Plattsburgh City School District

Student & Family Technology Handbook

Plattsburgh City School District 1:1 Device Initiative

The focus of the Plattsburgh City School District 1:1 initiative is to prepare students for their future, a world of digital technology and information. The district aims to create a balanced technology infused classroom environment with access to digital materials and learning experiences that are immersive and inclusive. Providing all students with a device provides our students with digital equity and the district will continue to cultivate the opportunities for achievement by providing professional development and ongoing reflection on how technology is impacting student learning and well-being. Every effort will be made to provide access to quality resources that will hopefully redefine how students learn. With the issuance of each device also comes the need to establish rules, policies, and regulations that will govern the use of devices. These issues range from the need to protect student information to care and maintenance of the laptops daily. Plattsburgh City School District has deployed iPads to all PreK-1 students and a Windows laptop to all students in grades 2-12. For those students registering during the school year, a laptop will be issued as part of the registration process. The laptop will be assigned to a student in the same way a textbook is issued. This means that the serial number of the unit, etc. will be recorded and students/parents will sign for the equipment.

Establishing this new environment for such learning takes careful planning and consideration. We hope the information in this guidebook provides you with useful information, advice, best practices, and practical solutions. This guidebook is not meant to be "all inclusive" and will remain a work in progress as education and technology continue to evolve. While the success of any program of this magnitude depends on individual goals, school wide goals, environments, planning, and personnel – certain strategies can be universal. The keys to our goal and objective setting process will focus on the enhancement of student learning and aligning our technology policies and instructional policies into one.

Plattsburgh City School District will utilize the SAMR model of technology integration. We will provide ongoing support to staff utilizing District Technology Integration Specialists (PreK-12) and each building will have one or more building tech coaches to assist instructional staff with integration. The IT technical support for the Plattsburgh City School District is provided through NERIC. The Plattsburgh City School District Technology Committee consists of district and building leaders, staff from each building, NERIC, and technology integrationists. This committee will perform ongoing reflection and improvement to ensure that we are using technology to improve student learning outcomes and prepare our students for the technology environment beyond the classroom.
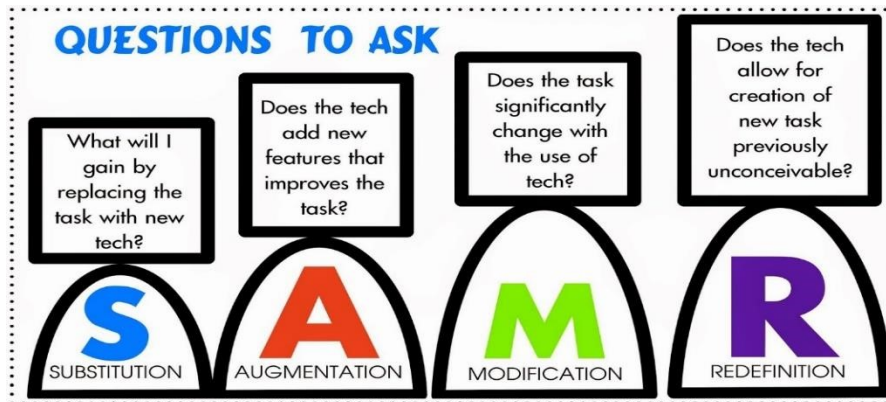
The policies, procedures and information within this document apply to all technology tools owned by the Plattsburgh City School District. Building leaders and teachers may set additional requirements for technology use personalized to the building and age of their students.

If a student fails to return their district issued device at the end of the school year or upon termination of enrollment at PLATTSBURGH CITY SCHOOL DISTRICT, that student will be responsible for the replacement cost of the device and it may delay the release of records.

1. RECEIVING and RETURNING DISTRICT DEVICES

Laptops will be distributed in the fall following a virtual or in-person ***"Student and Parent Laptop Orientation".*** Students will be required to turn their device in at the building they attend. Students should also turn in chargers and styluses at that time. Students will be reissued the same laptop each year while enrolled in PCSD. When the device is collected at the end of the year, or when student leaves the district, to verify that it was returned in proper working condition without damages. Any damages will be documented, and the family will be notified of damages found. Devices will be replaced on schedule with the PCSD Fleet Rotation cycle to ensure that devices are working properly and remain up to date.

Upon a student exiting the district, building Principals or Administrative Assistants will request the return of the district issued device along with any auxiliary equipment (charger, stylus, etc...). Equipment can be returned to the building or The Duken Technology Office.

The following steps will be taken in the order listed for lost/damaged devices:

- A bill will be generated to the individual/family for the replacement cost of the device or other equipment such as stylus or charger.
- A formal letter will be sent from the school attorney.

Lost/Damaged Device:

Students should notify a teacher and bring the damaged technology item to The PCSD Technology Department immediately at 49 Broad Street.

2. **STUDENT DEVICE GUIDELINES**:

Students will:

➢ Follow the guidelines in the Student Handbook, the District's Acceptable Use Policy, and any relevant state and/or federal laws.
➢ **ENSURE that devices are fully charged before the beginning of each school day.**
➢ Use school computers for educational purposes in a safe, ethical, and responsible manner.
➢ Avoid doing anything on the school device that impacts anyone else's happiness, safety, or privacy. *THINK before you post!*
➢ Play only educational games on the district device unless permission is provided by a teacher.
➢ Students and parents should be mindful of the district's standards around violence, harassment, bullying, and other antisocial behavior.
➢ Not change any settings on the device without permission from a teacher or the IT Department.
➢ Not make any changes that will damage the district device.
➢ Handle the device with care, keeping it clean, dry, away from food and drink, and avoiding extreme hot or cold temperatures.
➢ Use the district device on a stable platform such as a desk or table and not on a soft surface like a bed, which will block the cooling vents and cause it to overheat.
➢ Devices should not be transported with the charger plugged into it.
➢ Stickers should be removed from the district device prior to turning it in.
➢ Always have the device in their own personal possession, in the care of a teacher or another responsible adult, or in a secure location.
➢ Not trade devices, chargers, or stylus with anyone else.
➢ Not allow other students to log into their device or share passwords.
➢ Notify a teacher or technology staff member immediately if their device is not working properly.
➢ Not remove the silver asset tag on the device.
➢ **Not attempt to repair a district device or replace any items that go with it.**
➢ Not share their personal information such as birthday, student ID, password, social security number, address, or phone number.
➢ Not attempt to circumvent (go around) or violate copyright laws, or to steal software movies, music, or any other type of protected media using a school device.
➢ Not use tools that prevent the web browser from logging my browsing history.
➢ Not delete the browsing history, unless told to do so by a teacher or a District IT technician.
➢ Return the device at the end of the school year, or any other time as requested.

3. USING YOUR LAPTOP AT SCHOOL

Laptops are intended for use at school each day. Students must be responsible to bring their laptop to all classes. This is a mandatory classroom supply to have daily for instructional purposes. PreK and 1st grade students may have their devices remain at school. This is at the discretion of the building/teacher.

<u>3.1</u> *Device Undergoing Repair- **Replacement Devices (iPads/laptops)***
Replacement devices will be provided by the District Technology Office at 49 Broad Street if it is determined that repair will exceed 24 hours.

<u>3.2</u> *Music & Games*

Music and games are not allowed on the laptop during school hours in the classroom without permission from the teacher. These expectations will be set by teachers and buildings to best meet the needs of the students and staff in the respective buildings/classes. Teachers should provide written digital expectations for students and families.

4. MANAGING YOUR FILES & SAVING YOUR WORK

<u>4.1</u> *Saving to the Cloud - One Drive Microsoft School Account*
All student work will be saved on the PLATTSBURGH CITY SCHOOL DISTRICT assigned student One Drive account. The student is responsible for managing and not sharing usernames and passwords for any school related accounts. The student is responsible for ALL actions that occur on his/her account. **If a student suspects wrongdoing or harmful content they should notify a staff member immediately**. Student accounts and material may be reviewed at any time by district officials to ensure safety of district networks and members. **It is important that students are signed into the district device with their school account and not a personal account. This will allow for access to all necessary materials.** Students should NOT use personal Microsoft accounts on their district device.

5. ACCEPTABLE USE

<u>5.1</u> *General Guidelines*

(1)   Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of the Plattsburgh City School District.

(2)   Students are responsible for their ethical and educational use of the technology resources of the Plattsburgh City School District. They are expected to be safe, responsible, and respectful when using technology.

(3)   Access to Plattsburgh City School District technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow the <u>Acceptable Use Policy</u>.

(4)   Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to, the following: confidential information, photos without sharing permission of staff and/or students, copyrighted material, threatening or obscene material, and computer viruses.

(5)   Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the technology coordinator will be considered an act of vandalism and subject to disciplinary action in accordance with the discipline procedures.

5.2 *Privacy and Safety*

- Do not open, view, use, or change computer files that do not belong to you.
- Do not reveal your name, number, address, social security number, personal passwords, passwords of others, and other personally identifiable information (PII).
- Remember that storage **is not guaranteed** to be private or confidential. **It is strongly encouraged that all staff and students keep their personal and educational accounts separate for data privacy purposes.**
- If you inadvertently access a web site that contains obscene, pornographic, or otherwise offensive material, notify a teacher or principal immediately so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.
- **It is not permitted for students or families to record, photograph, or screenshot activities that are in virtual Microsoft Teams Meetings.**

- Click to access the PCSD Student Data Privacy Page.

5.3 *Digital Communications*

- Always use appropriate language.
- Do not transmit language/ material that is profane, obscene, abusive, or offensive to others.
- Do not send mass e-mails, chain letters or spam. Group emails should not be sent by students.
  • All Plattsburgh City Schools digital communications **are subject to inspection** by administration.

5.4 *Consequences*

The student in who is registered to a particular device will be always responsible for its appropriate use. Non-compliance with the policies of the Laptop Handbook or Acceptable Use Policy will result in disciplinary action as outlined in the disciplinary procedures. Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use. The District cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of email and network communications are governed by the New York State Open Records Act; proper authorities will be given access to their content.

5.5 *Parental Responsibility*
- Parents will be responsible for monitoring student's use of the laptop at home and away from school. District security is in place on the laptop, however parental supervision and review is always still essential.
- Parents will be responsible for reviewing the Technology Handbook with their child(ren).
- Parents are asked to monitor their student's activities on the internet and in Microsoft Teams on a regular basis.

5.6 *Technology Support* for students and families *(coming soon: student help desk)*

Students MUST contact the PCSD Technology Office when any digital tools are not working properly. If the issue is how to access and submit assignments the family should contact the teacher. If the problem lies with hardware, then the family should contact the technology office.

PCSD District Technology Office
49 Broad Street
518-957-6011 Technical Support
518-957-6023 Technology Integration Office
Technology Integration Office Website
Click here to Report an Issue From Home

Visit http://www.plattscsd.org and click on a live chat bot during school hours to connect with a technician. The chat bot is found in the top right corner of the homepage.
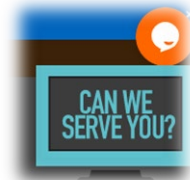
Carrie Zales	Interim Technology Administrator/Data Protection Officer
Lucas Wisniewski	Senior Network Administrator (NERIC)
Danielle Jackson	Technology Integration Specialist
Susan Levaque	Technology Integration Specialist

RESOURCES for Families:

Seesaw Resources (PreK-2)
Microsoft Resources for Students and Families
Microsoft Teams Resources for Students
Quick Tip Videos for Students

 Parent & Guardian Guide to Microsoft Teams
Family Learning Center
Windows 10 Guide and Tips
Digital Citizenship Tips for Parents

FAQ'S

1. **Can I have my laptop computer this summer?**
No. All laptops will be collected at the end of the school year for general maintenance, cleaning, and software installation purposes. Students will receive their laptops again at their orientation session in the fall to ensure that everyone receives complete information about the computer, including its warranty, software usage and PLATTSBURGH CITY SCHOOL DISTRICT's policy regarding the ethical use of computers.

2. **How do I connect to the Internet at home?**
You may connect to the Internet using a wireless WiFi connection. If you maintain a wireless home network, you must set the laptop to connect to your wireless connection. Please contact the District Technology Office if you are unable to provide internet access for your child for financial reasons. We can provide a mobile hotspot once a family has completed an application. The mobile hotspot would only be for use when completing schoolwork. Click here to request assistance

3. **What has the school done to help prevent students from going to inappropriate sites?**
    We have a software product, Smoothwall, which is designed to help monitor all Internet sites that students attempt to access. This software blocks inappropriate sites and logs a history of every site that each user opens. All students who attempt to find inappropriate sites may be directed to the building principal or the District Technology Office.

4. **How does the district protect the privacy of students?**
• Students and families should not be taking pictures in school without the consent of the person in the picture.
• Students and families should not take any pictures, videos, or screenshots of live class meetings for students. **No student or parent should capture, retain, or share any picture or video of a live educational lesson in Microsoft Teams.**

5. **What is Network Etiquette?**
A. Be polite; messages typed in capital letters are the computer equivalent of shouting and are considered rude.

B. Use appropriate language: vulgarity, ethnic or racial slurs, or any other inflammatory language are prohibited.
C. Pretending to be someone else when sending/receiving messages is considered inappropriate.
D. Transmitting obscene messages or pictures is prohibited.
E. Revealing personal addresses or phone numbers of the user or others is prohibited.
F. Using the network in such a way that would disrupt the use of the network by other users is prohibited.

6. What happens if my device is not working properly or has damage?
A. If the device has been damaged bring it to the Duken Technology Office at 49 Braod Street.
B. If the device is not working properly use one of the contact methods listed above in 5.6.

User Terms and Conditions

Use of Plattsburgh City School District's technology is subject to the following terms and conditions:

1.   The use of technology resources must be for educational and/or research purposes consistent with the mission, goals, and objectives of the Plattsburgh Central School District along with State & Federal regulations. In compliance with federal law, the school district shall make reasonable effort to restrict access to inappropriate materials and shall monitor the on-line activities of the end users in the school environment.

2.   User accounts are considered the property of the school district. Network administrators may review school computers to maintain system integrity and to ensure that users are using the system responsibly. While user files will not be examined without reasonable cause, **users should not expect that anything stored on school computers or networks will be private.**

Student Name: _____ Building & Grade: _____

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____