Timothy L Johnson Academy District Technology Polices

Timothy L Johnson Academy School District
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Abstract

This document describes the technology policies of the Timothy L Johnson Academy School District. For school year 2020-2021 the schools affect by these policies are Timothy L Johnson Academy (TLJA K-5) and Timothy L Johnson Academy Middle School (TL-JAMS 6-8). Because our scholar families have children in many schools in the surrounding district, the policies of Fort Wayne Community Schools, East Allen County Schools, East Allen County Schools, and Southwest Allen County Schools served as inspiration and the foundation of this document. In our efforts to reduce confusion and simplify the complexity of policy adherence for our families, our technology policies have been incorporated or adapted from the the technology handbooks of our neighboring school districts mentioned above.

This manual is an addition to the Timothy L Johnson Academy Scholar Handbook

Contents

1 TLJA District Technology Goals

1.1 Use of Technology

Equip all students to safely use technology to interact and impact the world around them.

1.2 Ethical Use

Teach the ethical use of technology.

1.3 Academic Achievement

Improve the quality of learning and promote greater academic achievement.

1.4 Digital Skills

Develop a new set of digital skills required for the 21st Century Learner.

1.5 Improved Educational Access

Provide greater access to educational opportunities, resources and differentiated instruction by using technology for anytime, anywhere learning.

1.6 Communication

Improve communication and widen our sense of community by expanding the ways teachers, scholars, and parents interact with each other.

1.7 Digital Resources

Expand integration of digital resources.

2 Responsible Use Agreements for Scholars

2.1 Introduction

This Responsible Use Agreement (RUA) outlines the guidelines and behaviors that users are expected to follow when using school technologies. In addition to this agreement, the use of any district provided technology requires students and staff to abide by the TLJA District Acceptable Use Policy.

2.1.1 Purpose

TLJA District technology is intended for educational purposes only.

2.1.2 District Technology

All activity over the network or while using district technologies will be monitored and/or retained.

2.1.3 CIPA

Access to online content via the TLJA District network will be filtered in accordance withour policies and federal regulations, including the Children's Internet Protection Act (CIPA).

2.1.4 Conduct

Users are expected to follow the same rules for good behavior and respectful conduct online as offline.

2.1.5 Misuse

Misuse of school resources may result in disciplinary action.

2.1.6 User Safety

TLJA District makes a reasonable effort to ensure users' safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.

2.1.7 Duty to Inform

Users of the district network or other technologies are expected to immediately alert district personnel of any concerns for safety or security.

3 Technologies Covered

TLJA and TLJAMS may provide Internet access, desktop computers, iPads, video conferencing capabilities, online collaboration capabilities, message boards, and email. As new technologies emerge, TLJA District will attempt to provide access to them. The policies outlined in this document are intended to cover all available technologies, not just those specifically listed.

4 Usage Policies

All eechnologies provided by the district are intended for educational purposes. All users are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, be appropriate, and be kind; use common sense, and ask if you do not know.

4.1 Responsible Use

Users should abide by the same responsible use policies when using school devices off the school network as on the school network.

4.2 Care and Caution

Users are expected to treat these devices with extreme care and caution; they are expensive devices that the school is entrusting to your care.

4.3 Loss/Stolen Technology

Users should report any lost/stolen, damaged, or malfunctioning devices to school personnel immediately.

4.4 Negligence and Misuse

Users will be financially accountable for any damage resulting from negligence or misuse.

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5 Internet Access

District Provided Access - TLJA District provides it users with access to the Internet, including websites, resources, content, and online tools while on campus. That access will be restricted in compliance with CIPA regulations and school policies. Internet activity may be monitored and recorded, and may be retained indefinitely.

5.1 Filtering

Users must understand that the Internet filter is a mandatory and vital safety precaution.

5.2 Circumventing Filters

Users must not circumvent the Internet filter.

5.3 Protocol

1. Users should follow district protocol to alert the building administrator or submit a site for review, if a site is blocked, and the user believes it should not be.

2. Users should follow district protocol to report sites that are not blocked, but the user feels should be blocked.

5.4 Web 2.0 Email and Collaboration

5.4.1 Email

District provided email accounts should be used with care.

5.4.2 Files

Users' email, files, photographs, app usage, etc. will be monitored and archived to meet legal obligations.

5.4.3 Personally Identifying Information

Users should be careful not to share personally-identifying information online. Sharing inappropriate personal information or content is strictly prohibited.

5.4.4 Opening Links/Files

Users should be aware when opening files or following links from unknown or untrustedorigins.

5.4.5 Communication Conduct

Users should communicate with appropriate, safe, mindful, and courteous conduct.

5.4.6 Text Messages

Text messaging and instant messaging of any kind is prohibited.

5.4.7 Communications with Others

Posts, discussions, and sharing will be monitored by the teacher on the district's Learning Management System.

5.4.8 3rd Party Tools

Users should be aware of third-party, cloud-based storage tools, such as iCloud Drive, Google Drive, and Canvas are not owned nor controlled by TLJA District.

5.5 Personally Owned Devices

Scholars should keep personally owned devices (including iPads, tablets, smartphones, and cellphones) turned off and put away during school hours - unless in the event of an emergency or as instructed by a teacher or staff member for educational purposes. Personal cellular devices or hot-spots should not be used to access the Internet at school.

5.6 Security

Users are expected to take reasonable safeguards against the transmission of security threats (viruses, worms, spyware, etc.) over the school network. This includes not opening or distributing infected files or programs, and not opening files or programs of unknown or non-trusted origin. If a device is believed to be infected with a virus, please alert school personnel immediately. The user should not attempt to remove the virus or download any programs to help remove the virus.

5.7 Downloads

Users may be able to download file types, such as images or videos; however, for the security of the District's network, such downloads should only be from reputable websites, and only for educational purposes. Streaming non-school related video and audio is strictly prohibited during the school day. Scholars may be selected at random to provide their device for monitoring and inspection. Users must not attempt to download or utilized Virtual Private Network (VPN)Apps or software on district-owned devices. Such software is an obvious attempt to circumvent the Network filters and violate CIPA compliance. Downloading and using such Apps is subject to consequences outlined below.

5.8 Netiquette

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

2. Users should recognize that among the valuable content online, there is also unverified, incorrect, or inappropriate content.

5.9 Plagiarism

1. Users are prohibited from plagiarizing (use as their own, without citing the original creator)content, including words or images, from the Internet.

2. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online.

3. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

4. Users are prohibited from accessing sites that promotes plagiarism by providing pre-created content for the student to turn in as their own work. These sites should be reported to school personnel.

5.10 Personal Safety

1. Users should recognize that communicating over the Internet brings the risks associated with the lack of face to face contact.

2. Users should carefully safeguard the personal information of themselves and others.

3. Users should never share personal information, including phone numbers, address, social-security number, birthday, or financial information over the Internet without permission.

4. Users should never agree to meet someone they meet online in real life.

5. If the user sees a message, comment, image, or anything else online that makes him/her concerned for his/her personal safety, it should be brought to the attention of school personnel or a parent immediately.

5.11 Cyberbullying

The National Crime Prevention Council defines cyberbullying as: "When the Internet, cell phones or other devices are used to send or post text or images intended to hurt or embarrass another person." An Educator's Guide to Cyberbullying and Cyber-threats," by Nancy Willard

5.11.1 Types of Bullying

Cyberbullying can take many forms. Properly identifying and preventing cyberbullying requires an understanding of the different ways technology can be used to hurt others.

1. Flaming - Online fights using electronic messages with angry or vulgar language.

2. Harassment - Repeatedly sending nasty, mean, and insulting messages.

3. Denigration - "Dissing" someone online. Sending or posting gossip or rumors about a person to damage his or her reputation or friendships.

4. Impersonation - Pretending to be someone else and sending or posting material to get that person in trouble or damage their reputation.

5. Outing - Sharing someone's secrets or embarrassing information or images online.

6. Trickery - Tricking someone into revealing secrets or embarrassing information and then sharing it online.

7. Exclusion - Intentionally and cruelly excluding someone.

8. Cyberstalking - Repeated, intense harassment and denigration that includes threats or creates significant fear.

5.12 TLJA District Position on Cyberbullying and Digital Citizenship

1. Scholars shall receive education including, but not limited to appropriate online behavior in social networking sites, chat rooms, electronic communications, etc.; the dangers inherent with the online disclosure of personally identifiable information; and, consequences of unlawful activities, including cyberbullying awareness and response, other unlawful or inappropriate online activities by scholars.

2. Cyberbullying will not be tolerated and is strictly forbidden.

3. Engaging in cyberbullying to harm (physically or emotionally) another person will result in severe disciplinary action and loss of privileges.

4. In some cases, cyberbullying can be a crime.

5. The user should remember that digital activities are monitored and retained.

6. Report cyberbullying immediately to school personnel.

5.13 Examples of Responsible/Irresponsible Use

This is not intended to be a complete list, just a few specific examples.

5.13.1 Responsible

1. Use school technologies for school-related activities.

2. Follow the same guidelines for respectful, responsible behavior online as offline.

3. Treat school resources carefully, and alert staff if there is any problem with their operation.

4. Encourage positive, constructive discussion when using communicative or collaborative technologies.

5. Alert school personnel of threatening, inappropriate, or harmful content online.

6. Use school technologies at appropriate times, in approved places, for educational pursuits.

7. Cite sources when using online sites and resources for research.

8. Recognize that use of school technologies is a privilege and treat it as such.

9. Be cautious to protect the safety of everybody.

10. Help to protect the security of school resources by reporting misuse or illegal activities.

5.13.2 Irresponsible Use

1. Use school technologies in a way that could be personally or physically harmful.

2. Attempt to find, create, or store inappropriate images or content.

3. Engage in cyberbullying, harassment, or disrespectful conduct toward others.

4. Try to find ways to circumvent the school's safety measures and filtering tools.

5. Downloading apps that are rated 12+ or higher, or explicit material.

6. Use school technologies to send spam or chain mail.

7. Plagiarize content found online.

8. Post personally-identifying information, about myself or others.

9. Agree to meet someone you met online in real life.

10. Use of chat rooms, sites selling term papers, book reports, and other forms of scholars work.

11. Use text and messaging services outside of the district's Learning Management System.

12. Illegal installation or transmission of copyrighted materials.

13. Use language online that would be irresponsible in the classroom.

14. Use school technologies for illegal activities or to pursue information on such activities.

15. Attempt to hack or access sites or servers.

16. Gaining access to other scholars's accounts, files, and/or data.

17. Listening or viewing media or books labeled "Explicit".

5.14 Limitation of Liability

1. TLJA District will not be responsible for damage or harm to persons, files, data, or hardware.

2. TLJA District employs CIPA compliant filtering and other safety and security mechanisms,and attempts to ensure their proper function; it makes no guarantees as to their effectiveness.

3. TLJA District will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network. (We DO NOT recommend attaching a credit card account to a student Apple ID on a school owned iPad or Chrome-book, and TLJA District is not responsible for charges made if this is done.)

5.15 Social Media Guidelines for Scholars

Scholars are encouraged to engage in electronic communication with other students or staff via social media such as Facebook, Twitter, YouTube, Skype, blogs, etc., only when such communication is utilized for educational purposes or co-curricular events or activities.

1. 1.Social media venues are very public. What you contribute leaves a digital footprint forever,usually even after it is deleted. Do not post anything you wouldn't want friends, enemies, parents,teachers, or a future employer to see. Make sure what you post promotes a positive image to the world.

2. Follow the TLJA District Code of Conduct when writing online. It is acceptable to disagree with someone else's opinions. However, do it in a respectful, constructive way.

3. Be safe online. Never give out personal information, including, but not limited to, last names, any phone numbers, addresses, birthdates, and pictures. Do not share your password with anyone besides your parents, and teachers if necessary.

4. Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read the entire article prior to linking to ensure that all information is appropriate for school.

5. Do your own work! Do not use other people's intellectual property, including pictures, without their permission. It is a violation of copyright law to copy and paste other's thoughts without proper attribution. When paraphrasing anther's idea(s) be sure to cite your source with the specific web address. Verify you have permission to use the material or it is under Creative Commons attribution.

6. How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.

7. Blogs, wikis, and other online posts should be well written. Follow writing conventions, including proper grammar, capitalization, and punctuation. If you have permission to edit someone else's work, be sure it is in the spirit of improving the writing.

8. If you run across inappropriate material that makes you feel uncomfortable, or is not respectful,inform a teacher or building administrator immediately.

9. Cyberbullying is not tolerated. What constitutes cyberbullying, the actions you should take to document cyberbullying if you feel you are a victim, and the actions that may be taken against participating individuals are clearly outlined in the Scholars Technology Handbook.

10. Scholars who do not abide by these terms and conditions may lose their ability to access technology tools.

5.16 Violations of this Responsible Use Agreement

Violations of this policy may have disciplinary repercussions as decided upon by building administration, including, but not limited to:

1. Restrictions placed on iPads or computers

2. Notification of parents

3. Detention or suspension from school and school related activities

4. Loss of iPad privileges

5. Legal action and/or prosecution

6. Financial Consequences

5.17 Processes and Consequences of a Violation of the Responsible Use Agreement

Violation of the responsible use agreement, depending upon severity, may result in legal action and/or prosecution. Recommended steps upon severe violations of the Responsible Use Agreement include:

1. Removal of the device from student possession. Device should be placed with School Resource Officer (SRO) or building administrator. Parents should be informed by building administration.

2. SRO informed; data copied and removed from device.

3. Data stays in possession of SRO for possible legal action and/or prosecution.

4. Device permanently wiped of all content by Building Technician.

5. Device not re-assigned to student for duration of school year. (To be determined by building administrator or designate)

6. All appropriate teachers informed of device removal.

6 iPad Policy

6.1 Terms

TBA

6.2 Title

Legal title to the property is in District and shall at all times remain with the District. The user's right of possession and use is limited to, and conditioned upon, full and complete compliance with this agreement and the TLJA District Scholar Technology Handbook policies.

6.3 Theft, Loss, or Damage

If the iPad or computer is lost or stolen, or fully damaged, the user is responsible for the replacement cost of the iPad or Chrome-book. Please below for details on lost, stolen, or damaged iPads and Chrome- books.

7 Repossession

If the user does not fully comply with all terms of this agreement and the TLJA District Scholar Technology Handbook, including the timely return of the iPad when requested, the District shall be entitled to declare the use in default, and go to the scholar's place of residence, or other location of the device, to take possession of the property.

8 Terms of Agreement

The user's right to use and possess the device terminates not later than the last day of the school year unless earlier terminated by the District, upon withdrawal from the District, placement in the alternative school, or out-of-school suspension. Exception: Scholars enrolled in summer school classes may be allowed to use the device during summer hours as determined by the building administrator and the Technology Department.

9 Unlawful Appropriation

Failure to return the device in a timely manner and the continued use of the device for non-school purposes without the District's consent will be considered unlawful use of the District's property, and subject to termination of this agreement and subject to legal action

10 4.Financial Terms of Mobile Technology Use

10.1 Use and Maintenance Fees

TBA

10.2 Replacement Costs

TBA

10.3 Damages of Technology Going Home with Scholar

TBA

11 Mobile Technology Precautions

11.1 Handling and Care for District Technology

1. The user must keep the iPad in the district provided protective case, or within a district-approved alternate case. (Please see building secretary or media specialist for approved list of alternate cases).

2. iPads and cases must remain free of any writing, drawing, stickers, or labels that are not applied by TLJA District.

3. Use the technology on a flat, stable surface.

4. Do not set books on the iPad.

5. Do not have food or drinks around the iPad.

6. Wipe surfaces with a clean, dry soft cloth

7. Avoid touching the screen with pens or pencils.

8. Do not leave the iPad exposed to direct sunlight or near any heat or moisture sources for extended periods of time.

11.2 Power Management

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

1. Technology with no battery life must be charged in the scholars homeroom/classroom. The student forfeits use of the iPad for the entire time it takes to charge the technology (no passes from class to pickup technology; the devise may only be picked up during passing periods).

2. Users will be responsible for the charging brick and cord.

3. All missed class work must be made up on the student's own time.

4. The device must remain ON (awake or sleep mode) at school at all times. NO EXCEPTIONS

11.2.1 Transport

1. In all grades, the device should be transported with the magnetic cover closed.

2. Do not leave devise in a vehicle for extended periods of time or overnight.

3. Do not leave device in visible sight when left in a vehicle.

11.3   Monitoring and Supervision

1. Do not leave the devices unattended in an unlocked classroom, a bathroom, or during an extracurricular activity.

2. Do not lend your device, or its accessories, to a classmate, friend, or family member. The scholar who was issued the device and accessories is responsible for the device and its accessories.

3. You are responsible for the safety/security of the device and any activity on the device at all times.