

Mercer Area School District

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1:1 HANDBOOK
2020-2021

Mission and Purpose

The mission of the Mercer Area School District is to provide a world-class education to all students. Our vision is to be a school district that is respected for its academic excellence and for the development of students who provide positive contributions to the community. We believe that preparing all students for the next phase of their lives is critical.

Mercer Area School District is committed to utilizing technology to enhance the 21st century classroom and improve student achievement. By focusing on the effective integration of technology in and out of the classroom, our students will be equipped with the necessary skills and knowledge to become responsible electronic citizens in a rapidly changing digital society. Providing 1:1 (one to one) devices for all students in grades 5-12, allows for building and expanding upon the pre-existing college and career readiness skills as well as encouraging critical thinking. Effective use of 1:1 technology promotes a student-centered, individualized learning environment in which the teacher becomes a facilitator of knowledge and allows the student to take control of his/her learning.

Device Distribution

Chromebooks will be distributed in the Fall. In order for students to pick them up, they must have a signed usage agreement and the \$25 technology fee must be paid.

Usage and Routines

General Usage

- While on school property, devices should be with the assigned student at all times.
- Device may be used **ONLY** by the student to whom the device was issued.
- Do not place any items on top of the device as this may cause damage.
- Do not place anything between the keyboard and the screen when the device is shut.
- Do not apply stickers to your device or draw or mark on device or case. This will be considered vandalism.

Classroom Usage

- Device usage will be at the discretion of the teacher.
- Device should be kept flat on the center of the desk.
- Close the lid before standing.
- Never leave the device unlocked. If you leave class, log out of your device before doing so.

Home Usage/Care

- Device **MUST** be charged every night. Students will be provided with a charger which must be taken home and used every night.
- Use the device on a desk or table; never place it on the floor.
- Protect device from:
 - Extreme heat or cold
 - Food and liquids
 - Small children
 - Pets
 - Smoke
 - Other potential hazards

Loss, Damage, Theft

Prior to receiving their device, students will be required to pay a technology fee of \$25 (\$10 for free/reduced lunch). This fee allows the district to maintain devices and covers MOST accidental damage. This does not cover loss/damage to peripherals such as charger, case, etc. **It is the responsibility of the parent/guardian to pay for any damage or loss.**

- Accidental Damage
 - First two (2) occasions will be covered by the technology fee.
 - Third (3) and future occasions: cost of full repair or replacement will be charged to the student/guardian.
- Intentional Damage
 - Intentional damage includes but not limited to, reckless, negligent, malicious, or vandalistic damage, loss, or theft.
 - Student/guardian will be responsible for the full repair or replacement cost.
- Loss and Theft
 - Devices that are lost or stolen will be replaced by the school district and a fine will be issued for the cost of the new device.

Acceptable Use

This program is designed for students to access information that will be helpful with school-related studies. Students will be permitted to use their device and the Internet for reasons such as:

1. Communicating for collaborative purposes with a peer, teacher, college/university professor, or research located elsewhere in the world.
2. Gaining educational information or up-to-the-minute news from sources such as university/libraries, government agencies, and research institutes.
3. Completion of schoolwork as assigned by teachers.

The purpose of this section is to acquaint you with the Mercer Area School District's (AUP) Acceptable Use Policy in regards to the student use of technology-related Equipment and Software in the educational arena. Please read the contents of this section before signing the Internet permission form that follows. The permission form must be returned to the Mercer Area Middle-High School Office before your child is allowed access to technology resources in the school district.

All students must have a parent/guardian sign their permission form. Within one (1) week of submitting an Acceptable Use Agreement Form, the student will receive his/her device and will be given filtered access to the Internet for the purposes of homework, research, and/or other school-related activities. Any Internet activity engaged in by a student that is not specifically assigned

by a teacher may result in revocation of all computer privileges for a specified time or the remainder of the school year.

PREFACE (ACCOUNTABILITY OF REGULATIONS)

1. Access to Technology-Related Equipment, including the use of school-issued device and Internet and e-mail is a privilege, not a right.
2. All of the rules and regulations for the use of Technology-Related Equipment and Software listed below are based on School Board Policy #237, the Federal Children's Internet Protection Act, and Title 18, article 3933 of Pennsylvania Computer Law.
3. Violating any of the rules and regulations contained herein will result in the loss of the student's device, network account, and all rights associated therein.
4. Additional consequences for violation of said rules may include:
 1. Restricted Network Access
 2. Disciplinary action
 3. Legal action including, but not limited to criminal prosecution under appropriate state and federal laws.

THE STUDENT'S NETWORK ACCOUNT

All computers/devices in the school district are connected to central points of control called SERVERS. The servers offer several levels of security to protect the privacy and confidentiality of student files. Each student is given a place of storage (drive) on a server for the purpose of safely storing educationally related items such as homework assignments, research media, and software projects. Materials stored in student drive will be subject to regular review by

teachers or administrators for the purpose of maintaining system integrity and ensuring responsible use of the network. The following actions are not permitted when using the network.

- Account Theft: Logging in or attempting to log into the network using an account other than your own.
- Data Theft: Attempting to access a drive other than your own.
- Cheating: Using an account to claim another person's intellectual products or to inflict social consequences on another (i.e. copying assignments, sharing classroom materials without teacher permission, etc.).

COMPUTERS/DEVICES (EXPECTED USAGE AND RESPONSIBILITIES)

All computers and devices in the school district are the property of the Mercer Area School District and shall be treated as such. A computer system/device is defined as the computer itself and any such peripheral devices attached to that computer/device. A general level of care will be expected when a student is using one such computer system/device. The following violations of use will result in disciplinary action or criminal charges as set forth by state and federal law:

(Defacement) - A student shall not cause physical damage to any part of a computer system including intentionally marking or defacing the outer casing of the tower and associated drives, monitor, keyboard, or mouse.

(Disassembly) - A student shall not remove or physically alter any part of a computer system including removal of any parts of a mouse, disassembly of the case which houses the CPU (Central Processing Unit), removal of keys from a keyboard, or the removal of authorized labels and manufacturer's logos.

(System Tampering) - A student shall not alter the electronic settings of the monitor or computer in any way which would affect another user or that computer.

(Unauthorized Installations) - No one shall download or install any type of software on any computer system without the expressed permission of the District Technology Technician. (Software that conflicts with the operation of the computer system or software that violates legal licensing agreements will be referred to the proper authorities for prosecution under state and/or federal computer law). This includes Instant Messaging programs, Internet plug-ins or add-ons, Customized Search Toolbars, or any program that taps into the Windows Registry or places a shortcut on the Start Menu.

(Electronic Vandalism) - The contamination, deletion, or reconfiguration of data; degradation of system performance; distribution of unsolicited advertising; propagation of computer worms/viruses; and other similar behaviors are considered to be vandalism and may result in cancellation of user privileges, disciplinary action in accordance with school policy, as well as prosecution.

INTERNET AND E-MAIL

The Federally passed Children's Internet Protection Act (CIPA) requires Internet Access to be strictly filtered in public areas such as public schools and libraries. Such equipment is installed in the Mercer Area School District to filter inappropriate content from the Internet. It should be understood that inappropriate websites are developed on a daily basis which may cause a minimal lag time in the updating of such filtering databases. It is not humanly possible to filter 100% of inappropriate content. However, websites are screened by the appropriate teacher prior to taking students to that site.

Access to a device and the Internet will be provided to those students which have an approved permission form on file. Permission forms are good until graduation except: (1) If the parent notifies the school district in writing that

the student is no longer granted such permission, or (2) the student's permission is revoked due to violations of rules set forth in this document, or (3) a new policy is developed. The Internet will be used for educational research, communicating for collaborative purposes with a peer, teacher, college/university professor, or researcher located elsewhere in the world, or other class projects under the guidance and direction of the teacher. The following are violation of the rules of Internet and E-mail usage:

(Pornography) - The purposeful viewing or downloading of any non-educational material including material deemed inappropriate by the classroom teacher, school administrator, or school board.

(Electronic Theft) - Any illegal downloading or copyrighting media for unauthorized use.

(Electronic Threats) - Transmitting or receiving material that is in violation of any federal, state, or local law or policy (i.e. threatening or terrorist material, obscene material, material protected by trade secret, or material obtained through intrusion of another network).

(Hacking) - No student shall use any means to compromise the security of the network (i.e. seeking passwords or ways around security measures, remotely controlling a computer from another, or attempting to access unauthorized sections of a server).

(Chatting) - Participating in chat room sessions which are not monitored or assigned by a teacher.

(Gaming) - No student shall engage in using computers for playing games or other non-educational activities unless pre-approved as curriculum-related by the teacher responsible for that student at the time.

(IM) - Using Instant Messaging programs for any communications during school time.

(Unauthorized E-mailing) - Using an E-mail account which was not assigned to the student by a teacher or the District Technology Technician.

(Electronic Harassment) - Do not send abusive messages of any nature.

(Vulgarity) - Always use language that is appropriate and devoid of vulgarities.

(Confidentiality) - Do not reveal personal addresses, phone numbers, or forward any message without the appropriate permission; all information and communications accessible on the Internet are considered private property.

(Excessive Bandwidth Usage) - While connected to the Internet, do not use the network in a manner that would disrupt the use of the network by others.

(Data Loss Disclaimer) - The Mercer Area School District is not responsible for loss of data resulting from delays, non-deliveries, service interruptions, or other damages that may occur while using the Internet.

(Internet Information Disclaimer) - The Mercer Area School District assumes no responsibility for the accuracy or quality of information obtained through the Internet. Use of such information is at the users own risk.

(Social Media) - Students are not permitted to access social media websites (Facebook, Instagram, Twitter, YouTube, etc.) without prior permission from the administration for an educational purpose.

Participation

Participation in the 1:1 program is mandatory for all students in grades 5-12. Allowing students to bring their own devices can be difficult for teachers to plan lessons and manage workflow. Using school-issued devices allows for all students to have access to the same quality device and gives them streamlined access to the school internet. It allows the district to best meet the needs of students and teachers.

1:1 Agreement
Mercer Area School District
2020-2021 School Year

As the parent/guardian of a student in the Mercer Area School District, I accept and understand the following:

- I have read and understand the 1:1 Handbook and agree to follow all rules and expectations set forth by the Handbook.
- I accept financial responsibility should my child's device be lost or damaged by negligence or vandalism.
- I understand that devices are school owned and should be used for educational purposes only. I also understand that content stored on school owned devices are subject to review at any time.

Parent/Guardian Name (Printed) Parent/Guardian Signature Date

Students

I have read the 1:1 Handbook and agree to follow all the rules it contains.

- I will take care of my device.
- I will not put stickers on my device.
- I will charge my device EVERY night.
- I will report any damage to my device, immediately.
- I will only use my device for educational purposes.

Student Name (Printed) Student Signature Date

