



**Grenada School District**  
*Education, Training, Dreams*

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# Technology Handbook

2020-2021

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Technology Handbook  
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Contents

Technology Goals .....	2
Internet Acceptable Use Policy .....	2
Acceptable Use Policy Procedures.....	5
Device Policy.....	8
Damaged Devices .....	9
Student/Parent Technology Agreement.....	10
Student Device Acceptance Form.....	11

# Technology Plan Implementation

The Grenada School District recognizes that technology is a driving force for change in how people communicate and acquire knowledge in a rapidly changing world. Currently, technology is an essential tool that allows our students and staff opportunities to communicate, collaborate and create content as a community of learners to ensure that all students graduate with the knowledge and skills necessary to live, learn and work in the 21st Century. In our vision to support student learning, students, staff, parents, and the community work together to provide the tools and experiences every student needs to create an individual, viable and valued path to lifelong personal success.

## Technology Goals

Equip all stakeholders to use technology to positively impact and interact with the world around them.

- Teach digital citizenship.
- Integrate technology seamlessly in the teaching and learning process while ensuring that the use of technology adds value to learning.
- Develop a new set of knowledge and skills for the 21st century learner.
- Provide greater access to educational opportunities and differentiated instruction by utilizing access to technology for anytime, anywhere learning.
- Improve communication and widen our sense of community by expanding the way teachers, students, and parents are able to interact with each other.
- Integrate digital tools for students to develop products demonstrating their understanding.
- Provide greater access to digital content in a variety of formats and modes.

## Internet Acceptable Use Policy

Grenada School District is pleased to bring access to the Internet to students and teachers. Internet access is coordinated through a complex association of government agencies, and regional and state networks. The smooth operation of the network relies upon the proper conduct of the users, who must adhere to strict guidelines. These guidelines are outlined here so that you are aware of the responsibilities you acquire with usage of the Internet. In general, an Internet user accepts responsibility for efficient, ethical, and legal utilization of all network resources. If a user violates the provisions, Grenada School District will terminate or suspend access to the network and disciplinary action may be taken.

Transmission of any material in violation of any United States or state regulation is prohibited. This includes copyrighted material, threatening or obscene material, or material protected by trade secret.

Use for product advertisement, commercial activities, illegal action, or political lobbying is prohibited.

Appropriate use reflects academic honesty, ethical behavior, and demonstrates consideration of the consumption of shared resources. It shows respect for intellectual property, ownership of data, system security mechanisms, and the rights of others to privacy and to freedom from intimidation, harassment, and unwarranted annoyance.

Use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The principal or his designee may deny, revoke, or suspend user privilege to any user determined to be using the system in an inappropriate manner and their decision is final.

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

- Be polite. Do not write or send abusive messages to others.
- Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language. Illegal activities are strictly forbidden.
- Do not reveal your personal address or phone number or the address or phone number of students or colleagues.
- Note that electronic mail (email) is not guaranteed to be private. Administrators who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- Do not use the network in such a way that you would disrupt the use of the network by other users.
- All communications and information accessible via the network should be assumed to be private property.

**Reliability:**

- Grenada School District makes no warranties of any kind, whether expressed or implied, for the service it is providing.
- Grenada School District will not be responsible for any damages suffered by the user, including loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions.
- Use of any information obtained via the Internet is at the risk of the user. Grenada School District denies responsibility for the accuracy or quality of information obtained through Internet services.
- Grenada School District is not responsible for student access to what may be deemed as inappropriate material available on the Internet.

**Security:**

- Security on any computer system is a high priority, especially when the system involves many users. If a user feels he/she has identified a security problem, the principal must be notified immediately. The problem is not to be demonstrated to any other users.

**Vandalism:**

- Vandalism will result in cancellation of privilege and disciplinary action in accordance with district policy. Vandalism is defined as any malicious attempt to harm or destroy data to another user, the Internet, or any of the networks that are connected to the GSD Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.

**Google Apps for Education** runs on an Internet domain owned by the school and is intended for educational use. Google Apps for Education includes a @grenadak12.com email account, as well as Google applications such as Docs, Sheets, Slides, Drive, and Forms.

Google Apps for Education is available for selected GSD students whose teachers apply Google Apps to lessons, assignments and/or communication.

Students may access their Google Apps for Education accounts at home, the library, or anywhere with Internet access or offline. School staff will monitor student use of Apps when students are at school. Parents/Guardians are responsible for monitoring their student's use of Apps when accessing programs from home. Students are responsible for their own behavior at all times. Student safety is our highest priority.

**Google Apps for Education** - Google Apps for Education is provided for educational use. Students may use Apps for personal use subject to the restrictions below and additional school rules and policies that may apply.

- Privacy - School staff, administrators, and parents all have access to student email for monitoring purposes. Students have no expectation of privacy on the Apps system.
- Limited personal use - Students may use Apps tools for personal projects but may not use them for:
  - Unlawful activities
  - Commercial purposes (running a business or trying to make money)
  - Personal financial gain (running a web site to sell things)
  - Inappropriate or offensive content
  - Threatening another person
  - Misrepresentation of Grenada School District, staff or students
  - Apps, sites, email, and groups are not public forums. They are extensions of classroom spaces where student free speech rights may be limited.
- Students may not post personal contact information about themselves or other people. That includes addresses and phone numbers.
- Students will tell their teacher or other school employee about any message they receive that is inappropriate or makes them feel uncomfortable.
- Students are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide his or her password to another person.

### **Google Apps for Education Parental Permission**

Google Apps for Education (GAFE) is an important tool utilized by teachers and students. GAFE includes Google applications for creating, sharing, and storing documents, assignments, videos, and may include the use of a district student email account. The use of GAFE is at the discretion of the classroom teacher and will only be used when appropriate for the student's learning objectives. GSD encourages all parents to share in the GAFE experience by logging in with your child. School staff will monitor the use of technology while at school. Parents are responsible for monitoring their child's use of technology from home. Students are responsible for their behavior at all times. For students under the age of 18, GSD requires parental permission for the use of Google Apps for Education. Signature required in the Student/Parent/Guardian Technology Agreement.

### **Access Restriction - Due Process**

- Access to Google Apps for Education is considered a privilege accorded at the discretion of Grenada School District. The District maintains the right to immediately withdraw access and use of Apps when there is reason to believe that violations of law or District policies have occurred. In such cases, the alleged violation will be referred to the Principal for further investigation and account restoration, suspension, or termination.

## **ACCEPTABLE USE POLICY PROCEDURES**

Grenada School District is pleased to bring access to the Internet to students and teachers. Internet access is coordinated through a complex association of government agencies, and regional and state networks. The smooth operation of the network relies upon the proper conduct of the users, who must adhere to strict guidelines. These guidelines are outlined here so that you are aware of the responsibilities you acquire with usage of the Internet. In general, an Internet user accepts responsibility for efficient, ethical, and legal utilization of all network resources. If a user violates the provisions, Grenada School District will terminate or suspend access to the network and disciplinary action may be taken.

### **Monitoring of Network Use**

All data transferred and /or transmitted over the GSD network can be monitored and recorded at any time. All data transferred or transmitted over the network can be tracked and identified and originating users can be held liable if their use of the network violates any established policy, regulation, or law. Any data stored on District-owned equipment may be archived and preserved by the District for an indefinite period. Such data includes, but is not limited, to email, text documents, digital photographs, music and other digital or electronic files.

### **School District Ownership**

All data transferred over the District network or stored on any District-owned equipment/media is the property of GSD.

### **Consequences of Policy Violation(s)**

The use of the District Network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Any student or District employee, including contract services (outside parties), who violate any policy, regulation, or law regarding use of the District Network will be identified and corrective and /or punitive actions will be taken.

All users of the GSD network are charged with reporting violations or misconduct to their teachers, supervisors, or the Network administrator. Users who fail to report violations are subject to the same disciplinary actions as those who violate the policy.

Violations of these procedures may result in, but is not limited to, loss of access privileges, disciplinary action by the District, and / or involvement of law enforcement authorities.

### **Filtering**

GSD uses an aggressive Content Filter and SPAM filter. GSD complies with the regulations of CIPA, the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)], to provide Internet content filtering services for staff and students. Filtering services are a means of protection from objectionable sites but cannot provide a 100% protection. Therefore, GSD provides no guarantees but will attempt to protect employees and students from accessing such objectionable Internet sites. In the event that inappropriate

material is accessible, GSD will not be held liable.

## **Email and Electronic Document Retention**

All District email will be archived for a period of 3 years.

All District employees and students in grades PK-12 will be issued a District email account. Students in grades 9-12 will be able to access their email account. Any official communications, e.g. teacher to parent, teacher to student, student to teacher, staff to staff, must be via the District's grenadak12.com email system. This includes, but is not limited to, teachers who guide extracurricular activities such as clubs, choirs, bands, athletic teams, etc.

District employees, who generate newsletters, memoranda, slide shows, graphics, etc. with their workstations, devices, or other district equipment, should organize their computer's workspace (storage) using folders to store electronic documentation.

## **Prohibited Actions**

The following actions on the District Network are specifically prohibited, and this list is not all inclusive but by way of example:

- Installing software, software application, utility, plug-in or other such operations without the approval of the Technology office;
- Creating, downloading, storing, sending, or displaying offensive messages or pictures including but not limited to pornographic or other sexually explicit material;
- Using obscene, profane, or vulgar language;
- Harassing, insulting, intimidating, or attacking others;
- Giving out personal information about another person such as home address or phone number
- Engaging in any practice(s) that threaten the network and other technological tools;
- Violating copyright laws;
- Downloading entertainment/music/video/movie software or other files for transfer to a user's home computer, other personal computer, DVD, or any music/movie device. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of the GSD. Software, files, and/or licenses owned by GSD cannot be transferred to staff or student personal or home computers without permission.
- Using the password of others to access the network or any other electronic information or telecommunication services;
- Accessing the documents, files, folders, or directories of others without permission from the owner of the files;
- Using the network and telecommunication services for commercial promotion, product endorsement, or advertisement not previously approved by the GSD School Board
- Using the network, electronic information, computer-driven software and telecommunication services for personal gain or convenience;
- Conducting business other than that deemed academic in nature over the network;
- Misusing the resources of the district's network, electronic information, computer-driven software, or telecommunications service equipment and supplies;
- Attempt to bypass network controls and/or filters.

## **STIPULATIONS FOR WEBSITE USE AS DISTRICT REPRESENTATIVES**

Use of Non-District web sites to present information, classrooms, clubs, or any other officially sponsored activities of the GSD is prohibited. Any sanctioned activity must be hosted on the District website, (<http://www.grenadak12.com>). All web publications will abide by the Family Education Rights and Privacy Act (FERPA) for the dissemination of student information.

Current teacher or organization web sites operating outside the GSD's website as of July 1, 2020, will be granted exception from this new procedure. However, a statement of disclaimer must be posted at the school's website and a section under the name of each teacher or organization that has an external web site.

The disclaimer must read, "DISCLAIMER; you are now leaving the Grenada School District Web Site. The District does not endorse and assumes no responsibility for content or control of the web site(s) to which you are about to proceed. The link provided at this page is a courtesy service. Responsibility of external web site control and content rest solely on the author(s) or manager(s) or Webmaster(s) of such web site(s) and not with the District."

At the external teacher or organization web site, another disclaimer should be posted, "As (a) representative(s) of the Grenada School District, responsibility of external web site control and content rest solely on the author(s) or manager(s) or webmaster(s) of this web site(s) and not with the district. GSD does not endorse this web site for school, academic, business, or any other purposes."

# Grenada School District Device Policy

## **Terms**

Users will comply at all times with the GSD Student Technology Handbook policies. Any failure to comply may result in termination of user rights of possession effective immediately and the District may repossess the device.

## **Title**

The District has legal title to the property at all times. The user's right of possession and use is limited to and conditioned upon full and complete compliance with this agreement, the GSD Student Technology Handbook policies, and all District policies and procedures.

## **Loss, Theft or Full Damage**

If a device is damaged, lost, or stolen, the student or parent/guardian should immediately notify the school administration. At that time, the parent/ guardian must file a police report. If a device is lost, stolen, or damaged as a result of irresponsible behavior, the parent may be responsible for replacement cost.

In the event that a device is damaged, lost or stolen, the device user may be assessed a fee. Refer to Table of Estimated Repair Pricing for Deductibles on page 9 of Technology Handbook.

In the event of a lost or stolen device and once a police report is filed, the GSD, in conjunction and with police or sheriff, may deploy location software which may aid authorities in recovering the device. It is imperative that a lost or stolen device must be reported immediately. If stolen/lost device is not reported within 5 calendar days to GSD personnel, parent/guardian will be responsible replacement cost.

Students who withdraw from the District during the school year must return the device, along with any other issued accessories, at the time of their withdrawal. The device and all accessories should be returned to the school administrator.

## **Repossession**

If the user does not fully comply with all terms of this Agreement and the GSD Student Technology Handbook, including the timely return of the property, GSD shall be entitled to declare the user in default and come to the user's place of residence, or other location of the property, to take possession of the property.

## **Terms of Agreement**

The user's right to use and possession of the property terminates not later than the last day of the school year unless earlier terminated by GSD or upon withdrawal from GSD.

## **Unlawful Appropriation**

Failure to timely return the property and the continued use of it for non-school purposes without the District's consent may be considered unlawful appropriation of the District's property.

## Damaged Devices

Any damage must be reported to school authorities immediately. Power adapters and accessories must be returned or paid in full. If a device is damaged and needs repair, the student will be assigned a loaner until original device is returned. Once damaged device is repaired, the original device will be returned to student and any fees must be paid within (7) seven business days.

Table of Estimated Repair Pricing

Loss, Deliberate Damage or Neglect	HP G5, Lenovo N42 & 14E Chromebook Estimated Repair/Replacement	Lenovo 300e Gen 2 Estimated Repair/Replacement
Broken Screen	\$80.00	\$120.00
Broken Keyboard or Missing Keys	\$60.00	\$60.00
Power Adapter + Cord	\$25.00	\$30.00
Outer Shell	\$40.00	\$30.00
Power Cord	NA	NA
Device Replacement	\$240.00	\$260.00
Trackpad Damage	\$60.00	\$60.00
Severe Damaged Corner	\$40.00	\$30.00
Writing, Drawing, Stickers, and Labels attached	\$20.00	\$20.00

## Handling and Care of the Device

- Keep the device in the district-issued or approved sleeve and case, if applicable.
- Keep devices and sleeve free of any writing, drawing, stickers, or labels that are not applied by GSD.
- Use the device on a flat, stable surface.
- Do not place books on the device.
- Do not have food or drinks around the device.
- Wipe surfaces with a clean, dry soft cloth.
- Avoid touching the screen with pens or pencils.
- Do not leave the device exposed to direct sunlight or near any heat or moisture sources for extended periods of time.

## Power Management

- It is the user's responsibility to recharge the device's battery, so it is fully charged by the start of the next school day.
- Devices with no charged battery must be charged in the classroom. The student forfeits use of the device for the entire time it takes to charge the device
- All class work missed because of uncharged batteries must be made up on a student's own time.

## Transport

- Do not leave the device in a vehicle for extended periods of time or overnight.
- Do not leave the device in visible sight when left in a vehicle.

## Monitoring and Supervision

- Do not leave the device unattended in an unlocked classroom or during an extracurricular activity.
- Do not lend the device to a classmate, friend, or family member.
- Any attempt to "jailbreak" or remove the GSD profile could result in disciplinary action, including suspension.
- Students are responsible for the safety and security of the device and any activity on the device.

# Grenada School District

## Student/Parent/Guardian Technology Agreement

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

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

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

The Grenada School District Internet Acceptable Use Policy and Device Policy allows students to use technology inside and/or outside of the classroom. Grenada School District may provide Internet access, desktop computers, mobile devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more.

I have reviewed the GSD Student Technology Handbook and understand the rules and guidelines for the following:

1. District Technology Goals
2. Acceptable Use Policy
3. Device Use Policy
4. Financial Terms of Device Agreement
5. Google Apps for Education Agreement

### Terms of Agreement

The student is responsible at all times for the care and appropriate use of technology. I understand if my student violates the guidelines agreed to in the GSD Student Technology Handbook, his/her privilege to use technology may be restricted or removed and he/she may be subject to disciplinary action.

I understand that by signing this document I may be held responsible for reimbursement for loss, damage, or repair of my student's device, which may have occurred at school, at home, or while the mobile device was being transported.

The device remains the property of the District. In the incident that the assigned device listed below cannot be repaired, GSD has the right to assign a replacement device. At the end of the school year or upon transfer from the District, parents and students agree to return the device to the District in the same condition it was issued to the student less reasonable wear.

### Signatures

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
School

\_\_\_\_\_  
Asset Number

**To Be Administered Through District Asset Manager**

# Grenada School District

## Student Device Acceptance Form

I understand that the device, equipment, and/or accessories that GSD has provided to me are the property of the Grenada School District. I agree to the terms and conditions in the GSD device User Agreement and the GSD Student Technology Handbook.

I understand that I must immediately report any damage, loss, or theft of the device to GSD personnel immediately. In addition, I understand that my parent/guardian may be held responsible for reimbursement for loss, damage, or repair of the device issued to me, which may have occurred at school or at home, or while the mobile device was being transported, in accordance with the policies outlined in the GSD Student Technology Handbook. In the instance that the assigned device listed below cannot be repaired, GSD has the right to assign a replacement device.

I have participated in a training session about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

I understand that a violation of the terms and conditions set out in the Student Device Agreement and the GSD Student Technology Handbook will result in the restriction and/or termination of my use of a GSD device, equipment, and/or accessories.

### Items Received:

Item	Asset Number	Received
Device	_____	<input type="radio"/>
Power Supply and Cable		<input type="radio"/>
Protective Case		<input type="radio"/>

Student Signature:

Date:

\_\_\_\_\_

\_\_\_\_\_

Parent/Guardian Signature:

Date:

\_\_\_\_\_

\_\_\_\_\_

**To Be Administered Through District Asset Manager**