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Person : Person

University School of Nashville
Middle School Laptop and Tablet Handbook
August 2015
Laptop/iPad Security
Two primary forms of security exist: device security and Internet filtering. Each of the devices has a security program installed on it. USN strives to strike a balance between usability of the equipment and appropriate security to prevent the units from being damaged or damaging to the USN’s network.

Downloading and Installing Software
Security is in place on the device to prevent certain activities. These include downloading or installing software on the devices, removing software, changing system settings, etc.

Internet Filtering at Home
To help parents monitor their child’s computer use at home, applying filters to internet access is strongly encouraged. Parents will receive recommendations on how to do this effectively at the orientation sessions.

Questions?
Please direct them to Jeff Greenfield, Head of Middle School or John Westberry, Middle School Technology Director.

With permission, this handbook is modeled after that of the Kent School District in Kent, Washington and its 1:1 initiative. For more information, visit http://www.kent.k12.wa.us/Domain/567 http://www.projectred.org/
UNIVERSITY SCHOOL OF NASHVILLE
MISSION STATEMENT

University School of Nashville models the best educational practices. In an environment that represents the cultural and ethnic composition of greater Nashville, USN fosters each student’s intellectual, artistic, and athletic potential, valuing and inspiring integrity, creative expression, a love of learning and the pursuit of excellence.

THE FOUR R’s OF MIDDLE SCHOOL LIFE

The Middle School of USN strives to foster an environment where young people are valued more highly than program, content, or technology. Through a shared commitment to practicing honorable and respectful behavior, the Middle School community becomes a safe and trusting environment where Middle School children can grow and flourish.

The general guidelines for student behavior are communicated in four basic principles, which are reiterated often and posted in every Middle School classroom:

The Four R’s
Respect for Self
Respect for Others
Respect for Learning
Respect for the School

In accordance with these principles, students are expected to understand and demonstrate honesty, trustworthiness, self-discipline, decency, and tolerance.

Printing
At school:
Print only school-related and school-required documents
Print only one time. If there is an issue with printing, please resolve the issue first, cancel, then reprint

At Home:
Students have the ability to add printers by USB connection, disk, or downloading the required drivers for their printer.
There is limited support for troubleshooting printing at home

Copyright and Plagiarism
Students are expected to follow all copyright laws. Duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).

Technology Discipline
Discipline is progressive. Low-level, first-time infractions will have lesser consequences than infractions that are repetitive or more serious in nature. Refer to the USN Middle School Student-Parent Handbook for more detailed information.

Compliance Checks
Compliance checks (reviewing e-mail, Internet history, user profiles, etc.) may be conducted on a student’s computer at any time. These may be school-wide checks or conducted individually.
Web Cams:
Webcams are to be used responsibly and for educational purposes under the direction of a teacher at school or a parent at home.

Examples of appropriate use:
- Recording videos or taking pictures to include in an assigned project
- Recording oneself giving a speech for the purpose of self-critique and improvement

Listening to Music or Watching Movies
At school:
Listening to music/watching movies on your device is prohibited during school hours without permission from the teacher.

At home:
Listening to music/watching movies on your device (from a streaming website or CD/DVDs) is allowed at home with permission from parents/guardians.

Gaming
At school:
Online gaming is not allowed during school hours.

At home:
Online gaming is allowed at home if all of the following conditions are met:
- The content of the game is school appropriate
- You have permission from a parent or guardian
- No download of any kind is needed
  (You are not allowed to load personal software onto your computer. This means you may not put your own gaming CDs into the CD drive of the laptop.)

Instant Messaging/Chat
At school:
Instant-messaging/Google Chat is not allowed at school.

At home:
Instant messaging is allowed at home if the content of the messages is school appropriate and the student has permission from his/her parent/guardian.

Guiding Principles for 1:1 Technology Use in USN Middle School

The integration of 1:1 technology in middle school requires a high degree of parent-faculty collaboration in setting clear, developmentally appropriate boundaries for students, with a commitment to cultivating open and honest lines of communication about difficult subjects.

In a middle school 1:1 environment, both at home and at school, there must be understanding that students are developing self-regulation and decision-making skills. Explicit modeling and reasonable grade level expectations will be factored into programming and curriculum development.

The right balance of technology use in middle school emphasizes both affective and cognitive development of students.

There is value added to the educational experience of middle school students when technology enhances collaboration and exploration of subject matter and when it encourages a multi-faceted approach to instruction and understanding.

The purpose of all technology used in middle school is to support healthy, developmentally appropriate academic, social, and emotional growth of students in grades 5-8.
Overview

It is the policy of USN Middle School to maintain an environment that promotes ethical and responsible conduct in all electronic resource activities.

Students and families have the privilege of accessing the School’s network and the Internet. This opportunity to explore these resources comes with responsibilities to use them appropriately.

When using school-issued devices or the School’s network: Students and parents acknowledge the following:

1. All students are allowed access to electronic resources unless the school is notified in writing by the parent/guardian.

2. Devices are leased to students and remain the property of USN Middle School.

3. All users are accountable to all school, local, state, and federal laws.

4. All use of School-issued devices and network must support school program goals (exceptions require permission from teachers, parents or guardians).

5. Students and families must follow all guidelines set forth in this document and outlined by USN Middle School staff.

6. All rules and guidelines are in effect before, during, and after school hours for all USN Middle School devices whether on or off school campus.

7. All files stored on a School-issued device or the School’s network are the property of the School and are subject to regular review and monitoring.
   a. USN Middle School reviews and monitors all activity on the network for responsible use.
   b. Internet history and email checks may occur at the discretion of USN Middle School staff.

8. The term “equipment” or “technology” refers to laptops, iPads, batteries, power cord/chargers and other school-owned property. Each piece of equipment is issued as an educational resource.

9. Students are expected to keep the device issued to them in good condition. Failure to do so may result in repair or replacement costs.

Troubleshooting and Procedure for Receiving a Loaner

Student tries to fix the problem:

- If appropriate, students may ask a classmate for help
- Students may ask teacher if the teacher is available to help
- Students should be prepared with an alternative means in class (i.e., paper and pencil or another way to continue with learning goals)

If the problem can’t be resolved, the student will bring the device to the computer lab:

- Student will be issued a loaner device by the Technology Coordinator
- A Tech Help ticket will be created for the device

3. Student should save any work, if possible, to his/her Google Drive or an external device.

4. When the student’s original device is fixed and ready to be picked up, the student will receive an email to swap back.

G-Mail for Students and Google Tools

All USN Middle School students are issued a Google email/tools account. This allows students to safely and effectively communicate and collaborate with teachers and classmates.

Guidelines and Reminders:

- Email should be used for appropriate purposes only
- Email transmissions may be monitored by an adult at any time to ensure appropriate use Teachers and parents may check students’ emails. Parents/guardians should know student passwords
- All email and all content in a student’s account are property of USN
- Students should not delete trashed emails unless instructed to do so by a teacher. Deleting trashed e-mails will be interpreted as suspicious behavior and may warrant further investigation
- Email should only be used by the authorized owner of the account
- Students need to protect their passwords

Unacceptable Use Examples:

- Inappropriate forwards (e.g. jokes, chain letters, images)
- Harassment, profanity, obscenity
- Cyber-bullying, hate mail, discriminatory remarks
- Email for individual profit or gain, advertisement, or political activities
Device Use, Care, and Classroom Routines

**Storage in lockers:**
- Devices should be stored in a backpack, or on its side standing up
- Never pile things on top of a laptop or iPad
- Never leave on the bottom of the locker
- Never leave in the locker overnight. It should be taken home each day to be charged

**Transporting in hallways:**
- Keep your device in the USN case at all times
- Always use two hands to carry the device
- Never leave unattended for any reason
- Put to sleep before leaving class

**Classroom habits:**
- Center the device on the desk when in use
- Close the lid of the laptop before standing up
- Log off the device before walking away from it
- Follow all directions given by the teacher
- When the teacher is talking, have laptop in *listening position* (45 degree angle)
- When laptop is in use, have laptop in *learning position* (90 degree angle)
- When laptop is not in use, have laptop in *closed position*

**Care of Device at Home:**
- Keep the power cord/charger at home
- Keep the device in its shell case at all times, even when charging
- Charge the device fully each night
- Use the device in a common room of the home
- Store the device on a desk or table, never on the floor

**Protect the device from:**
- extreme heat or cold
- food and drinks
- small children
- Pets

**Traveling to and from School:**
- Sleep the device
- Do not leave the device in a vehicle
- Use a padded backpack or carry in a case using the handle or shoulder strap
- If you are ever in a situation when someone is threatening you for the device, give it to him/her and tell a staff member as soon as you arrive at school. (Stolen devices can be traced, although they may not always be recovered)

10. Laptop computers and iPads are subject to leasing terms with Apple.

11. Students are expected to report any damage to their device no later than the next school day.

12. Students who identify or know about a security problem are expected to convey the details to a teacher without discussing it with other students.

13. Students are expected to notify a teacher immediately if they come across information, images, or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.

14. All users are expected to follow existing copyright laws.

15. Students may only log in under their assigned username. Students may not share their password with other students.

16. Students may not loan devices or the accompanying components to other students for any reason. Students who do so are responsible for any loss of components.

17. Devices are issued to students with a standardized image already loaded. These images may not be altered or changed in any way.

18. USN Middle School may remove a user’s access to the network without notice at any time if the user is engaged in any unauthorized activity.

19. USN Middle School reserves the right to confiscate the device at any time.

20. Families are responsible for full replacement cost of any device that is lost or stolen.
Parent/Guardian Responsibilities
University School of Nashville makes every effort to equip parents with the necessary tools and information to ensure safe use of laptops away from campus. Parents/Guardians assume these primary responsibilities:

1. Familiarize themselves with USN’s policies, rules, and guidelines regarding laptops and iPads:
   This information is available in this handbook and the Middle School Student and Parent Handbook. Please contact Middle School Technology Coordinator John Westberry at jwestberry@usn.org with any questions.

2. Accept Liability:
The family is responsible for the cost of repair or replacement at the date of loss if the property is damaged, lost, stolen, or not returned. In the case of damage, families are insured for up to two occurrences with a $200 deductible each occurrence.

3. Monitor Student Use:
The parent/guardian must agree to monitor student use at home and away from school.
The best way to keep students safe and on task is to have a parent/guardian present and involved.

   • Investigate and apply parental controls available through your Internet Service Provider and/or your wireless router
   • Develop a set of rules/expectations for laptop use at home. Some websites provide parent/child agreements for you to sign
   • Only allow laptop use in common rooms of the home (e.g., living room or kitchen), and not in bedrooms
   • Demonstrate a genuine interest in what your child is doing on the laptop. Ask questions and request that he show you his work often

Device Rules and Guidelines
These rules and regulations are provided here so that students and parents are aware of the responsibilities students accept when they use a computer that is the property of the School. In general, efficient, ethical and legal use of all technology resources is required at all times. Violations of these rules and guidelines will result in disciplinary action.

Students receive training on their device at school during the first weeks of school. Below you will find a summary of the main points of each training topic.

Electronic Resource Policy and Acceptable Use Procedures

General Guidelines:
All use of technology must:

   • Support school program goals (exceptions require permission from teachers, parents or guardians)
   • Devices may be used in classrooms only, when directed by a teacher. They may NOT be used in the hallway
   • Follow local, state, and federal laws

Security Reminders:

   • Do not share logins or passwords (exception: students are expected to share passwords with parents or guardians)
   • Do not develop programs to harass others, hack, bring in viruses, or change others’ files
   • Follow Internet safety guidelines

Internet Searches:
All files must be school-appropriate. Inappropriate materials include explicit or implicit references to:

   • Alcohol, tobacco or drugs
   • Excessive violence or disturbing images
   • Obscene language or nudity
   • Bullying or harassment
   • Discriminatory or prejudicial behavior