materials may be accessed even with District content filtering in place. I understand that individuals and families may be held liable for violations. I will accept responsibility for guidance of Internet use by setting and conveying standards for my son/daughter to follow when exploring on-line information and media on an independent basis. Collierville Schools cannot be responsible for ideas and concepts that my child may gain by his or her inappropriate use of the Internet.

I understand and accept the conditions stated and agree to release, indemnify, and hold harmless, Collierville, Collierville Board of Education, and/or their employees or agents from any and all claims and liability associated with or arising from the above student's independent use and/or access to the Internet.

As the parent or legal guardian of the minor student signing above or as a student 18 years of age or older, I have read this contract, the *Acceptable Use Agreement* and the descriptions for Web Publishing and Media Coverage. I grant permission for this student in the following areas:

	Agree	Do NOT Agree
<b>A. This student has permission to independently access the Internet. ( 3<sup>rd</sup> grade or older)</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>B. CS has permission to publish this student's work and image on the Internet.</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>C. CS has permission to include this student in positive media coverage of his/her class or school.</b>	<input type="checkbox"/>	<input type="checkbox"/>

**Check one choice for each permission & complete the following:**

\_\_\_\_\_  
**AUTHORIZING SIGNATURE**  
(Parent, Guardian, or Student 18 or older)

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**SCHOOL**

\_\_\_\_\_  
**GRADE/HOMEROOM**

\_\_\_\_\_  
**NAME OF STUDENT**

\_\_\_\_\_  
**DATE OF BIRTH**

**For Office Use Only:**

As the certifying official, the above named student has been instructed on safe and acceptable use of the network.

\_\_\_\_\_  
**Date of Instruction**

\_\_\_\_\_  
**Signature: Certifying Official**

*Notice to School Officials: This form is to be placed in the student's permanent file and the responses recorded in the appropriate fields on the demographic screen in PowerSchool.*

Collierville Schools offers educational and employment opportunities without regard to race, color, national origin, religion, gender, or disability and adheres to the provisions of the Family Education Rights and Privacy Act (FERPA).

## SOURCES CONSULTED

During the creation of this handbook, Collierville Schools consulted websites, handbooks, and staff from the following:

Apple, Inc  
Bartlett City Schools, TN  
Becker Public Schools, MN  
Collierville Schools, TN  
Farmington Area Public Schools, MN  
Hopkins Schools, MN  
Marysville City Schools, TN  
Minneapolis Public Schools, MN  
Minnetonka Public Schools, MN  
Muscatine Community School District, IA  
Mooreville School District, NC  
ROWVA School District, OH  
Saint Paul Public Schools, MN  
South Washington County Schools, MN  
Spring Lake Park Schools, MN  
Western School District, MI