



Technology Handbook 2021 -2022

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INTRODUCTION

Lakes and Bridges Charter School provides this guide for students and their parents/ guardians to be informed and familiar with our technology and its use at school. Lakes and Bridges believes that providing access to technology will provide students with the tools they need to be college and career ready for the future. We believe the use of technology and Chromebooks will provide students with the skills they need to support their learning and prepare them for higher education opportunities and for the demands of today's workforce. We believe that this is not about a specific device, but rather, about what the device will enable our students to accomplish.

All students will have access to either a Chromebook or an iPad during the school day. This will allow students to have current information available at their fingertips. Students will use these devices to improve reading fluency, build mathematical skills, and experience content in ways that they have not been able to do so in the past. The use of technology will not eliminate textbooks or paper and pencil activities. It does, however, provide teachers the opportunity to include multimedia in lessons and to personalize learning for each student.

RECEIVING SCHOOL-OWNED TECHNOLOGY

Distribution of School-Owned technology

- School-owned technology will be available each year after orientation.
- Parents/guardians **must sign the *Use of Technology Resources and Internet Acceptable Use Policy, Parent and Student Agreement***, and the ***Parent/Guardian Email/Application Consent Form*** before the school can issue a school-owned device to a student.

Identification of School-Owned technology

- Each student's school-owned technology will be labeled in the manner specified by the School.
- School-owned technology can be identified by serial number recorded in LAB inventory.

CARING FOR SCHOOL-OWNED TECHNOLOGY

Taking Care of School-Owned technology

Students are responsible for the general care of the technology they have been issued by the school. Technology that is broken or fails to work properly must be taken to the designated school representative for an evaluation of the equipment at the earliest possible opportunity.

The technology is the property of Lakes and Bridges and all users will follow these guidelines that comply with the *Use of Technology Resources and Internet Acceptable Use Policy*.

Care of Screen

- Screen damage will occur when pressure is applied to the screen. Users must avoid leaning on the top of the device or placing objects in a book bag or protective case in a way that it applies pressure to the screen.
- Use only a dry soft cloth or anti-static cloth to clean the screen. Do not use cleansers of any type.
- Do not bump the technology against lockers, walls, car doors, floors, etc., as it will crack and break the screen.

Appropriate Device Use and Care at School

- Devices should only be stored in storage carts when not in use.
- Always keep your device in the classroom unless specified by the classroom teacher.
- Never leave the device unattended for any reason.
- Ensure that the device is resting securely on the desktop.
- Follow all directions given by the teacher. Failure to follow LAB policies and teacher instructions could result in disciplinary action.
- Books and/or binders should never be placed on top of the device. If the device is not in use, it should either be placed on top of a desk/table. A device should never be on the floor!
- Extreme care should be taken when in proximity of food or drink.

USING SCHOOL-OWNED TECHNOLOGY

Expectations

- School-owned technology is intended for use at school each day.
- In addition to a teacher's expectations, students may access school messages, announcements, calendars and schedules using their school-owned technology.

Use of Camera

The school-owned technology comes equipped with both front and rear facing camera and video capabilities.

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents and students over 18 years of age certain rights with respect to students' educational records, including photographs. For this reason, **students must obtain permission to publish or publicly make available a photograph or video of any school-related activity.** Unauthorized recordings are subject to disciplinary action in accordance with the School's *Use of Technology Resources and Internet Acceptable Use Policy*. Lakes and Bridges retains the rights to any recording and/or publishing of any student's or staff member's work or image.

MANAGING FILES AND SAVING WORK

Saving Student Information

Students will save and back up their work through the School provided programs, such as Google Classroom and/or another file program. It is the students' responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Technology malfunctions may not be an acceptable excuse for not submitting work.

Network Connectivity

LAB makes no guarantee that the network will be available 100% of the time. In the rare case that the school network is down, the School will not be responsible for lost or missing data.

APPLICATIONS ON SCHOOL-OWNED TECHNOLOGY

Originally Installed Applications

- Applications originally installed by Lakes and Bridges on the technology must always remain on the device in usable condition and readily accessible.
- Students may not remove these required applications, and school staff will periodically check to ensure that students have not removed them. The school may also add other applications periodically.
- Some licenses for applications require that the application be deleted from the device at the completion of a course. If this applies to some application students use, a technology staff member will re-sync the devices for students in that course.

Additional Applications

Students will be permitted to load additional applications on their technology if they do so in accordance with the School's *Use of Technology Resources and Internet Acceptable Use Policy*.

Inspection

School administrators may randomly select technology for inspection.

Procedure for Reloading Applications

If technical difficulties occur or illegal software is installed, the technology will be restored to factory default. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image.

Software Updates

Upgrade versions of licensed software/apps may be available. Students may be required to perform these updates on their own or be asked to turn their technology in to School support for maintenance.

DIGITAL CITIZENSHIP

Using Technology Appropriately

- Digital citizenship is a concept that helps students understand how to use technology appropriately in a society filled with technology.
- Lakes and Bridges expects students to use technology appropriately and responsibly, whether in electronic communication or participation.
- Lakes and Bridges has electronic precautions in place for students to participate safely and securely in this environment and enjoy the rights of a digital world in an educational setting. (See articles on OnlineOnguard.gov <http://www.onguardonline.gov/articles/pdf-0001.pdf>)

School Responsibilities

- The school will provide students with access to the Internet during the school day.
- School staff will help students conduct research and ensure student compliance with the School's *Use of Technology Resources and Internet Acceptable Use Policy*.
- Filtering/blocking of inappropriate Internet materials is provided when students access the Internet via the School's access points.
- Lakes and Bridges reserves the right to investigate any inappropriate use of resources and to review, monitor and restrict information stored on or transmitted via School owned equipment and resources.

Student Responsibilities

Students will abide by the School's *Use of Technology Resources and Internet Acceptable Use Policy* and:

- contact an administrator about any security issue they encounter.
- monitor all activity on their personal account(s).

- always shut down and secure their School owned technology after use to protect their work and information.
- report email containing inappropriate/abusive language or questionable subject matter to a teacher or administrator.

Parent/Guardian Responsibilities

Parents should talk to their children about the values and standards they expect their children to follow as they use the Internet and about their use of all other media information sources such as television, telephone, movies, radio, etc.

Legal Propriety

- Students will comply with trademark and copyright laws and all license agreements (ex. no music should be illegally downloaded). Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited, and violators will be subject to LAB policy consequences. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the School.
- All rules and consequences in student handbooks and School policy will also apply to the technology guidelines.

Email Use

Lakes and Bridges will provide users with an email account for the purpose of school-related communication. Availability and use of email will be restricted.

Email accounts should be used with care. Users should not send personal information, should use appropriate language, and should only communicate with others as allowed by LAB policy.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

DAMAGE OR LOSS OF SCHOOL OWNED TECHNOLOGY

Terms of the School Owned technology Agreement

Lakes and Bridges has a priority to protect the investment of all the technology provided.

Students will always comply with LAB's Parent *and Student Agreement* to include the *Use of Technology Resources and Internet Acceptable Use Policy*. Failure to comply ends a student's right of possession effective immediately.

DISCIPLINE AND MISUSE

Lakes and Bridges Charter School views the use of technology as a necessary addition in the delivery of the curriculum and expects that all students will use these devices as an essential part of their learning experiences. It is LAB's policy to maintain an environment that promotes ethical and responsible conduct in all electronic resource activities. With this privilege and extraordinary opportunity to explore technological devices come responsibilities for the parent and for the student.

When signing the Student/Parent Responsible Use Agreement, you are acknowledging that you understand and accept the information in this document.

Device Rules and Guidelines

The rules and regulations are provided here so that students and parents/guardians are aware of the responsibility's students accept when using a School-owned technology. In general, this requires efficient, ethical, and legal utilization of all technological devices. Violations of these rules and guidelines will result in disciplinary action.

Students will receive device-related training at school on proper use and digital citizenship. Below you will find a review of the rules and guidelines.

Electronic Resource Policy and Responsible Use Procedures:

All Use of Technology Must:

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

Security Reminders:

- Do not share logins or passwords unless asked to do so by parent/guardian or school personnel
- Do not develop programs to harass others, hack, bring in viruses, or change others' files
- Follow Internet Safety guidelines

Activities Requiring Teacher Permission During Instructional Time:

- Playing content-related games
- Sending email
- Using headphones in class, where related
- Use of camera for pictures or video

Activities PROHIBITED on School Property:

- Instant-messaging (e.g. Face Time, SnapChat, KIK, Yik Yak, etc.)
- Playing non-educational games
- Downloading programs, music, games, and/or videos
- Using a Hot Spot with a School-owned device

Inappropriate Content – All files must be school appropriate. Inappropriate materials include explicit or implicit references to:

- Alcohol, tobacco, or drugs
- Gangs
- Obscene language or nudity
- Bullying or harassment
- Discriminatory or prejudicial behavior
- Illegal activities

Email for Students**Purpose**

LAB students will be issued an email account. Email allows students to safely and effectively communicate and collaborate with staff and classmates, giving them an authentic purpose for writing. The effective use of email is:

- A 21st Century communication tool.
- Used in careers and higher education settings.
- A way to meet the National Educational Technology Standards (NETS).

Guidelines and Reminders

- Email should be used for educational purposes only.

- Email transmissions may be monitored by the school at any time to ensure appropriate use. This means that any school personnel may check students' email.
- All email and its/their contents are the property of the School.
- Email should only be used by the authorized owner of the account.
- Students need to protect their passwords.

Unacceptable Use Examples

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

Webcams

Purpose

Each student device is equipped with a webcam. This equipment offers students an extraordinary opportunity to experience a 21st Century tool and to develop 21st Century communication skills.

Examples of Use

Webcams are to be used for educational purposes only, under the direction of a teacher.

Examples include:

- Recording videos or taking pictures to include in a project
- Recording a student giving a speech and playing it back for rehearsal and improvement.

Important Note

Lakes and Bridges Charter School retains the rights concerning any recording and/or publishing of any student or staff member's work or image. Students must obtain permission to record, take, or publish a photograph or video of any person. Unauthorized recordings are subject to disciplinary action in accordance with School Policy.

Media

- Listening to music on your device is not allowed during school hours without permission from the teacher. Permission will be given only for media used to complete a school assignment.

- Watching movies on your device is not allowed during school hours without permission from the teacher. Permission will be given only for media used to complete a school assignment.

Gaming

- Online gaming is not allowed during school hours unless you have been given permission by a teacher. Any games must be in support of education.

Printing

- Any documents that require printing should be submitted to your teacher.

Wallpaper

- Any images set as the wallpaper must be in line with the Acceptable Use of Technology Resources Policy. Inappropriate media may not be used as wallpaper. Presence of guns, weapons, pornographic material, inappropriate language, alcohol, drugs, or gang-related symbols will result in disciplinary action.

Copyright and Plagiarism

Students are expected to follow all copyright laws. Duplication and/or distribution of materials of educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law

Technology Discipline

Behaviors and Discipline Related to Student Device Use

The following behaviors will be treated as corresponding "traditional" behaviors and appropriate consequences will be assessed by the building administrators.

TECH-RELATED BEHAVIOR	EQUIVALENT “TRADITIONAL” BEHAVIORS
<ul style="list-style-type: none"> • Email, instant-messaging, Internet surfing, games, or any other off-task behavior 	<ul style="list-style-type: none"> • Classroom Disruption
<ul style="list-style-type: none"> • Removing Case/Damaging of Defacing Device 	<ul style="list-style-type: none"> • Defacing School Property
<ul style="list-style-type: none"> • Cutting/Pasting without citing sources 	<ul style="list-style-type: none"> • Plagiarism
<ul style="list-style-type: none"> • Cyber-bullying 	<ul style="list-style-type: none"> • Bullying/Harassment
<ul style="list-style-type: none"> • Use of profanity or inappropriate language 	<ul style="list-style-type: none"> • Inappropriate Language

<ul style="list-style-type: none"> • Accessing pornographic material or inappropriate files 	<ul style="list-style-type: none"> • Bringing pornographic/inappropriate material to school
<ul style="list-style-type: none"> • Accessing files potentially dangerous to network 	<ul style="list-style-type: none"> • Vandalism/Technology Policy Violation
<ul style="list-style-type: none"> • Using electronic account authorized for another person without permission 	<ul style="list-style-type: none"> • Breaking into another student's locker

The following behaviors could result in the possible loss of device or loss of access to School network.

<p>TECHNOLOGY VIOLATIONS (cont'd) <i>Examples of potential behaviors unique to digital environment without "traditional" behavior equivalent</i></p>
<ul style="list-style-type: none"> • Chronic, tech-related behavior violations (see above)
<ul style="list-style-type: none"> • Making use of electronic resources in a manner that serves to disrupt use of network by others
<ul style="list-style-type: none"> • Unauthorized downloading or installing software
<ul style="list-style-type: none"> • Attempts to defeat or bypass the School's Internet filter
<ul style="list-style-type: none"> • Modification to School browser settings or any other techniques, designed to avoid being blocked from inappropriate content or to conceal Internet activity

School-Based Discipline

The discipline policies at school encompass the one-to-one environment. Please reference the materials specific to LAB or contact school directly for details.

Progressive Discipline Example

Discipline is progressive. Low-level, first-time infractions will have lesser consequences than infractions that are repetitive or more serious in nature.

- Warning
- Classroom Intervention

- Parent Contact
- Loss of Device for Class Period
- Lunch Detention
- Referral to Administrator
- Loss of Device for School Day(s)
- Permanent Loss of Device
- After-School Detention
- In-School Suspension
- Out-of-School Suspension
- Expulsion

Classroom Interventions

For low-level infractions, classroom intervention will be the first level of discipline. This includes, but is not limited to, verbal warnings, seating changes, and teacher contact with home.

Lakes and Bridges Charter may remove a user's access to the network without notice at any time if the user is engaged in any type of unauthorized activity.

Examples of Unacceptable Use

Unacceptable conduct includes, but is not limited to, the following:

- Using the network for illegal activities, including copyright, license, or contract violation.
- Unauthorized downloading or installation of any software including shareware and freeware.
- Using the network for financial or commercial gain, advertising, political lobbying, or illegal activities.
- Accessing or exploring online locations or materials that do not support the curriculum and/or are inappropriate for school assignments.
- 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.
- Gaining unauthorized access anywhere on the network.
- Revealing the home address or phone number of one's self or another person.
- Invading the privacy of other individuals.
- Using another user's account or password or allowing another user to access your account or password.
- Coaching, helping, observing or joining any unauthorized activity on the network.
- Posting anonymous messages or unlawful information on the network.

- Participating in cyber-bullying or using objectionable language in public or private messages, e.g., racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning or slanderous
- Falsifying permission, authorization or identification documents.
- Obtaining copies of, or modifying files, data or passwords belonging to other users on the network.
- Knowingly placing a computer virus on a computer or other electronic device and/or network.
- Attempting to access or accessing sites blocked by the filtering system.
- Downloading music, games, images, videos, or other media at school without permission of the teacher.
- Sending or forwarding social or non-school related email.

**Internet Acceptable Use Policy
Student/Parent Form**

As the parent/legal guardian of this student, I sign this form in agreement to having read and understand Lakes and Bridges Technology Handbook and the policies set forth therein regarding technology use and internet access for educational purposes only. I also agree that if my child violates any of these conditions or rules, his/her technology privileges may be revoked for a specific amount of time up to one year and that disciplinary and/or legal actions may occur.

Parent/Guardian Signature

Date

I sign this form agreeing that I have read and understand Lakes and Bridges Technology Handbook and the policies there regarding my use of school technology and access to the Internet. I also understand that if I violate any of these rules my technology use and internet access privileges may be taken away for a specified length of time up to one year and that disciplinary and/or legal actions may occur.

Student Signature

Date

Parent and Student Agreement

(This form must be completed and signed by a parent/guardian and returned to school before a student will receive access to technology)

Student Pledge for Use of School-Owned Technology

1. I understand that this technology is Lakes and Bridges Charter School property and is on loan to me as a student in good standing.
2. I understand that the technology is subject to inspection at any time without being given notice.
3. I will not remove the technology from any school issued protective case or covering.
4. I will abide by LAB policies regarding technology use.
5. I will take proper care of technology while it is in my possession.
6. I will not leave the technology out in an unsecured location and will use extreme caution around liquids or other potentially harmful substances.
7. I will not remove school-required applications nor will I try and modify the device in any way.
8. I will not stack objects on top of the technology.
9. I will save and backup my work through school provided Google Drive accounts or some other program designed for saving work. I understand that it is my responsibility to ensure the work is not lost.
10. Students are ultimately responsible for saving all their personal files and folders.
11. I will not deface the technology (serial number, manufacturer labels or school labels) provided on the devices.
12. I will not take or use photos, videos, and/or audio recordings of myself or another person without permission, nor will I use them in an inappropriate manner.

I agree to all the items listed above and those set forth in the Handbook.

Parent/Guardian Signature

Date

Student Signature

Date

Parent/Guardian Email/Application Consent Form

To aid in the creation of life-long learners, encourage academic growth, and develop 21st century technology skills and abilities, Lakes and Bridges Charter School supports students using technology and devices. To develop students' skill and knowledge LAB will provide access to certain websites, educational networking sites, and other online applications that are safe, and curriculum-based in their design.

Many of these tools and applications are available directly via the internet while others may require students to sign up or create an individual account. Please be assured all websites and tools LAB recommends will have been thoroughly vetted and are commonly used in classrooms at this time. Your child's safety and security will always be our number one priority.

Due to the Children's Online Privacy and Protection Act (COPPA), any student under the age of 13 must have a written, signed parent consent form on file for the child to use these digital learning opportunities.

Please read and initial beside each point below:

_____ I understand my child may have an email account provided by Lakes and Bridges Charter that will be used solely for setting up accounts for instructional use. Students will only be able to send and receive emails within the school network.

_____ I understand my child may be signed up for an individual account on school approved sites for instructional use.

_____ I understand that my child will have access to certain programs (but not limited to) such as SeeSaw, Blogs, Podcasts, Edmodo, Evernote, and iTunes.

I give consent for my child, listed below, to use online resources, create online educational accounts, and access web-based instructional applications.

Parent/Guardian Signature

Date

Student Signature

Date

COPPA information fully explained here: <https://bit.ly/1IJZNI0>