Technology Goals

To enable all Vicksburg Warren School District students and employees with the ability to meet and exceed the standards put forth by the VWSD school board by supporting the efficient use of technology. The support of the district’s technology is moved forward in the following ways.

- By building and maintaining a district network of size and capability to allow continuous use of internet resources for education.
- Maintaining the district’s presence and use of Google Apps for Education and the services that come with it.
- Fostering the use of devices to access the internet through the purchasing and maintenance of such devices that take advantage of GAFE.
- Improve communication and widen our sense of community by expanding the way teachers, students, and parents are able to interact with each other.
- Provide greater access to digital content in a variety of formats and modes.

Device Usage

VWSD may provide users with devices or other devices to promote learning outside of the classroom. Users, whether district employees or students, should abide by the same Acceptable Use Policy when using school devices off the school network as on the school network. Users are expected to treat the devices with extreme care and caution; these are expensive devices that the District is entrusting to users’ care. Users should immediately report any loss, damage, or malfunction to IT staff. Users will be financially accountable for any damage resulting from negligence, misuse, or loss. Use of District-issued devices off the District network will be monitored.

Examples of Responsible Use

I will:

- Use school technologies for school-related activities.
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat school resources carefully and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher, administrator, or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.
- Use District technologies at appropriate times, in approved places, for educational pursuits.

This is not intended to be an exhaustive list. Users should use their own good judgment when using District technologies. You can also visit www.commonsensemedia.org for further information.
Device Policy

Terms

Parents of students who are assigned a take home device shall pay a non-refundable $25 annual charge. Users will comply at all times with the VWSD 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. Any lost, stolen and damaged devices must be reported to school authorities immediately.

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 VWSD 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 shall immediately notify the school administration. At that time the parent/guardian will be advised to file a police report. If a device is lost, or damaged as a result of irresponsible behavior, the parent/guardian will be responsible for the full replacement cost of device. (Parent/guardian will be responsible for full replacement cost of device.)

In the event that a device is damaged the device user will be assessed a fee based on the chart listing replacement cost attached to this document. If damage is not listed then the cost of repair will be based on the total cost of the parts to repair.

In the event of a lost or stolen device and once a police report is filed, the VWSD, in conjunction and with police or sheriff, will 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 lost device is not recovered the parent/guardian will be responsible for full market value of replacement cost.

Students who leave the District during the school year must return the device, along with any other issued accessories, at the time they leave the District. The device and all accessories should be returned to the school administrator. Any fees collected as a part of this initiative will not be refunded.

Repossession

If the user does not fully comply with all terms of this Agreement and the VWSD Student Technology Handbook, including the timely return of the property, VWSD shall be entitled to declare the user in default and go 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 VWSD or upon withdrawal from VWSD.

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.

Fees for device Use

Use and Maintenance Fees

- Parents/guardians shall pay a non-refundable annual fee of $25 plus deductibles per damage incident.

- The premium is by device and covers electrical surges, drops or falls, liquid spills, and part damage.

- The deductible is by incident (i.e. 1st damage, 2nd damage) AND by incident type (i.e. cracked glass, broken LCD, bent frame, etc.).

- If the device is lost, stolen, or totally damaged as a result of irresponsible behavior, the parent will be responsible for the replacement cost. A police/sheriff report will be required for all stolen devices.

- District may disable the device remotely to protect the device and/or data on the device.

Senior must clear all records and pay all fees before they shall be allowed to participate in commencement exercises.

Damaged devices

Any damage must be reported to school authorities immediately. Power adapters and sleeve must be returned or paid in full.

Deductibles:

- Student will be able to check out a replacement device from the library each day and return the device each day upon payment of the deductible, until repaired device is returned to student.

- The replacement device will be checked in and out daily during the school day.

- If total cost to repair device exceeds the fair market value then the total replacement fee will be accessed and take home of device privileges will removed.
Table of Estimated Repair Pricing for Deductibles

<table>
<thead>
<tr>
<th>Loss, Deliberate Damage or Neglect</th>
<th>Estimated Repair/Replacement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Broken Screen</td>
<td>$30.00</td>
</tr>
<tr>
<td>Broken Keyboard</td>
<td>$30.00</td>
</tr>
<tr>
<td>Power Adapter + Cord</td>
<td>$20.00</td>
</tr>
<tr>
<td>District Assigned Device Sleeve</td>
<td>$10.00</td>
</tr>
<tr>
<td>Liquid damage to device</td>
<td>$150.00</td>
</tr>
<tr>
<td>District Assigned Case</td>
<td>$10.00</td>
</tr>
</tbody>
</table>

Handling and Care of the device

- Keep the device in the district-issued or approved sleeve and case.
- Keep devices and sleeve free of any writing, drawing, stickers, or labels that are not applied by VWSD.
- 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 battery life must be charged in the classroom. The student forfeits use of the device for the entire time it takes to charge the device.
- The device must remain on (awake or sleep mode) at school at all times, with no exceptions.
Transport
• Transport device in its protective case and sleeve.
• 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 VWSD profile could result in disciplinary action.
• Students are responsible for the safety and security of the device and any activity on the device.
Student Device User Agreement

As a borrower of an VWSD device:

- I have signed and will follow the policies established in the VWSD Student Technology Handbook.
- I will follow the guidelines listed below for proper care of the device.
- I will report to school authorities any problems/issues I discover while using the device.
- I understand that resetting the device to factory settings may occur as a result of any repairs or modifications on the device, and this reset may result in the loss of data.
- I understand that it is my responsibility to turn in my device for periodic updates throughout the school year.
- I understand that the primary use of the device is as an instructional tool.

Guidelines for Proper Care

1. I shall not loan the device to anyone.

2. I will not remove labels, stickers, or screen protectors already placed on the device by the technology department.

3. I will not write on or place any labels or stickers on the device.

4. I shall give proper and due care to the device at all times, including but not limited to the following:
   a. Keeping food and drink away from the device.
   b. Not exposing the device to extreme heat or cold.
   c. Not attempting to repair a damaged or malfunctioning device.
   d. Not upgrading the device operating system unless directed by District IT staff.
   e. Using the appropriate device A/C adapter to charge the device.

5. I shall provide proper security for the device at all times including, but not limited to, the following:
   a. Not leaving the device unattended in an unlocked classroom or extra-curricular activity.
   b. Not leaving the device in an unlocked vehicle.

Device Management
1. I shall not sync the device to personal or school computers.
2. District purchased software will be installed on to student devices.
3. To protect the students and the district from loss of a device, all protection services must remain on at all times.
Vicksburg Warren School District
Student & Parent/Guardian Technology Agreement:

Student Name: Last ____________________ First ____________________

Parent Name: Last ____________________ First ____________________

Address: _______________________________________________________

Parent Email Address: ____________________________________________

Parent Phone Number: ____________________________________________

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

I have reviewed the VWSD Student Technology Handbook and understand the rules and guidelines for the following:
1. District Technology Goals
2. Responsible Use Policy
3. Financial Terms of Laptop Agreement * annual $25.00 deposit is non-refundable

If a student receives a temporary Chromebook early in the day and lose or damages it, then parent must pay for the replacement parts for that device repair or full cost of the device if damaged beyond repair.

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 VWSD 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 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 device was being transported. The device remains the property of the District. 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 ___________________________ Grade Level ___________________________ Asset Number ___________________________
Vicksburg Warren School District - Student Device Acceptance Form

I understand that the laptop, equipment, and/or accessories that VWSD has provided to me are the property of the Vicksburg Warren School District. I agree to the terms and conditions in the MCS laptop User Agreement and the VWSD Student Technology Handbook.

I understand that I must immediately report any damage, loss, or theft of the laptop to VWSD 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 device was being transported, in accordance with the policies outlined in the VWSD Student Technology Handbook. My parent/guardian will be held responsible for full reimbursement for lost laptop that is not reported immediately.

I will participate 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 VWSD Student Technology Handbook will result in the restriction and/or termination of my use of a VWSD device, equipment, and/or accessories.

ITEMS RECEIVED:

<table>
<thead>
<tr>
<th>Item</th>
<th>Asset Number</th>
<th>Serial Number</th>
<th>Condition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chromebook</td>
<td></td>
<td></td>
<td>New</td>
</tr>
<tr>
<td>Power Supply and Cable</td>
<td></td>
<td></td>
<td>Used</td>
</tr>
<tr>
<td>Chromebook Sleeve</td>
<td></td>
<td></td>
<td>New</td>
</tr>
<tr>
<td>Chromebook Case</td>
<td></td>
<td></td>
<td>Used</td>
</tr>
<tr>
<td>Student Signature:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parent/Guardian Signature:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Technology Acceptable Use Policy Revised (07/21/2019)
Board Approved

Internet Access

Vicksburg Warren School District (VWSD) provides the privilege of Internet access to district faculty, staff, students, and occasionally guests. Each user, as well as a minor’s parent or guardian, voluntarily agrees to release, hold harmless, defend, and indemnify, the Vicksburg Warren School District it’s officers, board members, employees, and agents, for and against all claims, actions, charges, losses or damages which arise out of the user’s use of any technology provided by VWSD, but not limited to negligence, personal injury, wrongful death, property loss or damage, delays, non-deliveries, mis-deliveries of data, or service interruptions. VWSD will fully cooperate with local, state or federal officials in any investigation related to illegal activities conducted through the user’s use of technology and access to the Internet. Access will be restricted as required to comply with the Children’s Internet Protection Act. Web browsing may be monitored and records retained to ensure compliance. Users are expected to respect the web filter and shall not attempt to circumvent the filter when browsing the Internet. The determination of whether material is appropriate or inappropriate is based solely on the content of the material and the intended use of the material, not on whether a website has been blocked or not. If a user believes a site is unnecessarily blocked, the user should submit a VWSD Help Desk ticket to review the site. Each user acknowledges that the information available from other websites may not be accurate. Use of any of the information obtained via the Internet is at the user’s own risk. Vicksburg Warren School District makes no warranty of any kind, either expressed or implied, regarding the quality, accuracy or validity of the data on the Internet.

VWSD NETWORK RULES

• The person to whom an VWSD network account is issued is responsible at all times for its proper use.

• Any inappropriate use may result in the cancellation of the privilege of use, and/or disciplinary action. Consequences for any user who fails to comply with VWSD and school guidelines may include paying for damages, denial of access to technology, detention, suspension, expulsion or other remedies applicable under the school disciplinary policy, and state or federal law.

• Any district employee who uses the VWSD network inappropriately is subject to disciplinary action, including dismissal.
TECHNOLOGY ACCEPTABLE USE POLICY, page 2

• Under no conditions should a VWSD network user give their password information to another user nor allow another user to utilize their account unless speaking directly to a technology department employee who is assisting them. Generic or shared accounts are not allowed.

• Schools may supplement any provisions of the District AUP (Acceptable Use Policy), and may require additional parent releases and approvals, but in no case will such documents replace the District AUP.

• Users will immediately report to school district authorities any attempt by other network users to engage in inappropriate conversations or personal contact.

• Any non-standard software that is needed to perform a specific job function will need to be brought to the attention of the Technology Department. Those applications shall be the sole responsibility of that office and if the application interferes with any required programs, applications, and utilities, it should not be used and if in use, it may be disabled.

ACCEPTABLE USES OF TECHNOLOGY (not all inclusive)

A responsible user of the technology will:

• Use school technologies for school-related activities.

• Follow the same guidelines for respectful, responsible behavior online that they are expected to follow offline.

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

• Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.

• Alert a teacher, administrator, or other staff member if they see threatening, inappropriate, or harmful content (images, messages, posts) online.

• Use District technologies at appropriate times, in approved places, for educational pursuits. This is not intended to be an exhaustive list. Users should use their own good judgment when using VWSD technology.

This is not intended to be an exhaustive list. Users should use their own good judgment when using VWSD technology.
TECHNOLOGY ACCEPTABLE USE POLICY, page 3

UNACCEPTABLE USES OF THE TECHNOLOGY (not all inclusive)

• Violating any state and/or federal law (i.e., copyright laws).

• Using profanity, obscenity, or other language that may be offensive to others.

• Making personal attacks on other people, organizations, religions, or ethnicities.

• Accessing, downloading, storing, or printing files or messages that are sexually explicit, obscene, or that offend or tend to degrade others. The administration invokes its discretionary rights to determine such suitability.

• Not respecting the privacy of a person by posting personal contact information, such as work/home address, telephone, e-mail, photographs, or names, without obtaining prior permission from the person affected.

• Student information shall be posted only with written parent/guardian permission.

• Forwarding personal communication without the author’s prior consent.

• Using the Internet for commercial purposes, financial gain, personal business, producing advertisement, business service endorsement, or religious or political lobbying is prohibited.

• Destroying or altering the files of another user.

• Viewing or taking the files of another user.

USE OF OUTSIDE EMAIL CLIENTS & STIPULATIONS FOR USING DISTRICT EMAIL CLIENT AS DISTRICT REPRESENTATIVE (Teachers, Administrators, Managers, etc.)

Use of “Internet mail” by staff, and faculty such as Yahoo mail, Gmail, and POP3 accounts provided by their “home” Internet service providers is allowed at this time.

The District does not block use of Internet mail accounts, however any “OFFICIAL communications, e.g., Teacher to Parent, Teacher to Student, Staff to Staff, must be via the district’s e-mail system. This includes, but is not limited to teachers who guide extracurricular activities such as Clubs, Choirs, Bands, Athletics, and the like.

Students will only use VWSD provided email accounts for communication with teachers, staff, and other students when using technology provided by VWSD.
TECHNOLOGY ACCEPTABLE USE POLICY, page 4

FILTERING

An Internet filter is in place for Vicksburg Warren School District. This filter is a critical component of the VWSD network as well as Children’s Internet Protection Act (CIPA) compliant since it allows valuable online Internet access while restricting access to specific unwanted material in the following categories:

- Pornography
- Gambling
- Illegal Drugs
- Online Merchandising
- Hate Speech
- Criminal Skills
- Alternative Journals
- Other Undesirable Materials

This filter is updated on a daily basis in order to restrict access to the above items. Filtering is not a 100% foolproof way of limiting access to appropriate sites. Inappropriate sites are added to the Internet daily. All inappropriate hits are logged along with the date/time and the IP address of the workstation making the request. Attempts to bypass the school Internet filters is in violation of this acceptable use policy and will be subject to disciplinary action that may include denial of access to technology, detention, suspension, expulsion, termination of employment or other remedies applicable under the school disciplinary policy, and state or federal law.

WORKSTATION MONITORING

All data transferred and/or transmitted over the VWSD 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 E-mail, text documents, digital photographs, music, and other digital or electronic files. If a particular workstation continues to try to connect to an inappropriate site, that workstation will be remotely monitored and the individual using that workstation will be reported to the Principal of the school and the VWSD Central Office.
TECHNOLOGY ACCEPTABLE USE POLICY, page 5

TECHNOLOGIES COVERED

VWSD may provide the privilege of Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, email, and more. The Acceptable Use Policy applies to both District-owned technology equipment utilizing the VWSD network, the VWSD Internet connection, and/or private networks/Internet connections accessed from District-owned devices at any time. This AUP also applies to privately-owned devices accessing the VWSD network, the VWSD Internet connection, and/or private networks/Internet connections while on school property or participating in school functions or events off campus. VWSD policies outlined in this document cover all available technologies now and in the future, not just those specifically listed or currently available. VWSD purchases and supports the use of technology for educators to use for instruction, preparation, and conducting school supported activities. The storage of all district and school level data is to be accessed and stored in specified locations which will include cloud based storage. The use of personally owned devices is permitted on the VWSD_Guest network only. Personally owned devices will not be supported by district technology staff. The VWSD_Guest network will be disabled during times of state testing.

EMAIL

Employee and student VWSD email is the property of VWSD. VWSD may archive employee or student email. VWSD may choose to do so at anytime if there is an appropriate issue. It is the responsibility of the employee and student to maintain this email account appropriately.

SECURITY

Users are expected to take reasonable safeguards against the transmission of security threats over the VWSD network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. Users should never share personal information. If users believe a computer or laptop they are using might be infected with a virus, they must alert the Technology Department. Users should not attempt to remove the virus themselves or download any programs to help remove the virus.

ONLINE ETIQUETTE

Users should always use the Internet, network resources, and online sites in a courteous and respectful manner. Users should recognize that among the valuable content online there is also unverified, incorrect, or inappropriate content. Users should only use known or trusted sources
when conducting research via the Internet. Users should remember not to post anything online that they would not want students, parents, teachers, or future colleges or employers to see.

TECHNOLOGY ACCEPTABLE USE POLICY, page 6

PLAGIARISM

Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Users should not take credit for things they did not create themselves, or misrepresent themselves as an author or creator of something found online. Information obtained via the Internet should be appropriately cited, giving credit to the original author.

PERSONAL SAFETY

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Users should recognize that communicating over the Internet brings anonymity and associated risks and should carefully safeguard the personal information of themselves and others. Users should never agree to meet in person someone they meet online without parental permission. If users see a message, comment, image, or anything else online that makes them concerned for their personal safety or the safety of someone else, they should immediately bring it to the attention of an adult (teacher or administrator if at school, parent if using the device at home).

CYBER BULLYING

Cyber bullying including, but not limited to, harassing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking will not be tolerated. Users should not send emails or post comments with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted individual and create for the targeted individual a hostile school environment. Engaging in these behaviors or in any online activities intended to harm (physically or emotionally) another person, will result in disciplinary action. In some cases, cyber bullying can be a crime. Users should remember that online activities might be monitored. All students will be educated about appropriate online behavior, including interacting with other persons on social networking websites and in chat rooms, and cyber bullying awareness and response.
TECHNOLOGY ACCEPTABLE USE POLICY, page 7

PERSONALLY IDENTIFIABLE INFORMATION.

Users must not store any data with personally identifiable information (PID) such as Social Security Numbers, on any portable media. Examples include (Laptops, usb drives, and removable hard drives). Data with PID should be stored on or in protected areas of cloud storage or local servers and only shared with individuals that have the authority to access.

LIMITATION OF LIABILITY

VWSD will not be responsible for damage or harm to persons, files, data, or hardware. While VWSD employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness. VWSD will not be responsible or liable for, financially or otherwise, unauthorized transactions conducted over the VWSD network. Violations of this policy may have disciplinary consequences, including:

• Suspension of network, technology, or computer privileges;

• Notification of parents;

• Detention or suspension from school and school-related activities;