

Engage: Educate: Equip

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Nassau County School District (NCSd) believes technology can be a tool that bridges teaching and learning. Through the effective use of technology, students are more engaged, and teachers can introduce students to people, places, and things like never. NCSd believes students are digital by nature. Students learn and think digitally, so to effectively impact student achievement, we must connect with them digitally. Technology will never replace the teacher or the impact the teacher has on students in the classroom; however, the effective use of technology can connect teaching and learning, engage students in the classroom, equip students with 21st century skills, and increase college and career readiness.

The district's High School 1:1 digital learning pilot provides each student with access to digital content, learning tools, and a Windows 10 Laptop. Parents and guardians play an important role in the success of our digital learning pilot. The district strives to maintain an environment that promotes the ethical and responsible use of digital resources. Parents, guardians, community organizations, and business leaders can partner with us to help educate students on digital citizenship and appropriately maintaining and utilizing technology.

By signing the student/parent agreement, you are acknowledging you understand and accept the information contained in this document.

NCSd students and parents/guardians must understand that:

1. The term "equipment" or "technology" refers to devices, batteries, power cord/chargers. Each piece of equipment is issued as an educational resource. The term "device" includes laptops, tablets, notebooks, and desktop computers. The conditions surrounding this equipment can be equated to those of a school-issued textbook.
2. All students are allowed access to district laptops unless the school is notified in writing by the parent/guardian.
3. All users of the NCSd network and equipment must comply at all times with the NCSd Acceptable Use Policy.
4. Devices are on loan to students and remain the property of NCSd.
5. All users are accountable to school, district, local, state, and federal laws.
6. Use of the device and network must support education.
7. 6. Students and families must follow all guidelines set forth in this document and by principals, teachers and NCSd staff.

8. All rules and guidelines for NCSD devices are in effect before, during, and after school hours regardless whether the device is on or off the school campus.
9. 8. All files stored on NCSD equipment, network, and cloud services are property of the district and may be subject to review and monitoring.
10. Students are expected to keep NCSD devices in good condition. Failure to do so may result in bills for repair or replacement.
11. Students are expected to report any damage to their device as soon as possible. This means no later than the next school day.
12. Students who identify or know about a security problem are expected to convey the details to a staff member without discussing it with other students.
13. Students are expected to notify a staff member immediately if they come across information, images, or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
14. All users are expected to follow existing copyright laws and educational fair use policies.
15. Students may only log in under their assigned username. Students may not share their passwords with other students.
16. Students may not loan device components to other students for any reason. Students who do so are responsible for any loss of components.
17. Devices come with a standardized image already loaded.
18. Any failure to comply with the guidelines of this document. may result in disciplinary action. NCSD may remove a user's access to the network without notice at any time if the user is engaged in any unauthorized activity.
19. NCSD reserves the right to confiscate the equipment at any time.

The Device:



NCS D has chosen Dell Latitude 3189 Laptops for our digital learning initiative. This rugged device is built on Windows 10 Education and offers access to cloud based applications and Office 2016.

The Dell Latitude 3189 is a touch-compatible, rugged device that can operate as a traditional laptop or a tablet. These devices are built to military specifications to ensure ruggedness and durability of the machine.

Office 365:

Students have access to Office 365, an online suite of productivity tools. Teachers and students are provided Office 365 accounts with varying levels of rights. Office 365 allows users to create and share collaborative presentations, documents, spreadsheets and drawings. These items are created and housed within our NCS D Office 365 domain.



Digital Resources:

Students will benefit greatly from the resources provided by the Nassau County School District.



In addition to Office 365, students will have access to a variety of NCSD supported digital tools. These resources are vetted by a team of curriculum and instructional technology members and meet the specific curriculum and technology needs of

middle school students. These tools can be accessed through [Classlink](#). Classlink is a Single Sign-On solution that provides students access digital content and resources from one username and password.

How do I access the device and content?

Students can log in to their laptop and all other digital content using their district-provided username and password. The student username is StudentID@nassau.k12.fl.us students can get their password from any of their teachers. **Students should not share their passwords with anyone else.**

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Parent/Guardian Responsibilities

Nassau County School District makes every effort to equip parents/guardians with the necessary tools and information to ensure safe use of the devices in the home and to train students in using technology tools appropriately, which is a life skill. There are several responsibilities assumed by the parent/guardian. These are outlined below.

Sign the Student/Parent One to One Agreement

Parent/Guardian Responsibility In order for students to be allowed to take their devices home, a student and their parent/guardian must sign the Student/Parent One to One Agreement. Parents are encouraged to attend a NCSD Technology Parent Night to learn more about the NCSD digital learning program.

- Orientation Topics**
- NCSD Electronic Use Policy and Acceptable Use Procedure
 - One to One Student/Parent Handbook
 - Internet safety
 - Parent/guardian and student responsibilities

<i>If you complete the...</i>	<i>A parent/guardian must...</i>
Online Orientation	Print the Student/Parent One to One Agreement, read and sign it with your student, then give it to your school.
In-person Orientation	Sign in at the event to confirm attendance. Read and sign the Student/Parent One to One Agreement form and turn it in to the School.

Accept Liability

Parent/Guardian Responsibility The parent/guardian/student is responsible for the cost of repair or replacement at the date of loss if the property is:

- Not returned.
- Intentionally damaged.
- Lost because of negligence.
- Stolen, but not reported to school and/or police in a timely manner

Monitor Student Use

Parent/Guardian Responsibility

The parent/guardian must agree to monitor student use at home, and away from school. The best way to keep students safe and on-task is to have a parent/guardian present and involved.

Suggestions

- Investigate and apply parental controls available through your internet service provider and/or your wireless router.
- Develop a set of rules/expectations for device use at home. Some websites provide parent/child agreements for you to sign.
- Only allow device use in common rooms of the home (e.g. living room or kitchen) and not in bedrooms.
- Demonstrate a genuine interest in what your student is doing on the device. Ask questions and request that they show you his or her work often.

Support Student Safety

Shared Responsibility

For schools and parents/guardians alike, student safety is always a high priority. If students are taking their device home from school, the precautions described in this section are intended to help students be safe on the path to and from school. Student safety always comes first.

Safety Tips for Review

Please review the following safety tips with your student:

- Walk to and from school in groups of two or more.
- Let someone know when you leave and when you arrive home.
- Follow the safest route to school.
- If someone follows you on foot, get away from him or her as quickly as possible. If someone follows you in a car, turn around and go in the other direction.
- Always tell a parent, guardian, school official, or trusted adult what happened.
- If someone demands your device, give it to the person.

Device Rules and Guidelines

The rules and regulations are provided here so that students and parents/guardians are aware of the responsibilities students accept when they use a district-owned device. In general, this requires efficient, ethical and legal utilization of all technology resources. ***Violations of these rules and guidelines will result in disciplinary action.***

Students receive device-related training at school during the first weeks of school. Below you will find a summary of the main points of each training topic.

Electronic Resource Policy and Acceptable Use Procedures

General Guidelines

All use of technology must:

- Support learning
- Follow local, state, and federal laws
- Be school appropriate

Security Reminders

- Do not share logins or passwords
- Do not develop programs to harass others, hack, bring in viruses, or change others' files
- Follow internet safety guidelines

Activities Requiring Teacher Permission

- Using headphones in class
- Playing games

Appropriate Content

All files must be school appropriate. Inappropriate materials include explicit or implicit references to:

- Alcohol, tobacco, or drugs
- Gangs
- Obscene language or nudity
- Bullying or harassment
- Discriminatory or prejudicial behavior

Device Use, Care, and Classroom Routines

Hallways

- Always use two hands to carry the device.
- Never leave the device unattended for any reason.

Classroom Habits

- Center the device on the desk.
- Close the lid of the device before carrying it.

Care of Device at Home

- Charge the device fully each night.
- Use the device in a common room of the home.
- Store the device on a desk or table - never on the floor!
- Protect the device from:
 - Extreme heat or cold
 - Food and drinks
 - Small children and pets

Traveling To and From School

- Completely shut down the device before traveling.
- Do not leave the device in a vehicle, especially on the seats.
- Use your backpack.
- If ever in a situation when someone is threatening you for your device, give it to them and tell a staff member as soon as you arrive at school or a parent/guardian when you arrive home.
- Devices are etched with NCSB property information. NCSB will work with police to locate stolen devices.

Prohibited Actions

Students are prohibited from:

- Defacing NCSB issued equipment in any way. This includes but is not limited to marking, painting, drawing or marring any surface of the devices or any stitching on the case.
- Putting stickers or additional markings on the devices, cases, batteries, or power cord/chargers.
- If such action occurs, the student will be billed the cost of repair or replacement.

Troubleshooting and Swaps

Troubleshooting Procedure

1. Student tries to fix the problem.
 - a. Always try restarting the device as the first step in troubleshooting.
2. If appropriate, student may ask a classmate for help.
 - a. Student may ask a teacher if the teacher is available to help for this purpose.
3. Students are reminded not to waste too much time troubleshooting so they do not miss too much class time.
4. If the student is unable to resolve the problem, the student should take the device to the media center where the media specialist will continue to troubleshoot.
5. If a media specialist is unable to troubleshoot the device, the media specialist will submit a trouble ticket to IT staff for resolution.
6. If the Technology support specialists deems appropriate, the student will be given a swap device will their device is repaired.
7. When the student's normal device is repaired, the student can pick it up from the media center.

Web Cams

Purpose

Each student device is equipped with a webcam. This equipment offers students an extraordinary opportunity to experience a 21st Century tool and to develop 21st Century communication skills.

Examples of Use

Webcams are to be used for educational purposes only, under the direction of a teacher. Examples include:

- Recording videos or taking pictures to include in a project
- Recording a student giving a speech and playing it back for rehearsal and improvement.

Important Note

Please note that installing internet calling/video-conferencing software (i.e. Skype) is prohibited on NCSD devices. Software for using the webcam is already installed on the NCSD device.

Listening to Music

- At School** Listening to music on your device is not allowed during school hours without permission from the teacher. Permission will be given only for media used to complete a school assignment.
- At Home** Listening to music on your device (from a streaming website) is allowed at home with permission from parents/guardians.

Watching movies

- At School** Watching movies on your device is not allowed during school hours without permission from the teacher. Permission will be given only for media used to complete a school assignment
- At Home.** Watching movies on your device (from a streaming website) is allowed at home with permission from parents/guardians

Gaming

- At School** Online gaming is not allowed during school hours unless you have been given permission by a teacher. Any games must be in support of education.
- At Home.** Online gaming is allowed at home if all of the following conditions are Met:
- The content of the game is school appropriate.
 - You have permission from your parent/guardian.
 - The game is in support of education.
 - All school work is complete.
 - No download of any kind is needed.

Printing

At School Windows 10 and OneDrive are primarily a paperless solution. Printing should not typically be required. In Cases where the student needs to print a document at school, they should share that document with their teacher who can print it for them.

At Home. There should be no school-required reason for printing at home. If a student chooses to print school work at home, we suggest logging into OneDrive from a home computer and print the document

Desktop Backgrounds and Screensavers

Considerations Any images set as the desktop background must be in line with the Electronic Resource Policy and Acceptable Use guidelines. Inappropriate media may not be used as a desktop background. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, or gang-related symbols will result in disciplinary action and/or loss of device privileges.

Copyright and Plagiarism

Considerations Students are expected to follow all copyright laws. Duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC)

Technology Discipline

Behaviors and Discipline Related to Student Computer Use

Tech-related Behavior Violations	Equivalent “traditional” Classroom Violations
Email, instant messaging, internet surfing, computer games (off-task behavior)	Passing notes, looking at magazines, games (off-task behavior)
Cutting and pasting without citing sources (Plagiarism)	Plagiarism
Cyber-bullying	Bullying, harassment
Damaging, defacing, or endangering device or accessories	Vandalism, property damage
Using profanity, obscenity, racist terms	Inappropriate language
Accessing pornographic material, inappropriate files, or files dangerous to the integrity of the network	Bringing pornographic or other inappropriate content to school in print form
Using an electronic resources account authorized for another person	Breaking into or using some else’s locker

Tech Violations <i>Behavior unique to the digital environment without a “traditional” behavioral equivalent</i>
Chronic, tech-related behavior violations (see above)
Using electronic resources for individual profit or gain; for product advertisement; for political action or political activities; or for excessive personal use
Making use of the electronic resources in a manner that serves to disrupt the use of the network by others
Unauthorized downloading or installing software
Attempts to defeat or bypass the district’s Internet filter
Modification to district browser settings or any other techniques, designed to avoid being blocked from inappropriate content or to conceal Internet activity

Technology Discipline

Examples of Unacceptable Use

Unacceptable conduct includes, but is not limited to, the following:

1. Using the network for illegal activities, including copyright, license or contract violations
2. Unauthorized downloading or installation of any software including shareware and freeware
3. Using the network for financial or commercial gain, advertising, or political lobbying
4. Accessing or exploring online locations or materials that do not support the curriculum and/or are inappropriate for school assignments
5. Vandalizing and/or tampering with equipment, programs, files, software, network performance or other components of the network; use or possession of hacking software is strictly prohibited
6. Gaining unauthorized access anywhere on the network
7. Revealing the home address or phone number of one's self or another person
8. Invading the privacy of other individuals
9. Using another user's account or password, or allowing another user to access your account or password
10. Coaching, helping, observing or joining any unauthorized activity on the network
11. Posting anonymous messages or unlawful information on the network
12. Participating in cyberbullying or using objectionable language in public or private messages, e.g., racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning or slanderous
13. Falsifying permission, authorization or identification documents
14. Obtaining copies of, or modifying files, data or passwords belonging to other users on the network
15. Knowingly placing a computer virus on a computer or network
16. Attempting to access or accessing sites blocked by the NCSD filtering system
17. Downloading music, games, images, videos, or other media without the permission of a teacher
18. Sending or forwarding social or non-school related email

Device Security

Balanced Approach	Two primary forms of security exist: device security and internet filtering. NCS D strives to strike a balance between usability of the equipment and appropriate security to prevent damage to the Nassau County School District network.
Device Security	Security is in place on the device to prevent certain activities. These include downloading or installing software on the devices, removing software, changing system settings, etc.
Internet Filtering	NCS D maintains an on-site internet filtering software package. This program automatically filters all student access to the internet through the NCS D device, while on school campus.

Damaged Equipment

Repairs	Occasionally, unexpected problems do occur with the devices that are not the fault of the user (computer crashes, software errors, etc.). NCS D IT staff and Technology support specialist will resolve these issues at no cost.
Loaner Devices- “Swaps”	Temporary replacements, known as “swaps”, are available at each school so learning is not disrupted by the repair process. Students are responsible for the care of the swap as if it were their issued device.
Accidental Damage vs Negligence	Accidents do happen. If, however, after investigation by school administration and determination by the authorized repair company, the device is deemed to be intentionally or negligently damaged by the student, the student may be subject to discipline and the cost of repair or replacement.

Lost or Stolen Equipment

Lost Equipment

Reporting Process If any equipment is lost, the student or parent must report it to the school immediately. Students can let a teacher or administrator know, and the staff member will assist him/her.

Financial Responsibility The circumstances of each situation involving lost equipment will be investigated individually. Students/families may be billed for damaged or lost equipment.

Stolen Equipment

Reporting Process If equipment is stolen, a police report must be filed and a copy of the report must be provided to the school by the student or parent in a timely manner (2 weeks). If there is not clear evidence of theft, or the equipment has been lost due to student negligence, the student and parent will be responsible for the full cost of replacing the item(s). Failure to report the theft to the proper staff and follow the proper filing procedure may result in a bill for full replacement cost to the student.

Financial Responsibility After investigation, if a device is deemed stolen, the district will cover its replacement cost and the student will be issued a replacement computer.

Replacement Costs

Item Missing or Damaged Cost	Cost <i>(Dell Latitude 3189)</i>
Laptop Only	
Power Adapter Brick & Cord	
Laptop Full Package	\$312.00

Payment Timeline

Parents/guardians/students have 30 days to pay any bills. If bills are not cleared within 30 days, students/parents will be billed for the full cost of repairs, and a claim will be filed by the school. The school may setup payment plans to clear bills, if needed.