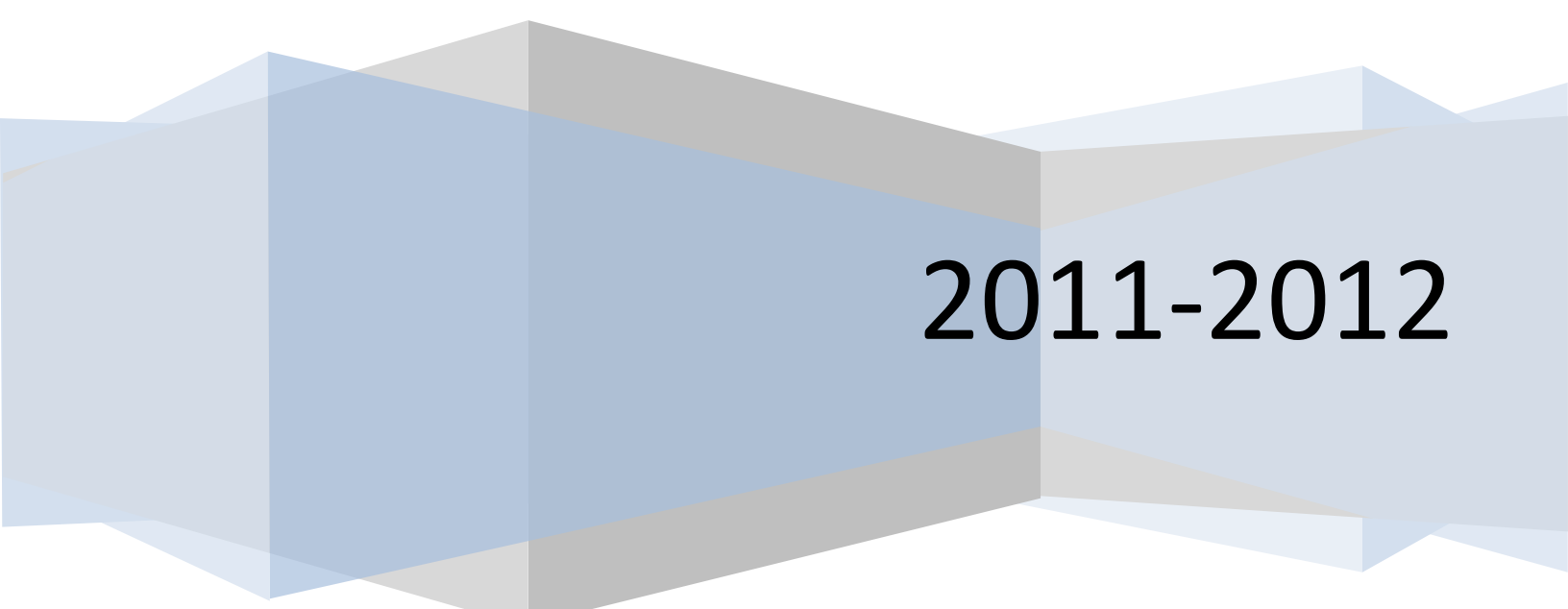


The Bartholomew Consolidated School Corporation Technology Handbook



2011-2012

Table of Contents

Introduction	3
Information for everyone	3
Student Access	3
Internet Safety	3
Network Use	3
General Device Rules	3
Loss, Theft or Vandalism	3
Responsible Participation	4
Inappropriate Content	4
File Management and Deleting Files.....	4
Loaning or Borrowing Devices Among Peers	4
Music, Videos, Games, or Programs	4
Transporting Devices	4
Student Activities Strictly Prohibited	4
BCSC-owned Device	6
Ownership and Use.....	6
Devices in for Repair	6
Maintenance Fee	6
Student Owned Devices.....	8
Ownership and Use.....	8
Frequently Asked Questions	9
Pilot Specific.....	9
Students	10
Staff	13

Introduction

Welcome to Bartholomew Consolidated School Corporation's Technology Handbook. BCSC believes technology can and should be an integral part of each student's education. When used appropriately, technology is a tool which can help prepare them for the 21st Century post-secondary education and work environments. This handbook provides students, parents and teachers with overview information about the use of both BCSC-owned and student-owned technology. Through the receipt of this handbook and the use of BCSC's wireless network, you agree to the terms and conditions. Specific information related to BCSC policies can be found at our website, www.bcsc.k12.in.us, under the tab, "Our District".

Information for everyone

This introductory section lays out the risks about which individuals should be aware when utilizing technology.

Student Access

While BCSC is providing wireless connectivity as a student service, we cannot offer guarantees that any use of the wireless connection is in any way secure nor that any privacy can be protected when using this wireless connection. While students will have access to the BCSC student wireless network through individualized logins, the use of this network is entirely at the risk of the user (i.e., the student). BCSC is not responsible for any loss of any information that may arise from the use of the wireless connection, or for any loss, injury, or damages resulting from the use of the wireless connection.

Internet Safety

BCSC employs an Internet filter to protect students from material that can be potentially dangerous to minors on the Internet. As a requirement of all public schools under The Children's Internet Protection Act (CIPA), all sites are filtered and some sites are blocked on the BCSC network. When students use BCSC-owned devices outside of school, a mobile filter is in use. Please note that students are in violation of Corporation policy if they bypass the Internet filter. Finally, BCSC holds the academic expectation that students will visit only those sites related to their coursework.

Network Use

BCSC believes the use of the network is a privilege and that each student is responsible for what he/she says and does on the network. Network administrators will make reasonable efforts to maintain reliable service. They cannot, however, absolutely guarantee that the system will always be available or operating correctly. Student users should assume that none of their data is private or confidential. Any communication or data may be subject to review by network or school administration.

General Device Rules

Loss, Theft or Vandalism

Students, parents and teachers should be aware of procedures in case of loss, theft or vandalism of BCSC-owned or student-owned devices.

- In case of loss, theft, vandalism and other criminal acts occurring at school, a report must be filed by the student or parent within 48 hours of the occurrence with the building administration. Theft or vandalism incidents occurring off campus must be reported to the appropriate police authority by the parent and the police report number must be delivered to the building's administration within 48 hours. BCSC may choose to remotely disable the device in order to protect the device and/or data on the device.

Responsible Participation

- Technology is a tool that enhances learning and is an essential part of the classroom. Therefore, students are required to bring their device fully charged to school each day. When students leave their device at home they are responsible for completing their coursework as if their device were present.

Inappropriate Content

- BCSC expects students to make appropriate choices around the content viewed and stored on both BCSC-owned and student-owned devices. Inappropriate content will not be allowed on BCSC-owned devices nor on devices brought by students. Inappropriate content includes but is not limited to content that is profane, threatening, pornographic, obscene, or sexually explicit.

File Management and Deleting Files

- File management, storage and usage are a crucial part of education. Students should be aware of where they store their work and ask when they are unsure of where files should be stored or files that look unfamiliar. Students must not delete any folders or files that they did not create or that they do not recognize. The deletion of certain files will result in a computer failure and will interfere with students' ability to complete class work. Violations could result in disciplinary action(s).

Loaning or Borrowing Devices Among Peers

- Students must maintain control and ownership of their devices at all times. They may not loan BCSC-owned or student-owned devices to other students.
- Due to safety and device management issues, students may not borrow a device from another student.
- Passwords and usernames are critical components of security in all environments; therefore, students must keep their passwords and usernames private.

Music, Videos, Games, or Programs

- Because of copyright laws, music, videos and games may not be downloaded or streamed over the Internet. The illegal downloading and distribution of copyrighted works are serious offenses that carry with them the risk of substantial monetary damages and, in some cases, criminal prosecution. Copyright infringement also violates the Corporation's Copyright Works Policy (2531) and could lead to limitation or suspension of the Corporation's Internet service. To see more about copyright issues at www.respectcopyrights.org

Transporting Devices

- To prevent hard drive damage, devices must be placed in standby whenever they are being moved or carried from one location to another

Student Activities Strictly Prohibited

Below is a list of items which BCSC has deemed non-negotiable based on student safety, appropriate use, and laws to which BCSC is held accountable. Violations will result in disciplinary action(s). Please be sure to review this list.

- Vandalizing (any malicious attempt to harm or destroy hardware, software, or data) school equipment
- Participating in credit card fraud, electronic forgery or other forms of illegal behavior
- Using anonymous and/or false communications such as MSN Messenger, Yahoo Messenger

- Spamming/sending mass or inappropriate emails
- Vandalizing (any malicious attempt to harm or destroy hardware, software or data) school equipment
- Using messaging services and chat rooms (i.e.: MSN Messenger, ICQ, etc.) without prior staff permission
- Illegally installing or transmitting copyrighted materials
- Using sites selling term papers, book reports and other forms of student work
- Transmitting or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Accessing another person's account or computer without their consent or knowledge
- Using someone else's portable device to access a wireless Internet connection (i.e., hot spot)
- Downloading non-school appropriate applications
- Bypassing the Bartholomew Consolidated School Corporation web filter through a web proxy
- Using Internet/Computer Games against Corporation policy
- Any action violating existing Board policy or public law
- Any activities deemed inappropriate by Bartholomew Consolidated School Corporation.

BCSC-owned Device

BCSC believes it is important for students to have access to technology. BCSC understands that not all students can afford personal technology (i.e., their own computer or device that can access the World Wide Web). BCSC will provide these students a portable computing device. According to Board Policy (7540.01A), it is the expectation of BCSC that these computers will be used for the sole purpose of the student's education. This means that the computer cannot be used for a business or for entertainment purposes.

Ownership and Use

For a student to use BCSC-owned devices, students must comply at all times with this BCSC Technology Use Handbook and BCSC's Student Network & Internet Acceptable Use and Safety Agreement (in your student handbook). Failure to comply may terminate the student's rights of possession effective immediately and the Corporation may repossess the property.

The BCSC-owned device is the legal property of the Corporation. While some teachers may allow students to take these devices off of the property (e.g., home), the devices remain the legal property of BCSC.

The student has the right to use the BCSC-owned device until the last day of the school year unless that student is expelled by the Corporation, the student withdraws from the Corporation, or that the student's access to the device has been terminated due to discipline issues.

If the student does not comply with all terms of the BCSC Technology Use Handbook, including the timely return of the device, the Corporation shall be entitled to declare the student in default and come to student's place of residence, or other location of the device, to take possession of the device.

A student's failure to timely return the device and the continued use of it for non-school purposes without the Corporation's consent may be considered unlawful appropriation of the Corporation's device. Also in reference to Administrative Guideline 5513.C.2, Seniors will not be permitted to participate in graduation ceremonies until all past fees are paid.

Devices in for Repair

If a BCSC-owned device fails, the student is responsible for notifying the teacher, submitting a work order request to have the device repaired, and delivering the device to the building's technology office. BCSC will determine whether a loaner or replacement device is warranted.

Maintenance Fee

BCSC-owned devices are not the property of the students using them. Other students will eventually use the same devices, thus, it is important that devices are well cared for and responsibly handled. At times, a device might be damaged, lost or stolen. Students, parents and teachers need to be aware of the fee structured involved if such acts take place.

- If the property is damaged, lost or stolen, students are responsible for the reasonable cost of repair or its fair market value on the date of loss. Under BCSC Board approved policy 5513, students/parents are responsible for reasonable cost of repair for deliberately damaged devices. Loss or theft of the property must be reported to the Corporation within 48 hours after the occurrence. Student will be charged the Fair Market Value of the device/netbook if lost and not reported, deliberately damaged, or vandalized.

- Students found with illegal files on their BCSC device, will have their device confiscated and re-imaged with a \$15 reimage fee assessed. Additionally, student may face disciplinary actions.

Fair Market Value	
Age of Device/Netbook	Value
1 year or less	\$ 400
2 years	\$ 300
3 years	\$ 200
4 years	\$ 100

Table of Estimated Repair Pricing	
Loss, Deliberate Damage, or Neglect	Repair /Replacement Costs
Broken Screen	\$ 85
Keyboard	\$ 25
Power Adapter + Cord	\$ 19
Battery	\$ 65
Re-image of Hard Drive due to violation of Acceptable Use Policy or other damages (graffiti, illegal software)	\$ 15
Abandonment Fee (if eventually found)	\$ 15
Approved Backpack or Device Case	\$ 20

The costs of any other parts needed for repairs will be based on the cost of the replacement parts at that time.

Student Owned Devices

In order to maintain a safe environment for all student users, students who bring their own technology must sign on to the BCSC student wireless network and accept the terms of service in order to use the BCSC network. All students will have filtered Internet access just as they would on a BCSC-owned device. (Note: This will not affect students' abilities to login to their own home or other networks when away from school.)

All approved devices must be portable, allow wireless access to the Internet through a fully functional web browser, be capable of accessing the BCSC student wireless network, and be suitable for instructional purposes as defined by the classroom teacher. Use of personal cellular services must follow BCSC and building-level policies.

Ownership and Use

Students must keep their own devices secure. BCSC, nor its staff or employees is liable for any device stolen or damaged on campus. If a device is stolen or damaged, it will be handled through the administrative office in the same manner as other personal items that are impacted in similar situations.

Though BCSC intends student-owned technology to become an important part of instruction, the use of personal technology to provide educational material is not a necessity; instead, it is a privilege. BCSC expects all students to utilize technology respectfully and in ways that benefit the learning environment. However, when technology is abused, privileges will be taken away.

Frequently Asked Questions

Pilot Specific

I have turned in my signed release form acknowledging that I have read the BCSC Acceptable Use Handbook. Can I start bringing my device to school?

Answer: Beginning October 24th (or when determined by the classroom teacher), pilot school teachers and students can bring personal devices approved for use to school after turning in the release form, the Student Network & Internet Acceptable Use & Safety Agreement, and the Notification to Parents Regarding Accounts for Computer Networks and submitting an acknowledgement of having read and understood this handbook.

Why can't my friend bring his device to school? We sit in resource together.

Answer: We are limiting this privilege to pilot project students and BCSC staff. Student participation in this pilot will help us determine the best way to carry out this plan on other campuses. We will learn from student usage and issues so that next year we will be able to make the needed changes and add to the program for other users.

Where can I see the Student Network & Internet Acceptable Use & Safety Agreement, and the Notification to Parents Regarding Accounts for Computer Networks?

Answer: Board policy is available online at the following link: www.bsc.k12.in.us

I have read the terms of service and I do not wish to have my daughter accessing the Internet using her own device. Is this allowable in this pilot plan?

Answer: You may choose for your daughter to not accept the terms of use required for bringing a personal device to school. Your daughter will still need to submit the Student Network and Internet Acceptable Use & Safety Agreement to use Corporation owned devices. The school will provide, whenever possible, a Corporation owned device for use within the class period as needed for instructional purposes at the discretion of the teacher.

Will students have access to any common software packages via the BCSC student wireless network access?

Answer: No, students will not access software through the BCSC network; however, locally installed software packages will be available. This means, students will be able to use the software that is already on their devices even when using the BCSC student wireless network. We will continue to evaluate the pilot and the needs for the future and make changes based on campus recommendations. Students will have access to their Google Apps accounts which provide access to a suite of tools that are compatible with the Corporation office suite.

Students

I have my device with me in class. How do I get on the Internet now?

Answer: Most devices or other personal devices will detect a wireless connection when you are near one. Most of the time your technology device will ask if you would like to join the BCSC network. When prompted, choose BCSC wireless from the list. Once you choose the BCSC student wireless network, you will be prompted to accept the terms of service. Read this carefully so you will know what is expected.

My device is not prompting me to choose a wireless network. Is there another way to connect?

Answer: In the settings menu of your device there is usually an icon for a network, go to this icon and choose BCSC wireless from the list or prompt your device to look for wireless networks in range. Always consult your device's owner's manual for exact directions on accessing a wireless network.

I brought my iPad to school to use in the classroom, but my teacher said I couldn't use it in her classroom. Can I still use it?

Answer: The teacher in the classroom has the final say on procedures in the classroom. If he or she asks students not to use your technology tool, then you should follow those directions.

I just can't get my device to connect to the BCSC student wireless network. Can I get some help from someone?

Answer: It is not the responsibility of your teachers or other BCSC staff to troubleshoot student-owned devices. Check your owner's manual for issues concerning connectivity.

I need to save my work to the BCSC student wireless network. Why can't I access this resource?

Answer: Students are on the BCSC student wireless network. It is not the same as the network students would normally access from a campus computer. Students will not see a shared folder, so you will need to save your work in another place. Some options include a flash drive or your own hard drive.

I need to print the spreadsheet I just created. Why is there no printer listed when I try this?

Answer: Like the shared folders, printers are networked differently on the campus and will not be available when students login to the student wireless network. Some printing solutions include: emailing the document through your BCSC wireless student account to your teacher to print or saving it to a flash drive and printing it from home or another campus computer. Keep in mind that using campus printers in the classroom or other learning spaces is at the discretion of the teacher or other campus administrator.

My device was stolen when I brought it to school. Who should I contact about this?

Answer: Bringing your own technology tools to school can be useful; however, some risks are involved as well. It is always a good idea to record the device's serial number in case of theft. BCSC is not responsible for the theft of a device nor are we responsible for any damage done to the device while at school. Any time a theft occurs, you should contact a school administrator to make him/her aware of the offense. See page 2 of the handbook for this information.

Why am I filtered on my own computer? Shouldn't I be able to see what I want to on my own device?

Answer: Internet filtering is a requirement of all public schools. The Children’s Internet Protection Act (CIPA) requires all network access to be filtered, regardless of the device students use to access it while in a public school. The network students are using while at school belongs to BCSC and will be filtered.

I have a data plan from a provider (AT&T, Sprint, Verizon etc.) on my digital device that allows Internet access without using the BCSC wireless access. Is this allowable?

Answer: Students are expected to follow the submitted acceptable use procedures when accessing the Internet through any device. All students are expected to use the BCSC student login to access the Internet. You should not access the Internet through any cellular data provider while on campus.

Am I still held accountable for the Student Network & Internet Acceptable Use & Safety Agreement I signed at the beginning of the school year even though this is my own personal computer?

Answer: Yes. The Acceptable Use Policy for BCSC remains in effect even when you are using your own device, smartphone, iPad, etc. Each time you attempt to access the BCSC student wireless network at school you will be prompted to accept the terms of service which include the Acceptable Use & Safety Agreement (AUP). Violating the terms of the AUP is a student code of conduct violation (5500 – Student Conduct) and will be dealt with on the campus with a campus administrator.

Parents

My son is bringing his iPad to school for instructional purposes. Will he have access to things he normally does with Corporation equipment?

Answer: Your son will have access to any of the web based software high school campuses currently use (databases, library search tools, Google apps suite of tools etc.). Software may run differently on different devices for varying reasons. Students should consult your owner's manual for software limitations. (Ex. iPads cannot run software requiring Flash Player)

As a parent, am I required to add additional software (virus protection, filter, tracking device etc.) to my child's technology tool?

Answer: No. Currently we are not requiring any additional software for school use. Virus protection is always advised, but not required. While on the BCSC student wireless network, students will be monitored through the Corporation's filter, so there is no need for additional filtering software.

If my daughter's Device is stolen or damaged, what recourse can I take?

Answer: The Corporation is not responsible for any damage or theft of student owned equipment. Keeping track of the device's serial number, model and type at home is suggested. Theft or vandalism of any kind should be reported immediately to a campus administrator, so he/she can take the appropriate steps.

What are the campus/classroom rules for using student owned devices including phones?

Answer: Teachers make the final decision for any tools used in the classroom; student owned equipment would be no different. Your student will log into the BCSC student wireless network wirelessly and is expected to comply with the information in this handbook and the Student Network & Internet Acceptable Use & Safety Agreement. It will be up to the individual teachers to communicate their expectations to parents and students. Contact your child's teachers or campus administration for his/her expectations.

Will my child have access to communication tools like email or message boards while on the BCSC student wireless network?

Answer: Yes. Individual classroom teachers can set up accounts within Moodle providing a safe environment for communication. Other communication tools and digital storage tools will be used to save and retrieve work.

Staff

Some of my students cannot access the BCSC student wireless network on their devices or phones. I don't have time in a class period to help them with this. Should I put in a help request or call the help desk?

Answer: No. Students who cannot access the BCSC wireless student network or who may have technical issues with their technology tool need to take care of this issue by working with their user's manual that came with the device out of the classroom. These are not BCSC devices and the Corporation is not allocating resources at this time to troubleshoot issues. It is not a staff member's responsibility of BCSC staff to ensure that student owned technology is functioning properly.

I have students and staff on my campus who are accessing the Internet using their provider's data plan (AT&T, Sprint, Verizon etc.) on their smart phones or devices, hence bypassing the filter. Is this allowable?

Answer: Students are expected to follow the submitted acceptable use procedures when accessing the Internet through any device.

I have my own device and a smart phone. I would like to utilize these tools at work. Does this new plan include campus staff?

Answer: Yes. Campus staff can also access the BCSC student wireless network. Keep in mind that the student wireless network is going to be filtered at the student level for everyone accessing it. Campus printers will not be accessible with student-own devices as well.

One of my students was using his device to bully another student on campus. How do I handle this?

Answer: Any disciplinary infractions that occur from using technology tools should be referred to a campus administrator. This would be a student code of conduct issue.

What shall I do if one of my student's devices is damaged or stolen?

Answer: Any theft issues should be handled as students normally would on his/her campus. BCSC is not responsible for any damage or theft of student owned technology tools. It would be good to remind students to keep a record of the device's serial number just in case a theft occurs.

Students and parents/guardians participating in bring-your-own-device (BYOD) must adhere to all Board policies and the Student Network & Internet Acceptable Use & Safety Agreement. Board policies can be viewed at the Corporation's website: www.besc.k12.in.us.

My classroom is not conducive to student owned technology. Am I required to allow my students to access their technology tools in the classroom?

Answer: We encourage teachers to leverage student owned technology tools in their classroom for learning. The design of the lesson should be used to determine the best use of student provided technology and the rules that apply.