



Student Technology Guide

Revised 12-15-20

Table of Contents

| | |
|---|-----------|
| Introduction | 3 |
| Technology Loan Agreement | 4 |
| Student Responsibilities | 5 |
| Parent/Guardian Responsibilities | 6 |
| Returning Devices | 7 |
| Stolen Devices | 7 |
| Lost Devices | 7 |
| Accidental Damage to Devices | 7 |
| Damage Deposit: | 8 |
| High Value Devices: | 8 |
| Malicious/Intentional Damage: | 8 |
| Device Technical Support | 9 |
| Student Use of District Technology Agreement | 9 |
| Children's Online Privacy Protection Act and Verifiable Parental Consent | 13 |
| WWCSD Acceptable Use of Technology and Network District Policy | 14 |

Introduction

Wayne-Westland Community School District in an effort to increase access to technology for all students in the district may loan devices to students based on availability and need for educational use.

The following policies refer to the use of a Wayne-Westland Community School District (“District”) - owned individual student computing device (“device”). In addition to this guide, students are required to follow all the guidelines outlined in the District’s current “Technology Acceptable Use Policy”.

Content, educational methodologies and additional policies will continually be reviewed and this set of policies will be updated as necessary. Please refer to the District’s website (www.wwcsd.net) for the most up-to-date information.

Technology Loan Agreement

- Issued devices are the property of Wayne-Westland Community School District (WWCSD).
- Students may use the device for educational, non-commercial purposes only, in accordance with the District's policies and rules, the WWCSD Parent-Student Handbook, as well as, local, state, and federal statutes.
- Identification and inventory labels/tags are not to be removed or modified. Please inform the teacher if they become damaged or are missing.
- Defacing or destroying the equipment is prohibited. Inappropriate use of the equipment may result in the student losing usage privileges.
- Devices are not to be personalized with stickers, labels, tags or markings other than those applied by the district Technology Department.
- The devices are equipped with monitoring and filtering devices. Any attempt to work around these or disable these mechanisms is prohibited.
- Students may not install or use software other than software owned and/or approved by the District.
 - The device is for the exclusive use of the assigned student(s). The student understands that all use of the device by any person is the responsibility of the assigned student, and therefore should not be loaned to others or left unsecured.
- Email accounts may be available for the Student to use for appropriate communication. **These email accounts are the property of WWCSD.**
- Students are responsible for the appropriateness of all files, data, and internet history on their device. Students should be sure to use cloud storage or make regular backups of their data.
- **Virus/Malware Responsibility Statement:** The District is not responsible for any computer or electronic viruses that may be transferred to or from Student's flash drives or other data storage medium. The Student agrees to use their best efforts to assure that the District Property is not damaged or rendered inoperable by any such electronic virus while in Student's possession.
- **User Usage Acknowledgement:** The Student acknowledges and agrees that their use of the District Property is a privilege. By Student's agreement to the terms hereof, Student acknowledges their responsibility to protect and safeguard the District Property and to return the same in good condition upon request by WWCSD. Failure to follow all guidelines may result in forfeiture of the deposit and/or fees to replace any items that are damaged or not returned.
- **Device Return:** Students must return the equipment when requested or upon leaving the district at the end of the year or earlier due to withdrawal from the district. Materials that are not returned will be reported as stolen and the proper authorities will be contacted.

Student Responsibilities

The district device is an important learning tool and is for educational purposes only.

When using the device(s) at home, at school, and anywhere else the student may take it, the student will follow the policies of the WWCS D, and abide by all local, state, and federal laws.

The student **will**

- Treat the device(s) with care by not dropping it, getting it wet, leaving it outdoors, leaving it in a car in extreme weather conditions, or using it with food or drink nearby.
- Agree that email (or any other computer communication) should be used only for appropriate, legitimate, and responsible communication.
- Keep all accounts and passwords assigned to the student secure, and will not share these with any other students.
- Maintain possession of the device at all times.
- Ensure that the device is fully charged at the beginning of each school day. The device is designed for daily use; therefore, each device must be charged and ready for use each school day. (The device(s) should be charged at home.)
- Return the device(s) when requested and/or upon withdrawal or separation from WWCS D.
- Place their device(s) in a secure location when not in use (locked up when possible).
- Keep the device dry, and only use a clean, soft cloth to clean unless otherwise directed by District personnel.

The student **will not**

- Lend the device(s) to anyone, not even friends or siblings.
- Load any software on the device(s) without prior consent of District personnel.
- Remove programs or files from the device(s) without prior consent of District personnel.
- Give out personal information when using the device(s).
- Attempt to repair or dismantle the device(s).

For more specific clarification, please see the [Student Use of Technology Agreement](#).

Parent/Guardian Responsibilities

Your student may be issued technological devices to improve and personalize their education. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of the device.

Parents/Guardians **will**

- Supervise their student's use of the devices at all times outside of District facilities.
- Discuss the expectations regarding the use of the Internet and email at home and will supervise their student's use of the Internet and email.
- Report to the school any problems with the device.
- Ensure that my student fully-charges the device(s) battery nightly.
- Ensure that the device(s) is(are) returned to the school when requested and/or upon their student's withdrawal or separation from WWCS.

Parents/Guardians **will not**

- Attempt to repair the devices, nor attempt to clean it with anything other than a soft, dry cloth unless otherwise directed by District personnel.
- Load or delete software from the device(s).
- Under any circumstances, travel with the device from the contiguous United States.
- Travel with the device outside of the State of Michigan without prior written permission from the building principal.

Returning Devices

- **All devices will be collected at the end of the school year unless notified by the district.** Devices not turned in by the last day of school will be treated as lost or stolen, which may include additional fees and possible legal action.
- Students who leave the District during the school year must return their device, along with any other accessories, when they leave the district. Failure to return a device in a timely fashion may result in legal action and/or payment in full.
- Failure to return a district device (without making arrangements with the District) may result in transcripts not being released.
- Students who separate from the District during the school year must return the device, along with any issued accessories, at the time they leave the district. The device and all accessories should be returned to the district. Failure to return a device in a timely fashion may result in legal action, referral to a collection agency and/or demand for payment in full.

Stolen Devices

- In the event a device is stolen, the student and parent shall immediately notify the school administrator. The filing of a police report is strongly recommended.
- In the event that a police report is filed for a lost or stolen device, the District may aid the police in recovering the device. Families will not be held responsible for incidents of theft if a copy of the police report is submitted to the District.
- In the absence of a police report, the parent will assume responsibility for the value of the device at the time of loss.

Lost Devices

- In the event a device is lost, the student and parent shall immediately notify the school administrator.
- If available, a replacement/loaner device will be offered to the student for the first incident.
- The parent/guardian shall reimburse the district for the current value of the device at the time of loss.
- A payment plan may be arranged.

Accidental Damage to Devices

- In the event a device incurs accidental damage, the student/parent shall contact the building administrator.

- If available, a replacement/loaner device will be offered to the student for the first incident.
- The device will be assessed by district personnel and the cost of repair or current value of the device will be provided to the parent.
- Cost of parts will be directly passed to the responsible party without additional markup. Used parts will be installed whenever possible. The cost of district-provided labor to repair a Chromebook shall not exceed \$50. Total cost of parts and labor shall not exceed the current value of the device.
- The “current value” of a Chromebook is prorated using the date of purchase to end of life, purchase price and cost of licensing.
- If reimbursement for the initial accidental damage incident is not received, the district may decline to offer additional replacement/loaner devices.

Damage Deposit:

- Upon return of a damaged device or notification, the parent/guardian shall pay a \$25 deposit which will be applied against the total cost of repair or replacement.
- If the parent/guardian is unable to pay \$25 at the time of return/notification, a payment plan may be arranged.
- If the parent/guardian refuses to pay \$25 or arrange a payment plan at the time of return/notification, the district may decline to offer additional replacement/loaner devices and may engage the services of a collection agency to recover the cost of repair or current value of the device.

High Value Devices:

- High value devices such as Macbooks may include a third-party protection plan. If an incident is covered by such a plan, then the cost incurred will only include the deductible on the protection plan instead of the full replacement or repair cost of the device.
- Plans such as AppleCare covers two incidents of accidental damage protection every 12 months, each subject to a service fee of \$99 for screen damage or external enclosure damage, or \$299 for other damage.
- If costs of accidental damage replacement/repair or deductibles are not reimbursed, the district may refer the matter to a collection agency.
- Families may contact building administrators to arrange a payment plan if necessary.

Malicious/Intentional Damage:

- If repair is needed due to malicious or intentional damage, the school may refuse to provide a loaner device.
- If damage is determined to be the result of malicious or intentional damage, the student will be responsible for the full cost to repair or replace the device and/or accessories.

Device Technical Support

Teachers are the first point of contact for any issue with the device. Contact them immediately should there be an issue with the device.

Student Use of District Technology Agreement

The purpose of this Agreement is to grant access to and define acceptable use of the District's Technology Resources ("Technology Resources"). Technology Resources are any type of instrument, device, machine, equipment, technology, or software that is capable of transmitting, acquiring, or intercepting, any telephone, electronic, data, internet, audio, video, or radio transmissions, signals, telecommunications, or services, and include without limitation (1) internal and external network infrastructure, (2) Internet and network access, (3) computers, (4) servers, (5) storage devices, (6) peripherals, (7) software, and (8) messaging or communication systems.

In exchange for the use of the District's Technology Resources either at school or away from school, you understand and agree to the following:

- A. Your use of the District's Technology Resources is a privilege that may be revoked by the District at any time and for any reason.
- B. You have no expectation of privacy when using the District's Technology Resources. The District reserves the right to monitor and inspect all use of its Technology Resources, including, without limitation, personal email and voice-mail communications, computer files, databases, web logs, audit trails, or any other electronic transmissions accessed, distributed, or used through the Technology Resources. The District also reserves the right to remove any material from the Technology Resources that the District, at its sole discretion, chooses to, including, without limitation, any information that the District determines to be unlawful, obscene, pornographic, harassing, intimidating, disruptive, or that otherwise violates this Agreement.
- C. The Technology Resources do not provide you a "public forum." You may not use the Technology Resources for commercial purposes or to support or oppose political positions or candidates unless expressly authorized in advance by a teacher or administrator as part of a class project or activity. You may, however, use the Technology Resources to contact or communicate with public officials.
- D. The District's Technology Resources are intended for use only by registered users. You are responsible for your account/password and any access to the Technology Resources made using your account/password. Any damage or liability arising from the use of your account/password is your responsibility. Use of your account by someone other than you is prohibited and may be grounds for suspension from the Technology Resources and other disciplinary consequences for both you and the person(s) using your account/password.
- E. You may not use the Technology Resources to engage in bullying, which is defined as: Any written, verbal, or physical act, or any electronic communication, that is intended or that a

reasonable person would know is likely to harm one or more pupils either directly or indirectly by doing any of the following:

- a. Substantially interfering with educational opportunities, benefits, or programs of one or more pupils;
- b. Adversely affecting the ability of a pupil to participate in or benefit from the educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress;
- c. Having an actual and substantial detrimental effect on a pupil's physical or mental health; or
- d. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Use of other communication/messaging devices (including devices not owned by the District) to engage in bullying may be grounds for discipline under the District's Board Policy and Student Handbook.

- F. If you misuse the Technology Resources, your access to the Technology Resources may be suspended and you may be subject to other disciplinary action, up to and including expulsion. Misuse includes, but is not limited to:

1. Accessing or attempting to access material that is "harmful to minors." Material that is "harmful to minors" includes any picture, image, graphic image file, or other visual depiction that (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole lacks serious literary, artistic, political, or scientific value as to minors.
2. Accessing or attempting to access material that is unlawful, obscene, pornographic, profane, or vulgar.
3. Accessing or attempting to access material that is inappropriate for minors. Material that is inappropriate for minors is defined as: See F.1.
4. Bullying (as defined in paragraph E).
5. Sexting, which includes, without limitation, possessing, sending, or distributing nude, sexually explicit, or sexually suggestive photographs, videos, or other visual depictions of yourself or another person.
6. Vandalism, which includes, without limitation, any malicious or intentional attempt to harm, steal, destroy, or disrupt user data, school material, or school hardware or software.
7. Hacking, which includes, without limitation, gaining or attempting to gain access to, modifying, or obtaining copies of, information belonging to others or information you are not authorized to access.
8. Unauthorized copying or use of licenses or copyrighted software.
9. Plagiarizing, which includes the unauthorized distributing, copying, using, or holding out as your own, material that was written or created by someone else, without permission of, and attribution to, the author/creator?

10. Posting or distributing confidential or inappropriate information meant to harass, intimidate, or embarrass others.
 11. Allowing someone else to use your account or password or not preventing unauthorized access to Technology Resources when leaving them unattended.
 12. Using or soliciting the use of, or attempting to use or discover the account information or password of, another user.
 13. Attempting to or successfully disabling security features, including technology protection measures required under the Children's Internet Protection Act ("CIPA").
 14. Misusing equipment or altering system software without permission.
 15. Commercial for-profit activities, advertising, political lobbying, or sending mass mailings or spam. However, you may contact a public official to express an opinion on a topic of interest.
 16. Using the Technology Resources in any way that violates any federal, state, or local law or rule, or the District's board policy or student handbook.
- G. You must promptly disclose to your teacher or other school employee any content you view or receive over the Technology Resources that is inappropriate or that makes you feel uncomfortable, harassed, threatened, or bullied, or that contains sexually explicit content. You should not delete such content until instructed to do so by a staff member.
- H. It is the policy of the District, as a recipient of certain federal funds, to monitor the online activities of its minor students and provide technology protection measures on its computers with Internet access designed to prevent minors from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors.
- I. It is the policy of the District to prohibit its minor students from (1) accessing inappropriate matter on the Internet; (2) engaging in hacking or other unlawful online activities; and (3) accessing materials that are harmful to minors. It is also the policy of the District to educate students about cyber bullying awareness and response and about appropriate online behavior, including disclosing, disseminating, or using personal information and safely and appropriately interacting with other individuals in social networking websites, chat rooms, by email, and other forms of direct electronic communications.
- J. The District does not guarantee that measures described in paragraphs H and I will provide any level of safety or security or that they will successfully block all inappropriate material from the District's students. You agree that you will not intentionally engage in any behavior that was intended to be prevented by paragraphs H and I.
- K. The District does not warrant or guarantee that its Technology Resources will meet any specific requirement, or that they will be error free or uninterrupted; nor will the District be liable for any damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the Technology Resources.
- L. You are responsible for the proper use of the Technology Resources and will be held accountable for any damage to or replacement of the Technology Resources caused by your inappropriate use.

I agree to follow this Agreement and all rules and regulations that may be added from time to time by the District or its Internet Service Provider. I also agree to follow all rules in the board policy and student handbook. Any additional rules, regulations, and policies are available in the main office. As a condition of using the Technology Resources, I agree to release the District and its board members,

agents, and employees, including its Internet Service Provider, from all liability related to my use or inability to use the Technology Resources.

I understand that data I send or receive over the Technology Resources is not private. I consent to having the District monitor and inspect my use of the Technology Resources, including any electronic communications that I send or receive through the Technology Resources.

Children's Online Privacy Protection Act and Verifiable Parental Consent

(For students under the age of 13)

In order for the District to continue to be able to provide your student with the most effective web-based tools and applications for learning, we need to abide by federal regulations that require a parental signature as outlined below.

- The District utilizes several computer software applications and web-based services, operated not by the District but by third parties. (These include Google Apps for Education and similar educational programs.)
- In order for students to use these programs and services, certain personal identifying information, generally the student's name and email address, must be provided to the website operator. Under federal law, these websites must provide parental notification and obtain parental consent before collecting personal information from students under the age of 13.
- The law permits schools such as Wayne-Westland Schools to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent given directly to the website operator.
- This form will constitute consent for the District to provide personal identifying information for your student consisting of first name, last name, email address and user name.
- This form will constitute that, as a condition of your student's use of the technology resources, you release the District and its Board of Education ("Board") members, agents and employees, including its internet service provider, from all liability related to your student's use of, or inability to use the technology resources. You also indemnify the District and its Board members, agents and employees, including its internet service provider, for any fees, expenses or damages incurred as a result of your student's use, or misuse, of the District's technology resources.
- You authorize the District to consent to the sharing of information about your student to website operators as necessary to enable your student to participate in any program, course or assignment requiring such consent under the Children's Online Privacy Protection Act (COPPA).
- You understand that data your student sends or receives over the technology resources is not private. You consent to having the District monitor and inspect your student's use of the technology resources, including any electronic communications that your student sends or receives through the technology resources.
- You understand and agree that your student will not be able to use the District's technology resources until this agreement has been initiated and signed by both you and your student.
- Please be advised that without receipt of the attached initial/signature form, your enrollment package will not be considered complete as the District will be unable to provide your student with the resources, teaching and curriculum offered by our learning program.

WWCSD Acceptable Use of Technology and Network District Policy

Wayne-Westland Community Schools encourages and promotes the educational use of technology in our schools. To ensure students, staff and parents take full advantage of the technologies available, all uses of technology in the school district must have proper authorization and adhere to district policies. All use of technology is a privilege, not a right and must be in support of and consistent with the purposes and stated goals of the school district. There are no inherent warranties for technological resources that Wayne-Westland is providing. Wayne -Westland reserves the right to monitor network activity.

Guidelines:

- Students will use technology as authorized by appropriate school personnel.
- Only software legally owned and/or authorized by the district may be put on district computers.
- All network activities will be legal and appropriate use.
- Prior approval of the building principal and district web manager is needed to place anything on the building or district web pages.

Technology and Safety Rules

Technology users will:

- Comply with district policies, rules, and regulations.
- Use networks and technology in support of Wayne-Westland's educational goals.
- Obey all district, state, and national copyright laws.
- Report to the building administrator or teacher any misuse of networks and/or technology.
- Use district equipment responsibly; respect individual work, files, programs, and security.
- Hold harmless Wayne-Westland Community Schools from any and all claims or damages of any nature arising from access, use or inability to access or use the technology or network

Technology users will not:

- Intentionally tamper with computer or network components in a way that makes them temporarily or permanently inoperable.
- Access, vandalize or modify anyone else's account, data, files and/or password without the authorization of the network administrator or building principal.
- Use district technology for commercial or 'for profit' purposes.
- Use district technology to impersonate another, obtain illegal copies of software or audio, text, video materials for which Wayne-Westland does not have ownership.
- Use district technology to send or intentionally receive messages that are inflammatory, harassing in nature, sexist, racist or otherwise inappropriate.
- Disclose confidential information, passwords, or access codes.
- Post personal information (such as address or phone number), credit card numbers, bank account numbers, or any other financial information
- Use district technology to distribute materials that:

1. Violates the Family Education Rights and Privacy Act, which affords students certain rights with respect to their education records.
2. Jeopardizes the health and safety of students; is obscene, pornographic or libelous;
3. Causes disruption of school activities;
4. Plagiarizes the work of others;
5. Is a commercial advertisement or;
6. Has not been approved by the building administrator, network administrator or web manager.