MOSES LAKE
SCHOOL DISTRICT

STUDENT/PARENT

TECHNOLOGY HANDBOOK

MOSES LAKE SCHOOL DISTRICT 2025/2026

Table of Contents

Digital Technology Acceptable Use

Vision

Beginning in the 2024/25 and continuing into the 2025/26 school year, Moses Lake School District transitioned from a 1:1 Chromebook program to classroom sets of devices. This change is designed to optimize the use of technology in our classrooms and to streamline the availability of resources during school hours.

Moses Lake School District is committed to equipping students with the tools necessary to thrive in a 21st-century classroom. The focus is on providing classroom-based technology access to enhance and extend learning opportunities.

Moses Lake School District is committed to integrating technology in the classroom to:

- Promote student engagement and enthusiasm for learning.
- Encourage collaboration among students, teachers, parents, community members, and people throughout the nation through interactive networking and collaboration opportunities.
- Reduce the use of printed worksheets and workbooks.
- Guide students in their learning and production of knowledge.
- Allow students access to information, along with the opportunity to connect it to their learning in a meaningful manner.

Digital Citizenship will be taught to all students enrolled at Moses Lake School District. Within this curriculum students will be educated on acceptable standards of online behavior. While we do our best to provide filters on our system to ensure the safety of our students, it is important that parents and teachers work together to continue the conversation of how students can stay safe and use online resources in an ethical manner.

Student/Parent Rights and Responsibilities

Students and parents are expected to follow Moses Lake School District's policies and procedures regarding any technology used at school or checked out at school to be used at home. Students and parents agree to use all School District equipment in a safe and ethical manner. The equipment subject to this agreement includes all computer and electronic devices used at school:

- Desktop Computers
- Laptops
- Chromebooks
- iPads
- Flash drives
- Headphones

If a parent does not want their student to use technology as part of their education experience, an opt-out form must be completed (Available at the end of this handbook) and signed at the MLSD Learning Services Center located at 1620 S Pioneer Way, Moses Lake, WA. For additional information, please contact the MLSD Learning Services Center at 509.766.2650.

The primary goal of classroom technology within Moses Lake SChool District is to provide all students with equal access/opportunities to learn new information and enrich learning experiences. While technology can provide new and exciting learning experiences for all students, it is important that students understand their responsibilities and use all technology in a safe and ethical manner in order to maintain the privilege of using the computer and/or other electronic devices in the District.

The following information outlines how students will use technology in a safe and ethical manner, as well as information on behaviors that would be considered unacceptable and in violation of our stated policies.

To ensure a full understanding of student rights and responsibilities parents/students need to know:

- Network resources include all aspects of the District's technology equipment- including computer, printers, scanners, and other peripherals, as well as:
- Email, Internet services, servers, network files and folders, and all other technology-related equipment and services.
- These rules apply to the use of the District's network resources while on or off campus.

General Responsibilities

- ***Students will*** only access the system for educational purposes during school hours (this includes the use of cameras, videos, and printers in the building).
- ***Students will*** create files, projects, videos, webpages, podcasts, and other activities using electronic resources that are directly related to classroom content and curriculum, or as directed by a teacher/administrator.
- ***Students will*** use proper etiquette and codes of conduct in electronic communication. All communications via electronic resources should be assumed to be public record.
- ***Students will*** keep passwords and personal information private and only access their authorized account.
- ***Students will*** observe and respect license and copyright agreements.

Students will not use network resources

- To create, send, share, access or download material which is abusive, hateful, threatening, harassing or sexually explicit. Electronic communication (from school or home) that is identified as cyber-bullying is illegal, and will be dealt with by the building and/or district administration.

- To download, stream or listen to Internet based music, video, and large image files that are not for school work, as this slows the performance of the network for all users. The District's Technology Department will monitor the network for violations.
- To give out personal information including home address and/or telephone number(s).
- To access the data or account of another user.
- To download, copy, duplicate, or distribute copyrighted materials without specific written permission of the copyright owner.
- To video staff or other students without their consent or knowledge. This includes:
    - Video recording
    - Webcams
    - Cameras
    - Cell phones
    - Or any other digital device
- To attempt to defeat or bypass the District Internet content filters that are in place to block inappropriate content, or to conceal inappropriate activity.
- To use any electronic resources for unlawful purposes.

Student Access and Monitoring

- The computer is the property of the Moses Lake School District, and has the right to search the computer at any time.
- The District's filter allows the district to block websites which are inappropriate for students while using district devices.
- If devices are taken off campus, students can access the Internet if available to them in their home or other locations. If you do not have home Internet access and/or cannot afford the monthly service fee, please contact the MLSD Technology Office at 509.766.2698 for information about free or reduced Internet services.
- Students who access inappropriate sites during the school day or are accessing sites that are not related to the class they are in will face disciplinary action from the teacher and/or administration.
- If sites are accessed by accident (which does occur at times) it is recommended that the student immediately move to another site, and report the incident to an adult.
- If a student can't remember their Google G Suite password, it can be reset by using the ***Password Reset Portal*** located at http://mlsd161.org/passwordreset. (Please note: each student must set up a security question first before their password can be reset.)

Loss or Theft of Computer

- If it is determined that the loss or damage is due to student negligence, the student and/or parent is financially responsible for the replacement of the device.

Earbuds/Headphones

- The use of ear buds and/or headphone in class and/or during study times are at the teacher/supervisor's discretion.
- Earbuds will not be provided by Moses Lake School District.

Student Printer Use

- Students will have access to printers in the school, but will need to have teacher/supervisor permission before printing.
- Students are only allowed to print one copy of any document unless given permission by their teacher/supervisor.
- Anything that is printed from the student computers will be directly related to teaching and learning.

Appendix - Internet Safety

Internet Safety for Children

The Internet offers vast resources for learning and connecting with others, but it also presents safety and privacy risks, especially for minors. Here are updated strategies to keep children safe online:

- **Start Early with Internet Safety Education:** Begin conversations about online safety as soon as children start using digital devices. It's never too early to teach them the basics of safe internet practices.
- **Supervise and Engage:** Keep digital devices in common areas of the home where you can monitor their use. Engage with your child's online activities by discussing the websites they visit and the people they interact with.
- **Set Up Parental Controls and Safe Search Engines:** Use updated, age-appropriate filtering and monitoring software to control access to content. Make sure these controls are regularly updated to reflect the latest security standards.
- **Promote Open Communication:** Encourage children to talk about anything unusual or uncomfortable they encounter online. Emphasize that they should not feel embarrassed or afraid to ask for help.
- **Keep Personal Information Private:** Teach children never to share passwords, personal details, or any sensitive information online, even with friends.
- **Avoid Interacting with Unknown Individuals:** Discourage your child from entering private chat rooms or accepting friend requests from strangers, as these can be avenues for inappropriate contact or exploitation.
- **Recognize and Avoid Scams:** Educate children about common internet scams, such as phishing attempts and fraudulent links, and instruct them never to click on suspicious links or provide information to unverified sources.

Social Networking

Social media platforms continue to be popular among young users, but they come with inherent risks. Here's a brief on some common platforms and safety measures:

The basics on some popular social networks:

- **Facebook, Instagram, and TikTok:** These platforms allow users to share content and connect with friends but require users to be at least 13 years old. Emphasize privacy settings and regularly review what your child posts to ensure their safety.
- **YouTube and TikTok:** Video content is widely accessible, and while some content is educational, children can also encounter inappropriate material. Use restricted modes and monitor video consumption closely.

- **Discord and Similar Platforms:** Often used for gaming and group chats, these platforms can expose children to strangers. Ensure that privacy settings are optimized and that your child understands the risks of communicating with unknown individuals.

Protecting Your Identity Online

- **Strong Password Practices:** Continue to emphasize the importance of using complex passwords that combine letters, symbols, and numbers. Consider using a password manager for added security.
- **Enable Two-Factor Authentication (2FA):** Where possible, enable 2FA on your child's accounts to provide an additional layer of security beyond just a password.

Password Do's and Don'ts

- **Do** use a mix of letters, symbols and numbers.
- **Do not** use sequences (123 or abc) or personal information such as your birth date.
- **Do not** use easy dictionary words.
- **Do not** reuse old passwords.

Phishing and Scams

- **New Phishing Tactics:** Scammers are becoming more sophisticated, using social media and text messages to lure victims. Teach children to recognize these tactics and avoid interacting with suspicious content.
- **Verify Before You Click:** Always verify the authenticity of a link or sender before clicking, especially if the communication requests personal or financial information.

Malware and Viruses

Install and Update Security Software: Ensure that all devices have updated antivirus and security software to protect against malware that can steal information or damage the device.

General Reminder

Ongoing Education and Vigilance: Internet safety is an ongoing conversation. Regularly update your knowledge about new apps and potential threats, and continue to foster an environment where children feel safe discussing their online experiences.

Questions? Concerns? Please contact the MLSD Technology Office at 509.766.2698