



Red Hook Central School District Student & Parent/Guardian

One-to-One Technology Device Handbook

Ver. 08/2022/dls

Technology Device Handbook

Contents

Overview	2
Agreements	3
Parent/Guardian Responsibilities	4
Sign the Student/Parent Device Agreement	
Accept Liability	
Monitor Student Use	
Device Rules and Guidelines	4-5
Acceptable Use Policy	
General Guidelines: All technology must	
Security Reminders	
Activities Requiring School Staff Permission	
Appropriate Content	
Device Use, Care, and Classroom Routines	5-6
Lockers	
Hallways	
Classroom Habits	
Care of Device at Home	
Traveling To and From School	
Prohibited Actions	
Troubleshooting and Swaps	6
Troubleshooting Procedure	
Email for Students	7
The effective use of email	
Guidelines and Reminders	
Unacceptable Use Examples	
Webcams	7
Streaming Digital Content/Applications (Videos, Music, Games)	7
Printing	8
Desktop Backgrounds and Screensavers	8
Copyright and Plagiarism	8
Technology Discipline	8-9
Behaviors and Discipline Related to Student Device Use	
Tech Violations	
Examples of Unacceptable Use	
Device Security	10
Damaged Equipment	10
Repairs	
Lost or Stolen Equipment	11
Lost Equipment	
Reporting Process	

Stolen Equipment	
Reporting Process	
Financial Responsibility	
Bring Your Own Device (BYOD)	11
RHCSD STUDENT/PARENT DEVICE AGREEMENT – SIGNATURE PAGE	12

Our Mission & Vision Statement

- The Red Hook Central School District is a welcoming and diverse community of learners committed to personal growth and caring for others.
- The Red Hook Central School District seeks to empower each individual to embrace today and navigate the possibilities of tomorrow.

Handbook Overview

The Red Hook Central School District (RHCSD) views the use of electronic resources as central to the delivery of its educational program and expects that all students will use electronic resources as an essential part of their learning experiences. It is the policy of RHCSD to maintain an environment that promotes ethical and responsible conduct in all electronic resource activities. With this privilege and extraordinary opportunity to explore resources, there are responsibilities for the parent and for the student.

When signing the Student/Parent Agreement, you are acknowledging that you understand and will comply with the information in this document.

Agreements

RHCSD students and families must understand that:

1. All students are allowed access to electronic resources unless the school is notified in writing by the parent/guardian that they wish their student to be excluded from these resources.
2. All users of the RHCSD network and equipment must always comply with the RHCSD Acceptable Use Policy.
3. Devices are on loan to students and remain the property of RHCSD.
4. All users are accountable to all school and district policies, and local, state, and federal laws.
5. Use of the device and network must support learning.
6. Students and families must follow all guidelines set forth in this document and by RHCSD school staff.
7. All rules and guidelines are in effect before, during, and after school hours, for all RHCSD computers whether on or off the school campus.
8. All content (personal or school related) stored on RHCSD equipment or accessed via an online service are property of the district and may be subject to review and monitoring.
9. The term “device” or “equipment” or “technology” refers to computers, tablets, phones, batteries, power cord/chargers and cases. Each piece of equipment is issued as a learning resource. The conditions surrounding this equipment can be equated to those of a textbook or a school-provided calculator.
10. Students are expected to keep the device in good condition.
11. The device manufacturer’s warranty will cover normal use and manufacturing defects during first year of normal use of the device.
12. RHCSD will provide an extended coverage plan which will provide additional coverage for accidental damage to the device for a limited period of time.
13. Students are expected to report any damage to their device as soon as possible. This means no later than the next school day after the damage occurred.
14. Students who identify or know about a security problem are expected to convey the details to school staff without discussing it with other students.
15. Students are expected to notify a school staff member immediately if they come across information, images, or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
16. All users are expected to follow existing copyright laws and educational fair use policies.
17. Students may only log in under their assigned username. Students may not share their password with other students. Students will be held responsible for actions performed by others if they have provided their login credentials to those individuals.
18. Students may not loan their assigned device to other students for any reason. Students who do so are responsible for any loss of components and for any damage caused by the borrower of their assigned device.
19. Any failure to comply may result in disciplinary action. RHCSD may remove a user’s access to the network without notice at any time if the user is engaged in any unauthorized activity.
20. RHCSD reserves the right to confiscate the device at any time.

Parent/Guardian Responsibilities

Sign the Student/Parent/Guardian Device Agreement

For students to be allowed to take their device home, a student and their parent/guardian must sign the Student/Parent Device Agreement.

Accept Liability

The parent/guardian/student are responsible for the cost of repair or replacement as the date of loss if the property is:

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

Monitor Student Use

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.
- Encourage device use in common rooms of the home (e.g., living room or kitchen).
- Demonstrate a genuine interest in what your student is doing on the device. Ask questions and make frequent requests that they show you his or her work.

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 will receive a district-issued device that is to remain with them while they are enrolled in the building: LAMS (grades 6 – 8); RHHS (grades 9 – 12). When a student's enrollment in the district changes due to graduation (8th grade moving up and 12th grade graduation), moving out of the district, dropping out, etc., the device is to be returned to the school building's Technology Aide.

Acceptable Use Policy - General Guidelines

All technology must:

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

Security Reminders

- **Do not share logins or passwords with other students**
 - Exception: students are asked to share passwords with parents or guardians
- Do not develop programs that harass others, introduce computer viruses to the device and/or the network, or alter others' ability to access their files or network resources
- Follow internet safety guidelines

Activities Requiring School Staff Permission

- Using headphones in class
- Playing games
- Any other activities not covered in this handbook and/or AUP deemed inappropriate or disruptive to learning by school staff

Appropriate Content

- All files must be school appropriate. Inappropriate materials include but are not limited to 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

Lockers

- Device should be stored on its side standing up, or on top of the books.
- Never pile things on top of the device or hang it from locker hooks.
- Lockers should be kept locked when not in use.

Hallways

- Always use two hands to carry the device or place in a backpack or protective case.
- Never leave the device unattended for any reason.
- When not in use, the device cover should be closed. Do not carry or store the device without closing the cover first.
- Save important work before closing the cover to prepare for traveling to your next class or at the end of the school day.

Classroom Habits

- Center the device on the desk.
- Lock or log out of the device before walking away from it.
- Follow all directions given by school personnel.
- Be aware of your device's location at all times.

- Water bottles should be placed on the ground when using your computer. Do not eat or drink over the laptop.

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, on seats or on the edge of any table!
- Protect the device from:
 - Extreme heat or cold
 - Food and drinks
 - Small children
 - Pets

Traveling To and From School

- Make sure the device cover is closed before putting it inside a backpack or other school bag for transport to and from school.
- DISCONNECT any power cords or peripheral devices that are plugged into the device before storing it.
- Avoid leaving the device in a vehicle.
- Use your backpack to carry the device. Do not carry it on or in a stack of books.
- Report stolen devices to school personnel immediately. A stolen device may be located through Apple discovery tools and possibly retrieved in cooperation with the local police department.

Prohibited Actions

- Students are not allowed to:
 - Remove the protective case from the device.
 - Remove the identifying stickers and labels affixed by the district on the device.
 - Deface school district-issued equipment in any way. This includes but is not limited to marking, painting, drawing, applying stickers or marring any surface of the device including the protective case.
- In the event of intentional damage, the student may be subject to disciplinary action and/or expected to pay for the cost of device replacement.

Troubleshooting and Swaps

Troubleshooting Procedure

- Student should try the following basic troubleshooting steps:
 - Always try restarting the device as the first step in troubleshooting.
 - Student may ask school personnel if they are available to help for this purpose.
 - Students should not spend too much time troubleshooting during class and by doing so miss the instruction being provided.
- If the student is unable to resolve the problem quickly in class, the student should seek assistance from the building Technology Aide.
- Students should make sure they are saving their work to their Microsoft OneDrive cloud storage.

- Student may be assigned a loaner device, through the school's Technology Aide, subject to availability and/or administrative approval.

Email for Students

All RHCSD middle and high school students are issued a Microsoft Office email account, providing students a means to safely and effectively communicate and collaborate with RHCSD staff and classmates, and as an authentic purpose for writing. Students should not use a personal email account to communicate with school staff.

Guidelines and Reminders

- Email should be used for learning purposes only.
- Email transmissions may be monitored by staff at any time to ensure appropriate use. All email transmissions and their contents are property of the district.
- Email should only be used by the authorized owner of the account.
- Students need to protect their passwords.
- Students should not use a personal email account to communicate to school personnel or other RHCSD students on the school-provided device.

Unacceptable Use Examples

- Non-education related forwards (e.g., jokes, chain letters, unsolicited images).
- Harassment, profanity, obscenity, racist language, and topics.
- Cyber-bullying, hate mail, and discriminatory remarks.
- Email for individual profit or gain, advertisement, or political activities.

Webcams

Each student device is equipped with a webcam. This equipment offers students opportunities to use contemporary communication tools and to develop the accompanying skills. Webcams are to be used for learning purposes only, under the direction of a school staff.

Examples include:

- Recording videos or images to include in a project.
- Recording a student giving a speech and playing it back for rehearsal and improvement.
- Participating in a schoolwork-related virtual meeting via Teams, Zoom, etc.

Parents/Guardians are responsible for monitoring of usage at home.

Streaming Digital Content/Applications (Videos, Music, Games)

- The use of this type of content is determined by the school staff to support/deliver classroom instruction (lesson activities, student assignments).
- Software installation is not permitted.

- It is a violation of the Terms of Service for students to play Netflix, Amazon Prime, Hulu, etc. on their school-issued device while in school.

Printing

District-provided student use devices will not be setup to print. Students should share their work via Microsoft OneDrive, Microsoft Teams, or via email. If printing is required to complete an assignment, students will be able to access printers in the school library and/or computer labs using print-by-email functionality.

Desktop Backgrounds and Screensavers

Any images set as the desktop background must comply with the Acceptable Use guidelines.

- Inappropriate media may not be used as a device background. Images of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, or gang-related symbols will be considered in violation of the Acceptable Use Policy #2391 and may result in a loss of device privilege and/or disciplinary action in accordance with the District's Code of Conduct.

Copyright and Plagiarism

- 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).

Disciplinary Actions Related to Technology 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, vandalism, property damage
Using an electronic resources account authorized for another person	Breaking into or using someone else's locker

Technology Violations

Behavior unique to the digital environment without a "traditional" behavioral equivalent

- Chronic, tech-related behavior violations (see above).
- Deleting browser history.
- 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.
- Willfully and maliciously damaging device hardware and/or related peripherals.

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 oneself 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 RHCSD filtering system.
17. Downloading music, games, images, videos, or other media without the permission of a school staff.
18. Sending or forwarding social or non-school related email.

Please refer to RHCSD Acceptable Use Policy #2391 for more information.

Device Security

Two primary forms of security exist: device security and internet filtering.

- Each of the devices has been configured by the district with appropriate securities in place.
- RHCSD strives to strike a balance between usability of the equipment and appropriate security to prevent the devices from being damaged or used to cause damage to the RHCSD network.
- RHCSD maintains an on-site internet filtering at the network level, for all devices using the district's network. This system automatically filters all student device access to the internet.

Damaged Equipment

Repairs

Occasionally, unexpected problems do occur with the devices that are not the fault of the user (computer crashes, hardware faults, software errors, etc.). The Technology Department team will assist students with having these specific issues fixed. These specific issues will be remedied at no cost **if and only if** it is determined that the damage was accidental. Please follow the stated procedures for your child's school building. These procedures will be shared with parents by the building administrators.

- If there are excessive or deliberate damages to a student's device, administration will be in communication with student and family to discuss the concerns and determine appropriate solutions.

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 staff member or administrator know, and the staff member will assist him/her.

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. 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.
- Loaner devices: Temporary replacements, known as “loaners”, are available on a LIMITED basis to minimize potential learning disruptions due to repair timelines. Students are responsible for the care of the loaner device issued to them. The same rules and regulations apply to loaners provided to students as apply to devices assigned to them.

Financial Responsibility

- The circumstances of each situation involving lost equipment will be investigated individually. Students/families may be billed for damaged or lost equipment in cases of intentional damage.

Bring Your Own Device

The district will provide all students in grades 6 – 12 with a computer. Students will not be allowed to bring their own computers to school; however, cell phones are allowed in accordance with the rules detailed in each school’s Student Handbook. Please contact your student’s main office if you have any questions about the use of cell phones in school.

RHCS D STUDENT/PARENT DEVICE AGREEMENT

Student/Parent Information

Student Name: _____

Last First

Parent/Guardian Name: _____

Last First

Terms of Agreement

In this agreement, “you” and “your” means the parent/guardian and the student enrolled in Red Hook Central School District (RHCS D). The “equipment” is a RHCS D device and power cord/charger.

Terms:	You will be issued a RHCS D device, device cover, and power cord/charger. You will comply with the RHCS D’s Acceptable Use Policy and Parent /Student Handbook at all times.
Title:	<p>Legal title to the equipment is in the district and shall at all times remain the property of the District. Your right to possess and use the equipment is limited to and conditioned upon your full compliance with this Agreement.</p> <p>Your possession of the equipment terminates on the collection date set by the school unless terminated earlier by the district or upon your withdrawal from the District.</p>
Lost, Stolen, or Damaged Equipment:	<p>You must report any lost, stolen, or damaged equipment to the school immediately. For stolen equipment, you must also file a police report.</p> <p>If the equipment is lost or damaged, either intentionally or due to negligence, the student may be subject to discipline, and you may be responsible for the cost of repair or replacement.</p>
Sanctions for Violations:	<p>Any activity that violates the Acceptable Use Policy and/or the 1:1 Device Parent /Student Handbook should be reported to a school administrator. Disciplinary action, if any, for the students and other users shall be consistent with the District’s standard policies and procedures.</p> <p>Violations of the policy can constitute cause for revocation of access privileges, suspension of access to Red Hook Central School District electronic resources, other school disciplinary action, and/or other appropriate legal or criminal action including restitution, if appropriate.</p>

Acceptance of Terms

By signing this form, you confirm that you have read, understand, and accept the terms of the information in this agreement.

Parent/Guardian Signature Date

Student Signature Date

(This page left intentionally blank)