



2019-2020
Student Technology
Handbook

3rd-6th Grade Edition



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Nettleton School District
2019-2020

Introduction

The Nettleton School District has the opportunity to provide its 3rd - 6th Grade students with a tool to help actively engage all students in their learning through the Nettleton 1:1 Technology Initiative. The goal of the program is to provide the best education possible to all students with the tools needed to prepare them to be both college and career ready. Through the Nettleton 1:1 Technology Initiative, every Nettleton 3rd -6th graders will have access to a school issued iPad, to use while they are in school.

Issuing iPads to Students

After parents complete and return the Technology Handbook Form and the students receive training through an iPad orientation, students in 3rd - 6th grade will be issued an iPad with cover to be used at school as long as they are at UHSMA campus.

Terms of iPad Loan

Nettleton School District will issue an iPad to students in 3rd - 6th grade upon compliance with the following:

- Submission of this signed Student/Parent iPad Agreement
- Submission of signed District Student Handbook
- Completion of Student Orientation Training Session (during school hours)

Students may be subject to loss of privileges, disciplinary action and/or legal action in the event of intentional damage and/or violation of policies and guidelines as outlined in the Student/Parent Technology Handbook as well as the Nettleton School District Acceptable Use Policy. This policy can be found in the District Student Handbook.

iPads must be left in homeroom classroom at the end of each day. A 3rd - 6th Grade student is not to possess an iPad beyond school hours. It is never to come home with your child. The iPad is the property of the Nettleton School District. This is considered theft of property and will be reported to law enforcement.

Student Responsibilities

Students are responsible for charging their iPads in the cart at the end of each day.

Users are responsible for their actions and activities involving school-owned computers, networks and Internet services, and for their files, passwords, and accounts on school-owned equipment. Students who identify or know about a security problem are required to communicate the security problem to their teacher without discussing it with other students.

If students do not adhere to Nettleton School District's Responsible Use of Technology and Internet Safety Agreement, all Board policies, and the guidelines in this Student iPad Handbook, the privilege to use the iPad at school will be eliminated. The same rules and expectations for student conduct also apply to student use of computers. Intentional misuse or neglect can result in loss of laptop use, disciplinary action, and/or fines for any needed repairs or maintenance. The school administration will have final authority to decide appropriate disciplinary action if students are found to be responsible for any unacceptable activity.

Transporting iPads

The Nettleton School District will supply each student with a case for his or her assigned iPad. This case is designed to protect the iPad assigned to the student.

- Case must stay on the iPad at all times.
- iPads must be carried with two hands
- iPads must stay on stable surface at all times, if students are caught disobeying discipline can occur.

Technical Support and Repairs

The NPS Technology website is where you will find resources in PDF and video format.

With teacher permission, the student should report the problem to the help desk (Mrs. Speer at UHSMA) during operating hours. All repairs will be performed or managed by school-district personnel. Students, or teachers, are not allowed to attempt repairs themselves or contract with any other individual or business to repair any school-owned tablet. Every effort will be made to repair or replace the iPad in a timely fashion.

Student Storage and Saving Files

At the end of the school year all student files on the iPad hard drive will be deleted. Students will be required to use their school Google account to utilize Google Drive for cloud storage and file backup. If the student iPad crashes and files are lost, it is the student's responsibility to have the files saved elsewhere.

Loaning Equipment to Others

Students must only use their assigned iPad.

Monitoring and Supervision

Nettleton School District engages students in an Internet Safety program and instructs students in making appropriate choices regarding Internet use, content and web site selections. The Nettleton School District takes technical measures to filter Internet access to protect students from inappropriate content. School district personnel also have the ability to remotely monitor iPad usage while at school. These measures are in place to help protect our students and inform them of appropriate Internet content. However, no technical measure is failsafe. Ultimately it is the responsibility of the student to practice internet safety and use the resources appropriately to access educational material.

A search of the iPad and student files may be conducted if there is suspicion that any policies, procedures, or guidelines have been violated. Students will provide access to the iPad and any accessories assigned to them upon request by the school or district. During a search, any materials accessed using the school iPads are subject to search, and there is no expectation of privacy. If unreported damage is found during an inspection, students may face possible disciplinary action.

Internet Use

Students will be allowed access to the Internet at school through the school's network and every attempt will be made to supervise and filter content students may access. Nettleton Public Schools will provide Internet content filtering software for the iPads while connecting to the Internet from school, which will meet the Children's Internet Protection Act (CIPA) guidelines. It is the responsibility of the student to appropriately use the laptop, network, and the Internet. Students should notify a teacher if they access information or messages that are inappropriate, dangerous, threatening or make them feel uncomfortable. Nettleton School District will not be responsible for any harm suffered while on the network or the Internet.

Email

Students will be using the Nettleton Public Schools Google platform as their email account for school. When email is sent, the name and user identification is included in the email message. Students are responsible for all email they send. In association with any investigation, email, stored data, transmitted data, or any use of online services are not confidential and will be made available to district, local, state, and federal officials.

Internet Safety

As a part of the Nettleton School District curriculum, students will be instructed about appropriate online behavior, including interacting with other individuals on social networking web sites. Lessons will also be provided to create an environment free of cyber-bullying in compliance with Arkansas State Law.

STUDENT INTERNET USE RESPONSIBILITIES:

- Immediately report any unauthorized activity on the network or Internet.
- Notify a teacher immediately if you accidentally access an inappropriate site.
- Never read someone else's email or open their files or folders without permission.
- Never use or transmit anything with racist, abusive, threatening, demeaning, slanderous, objectionable, sexually explicit, or inflammatory content.
- Never arrange to meet an Internet contact in person.
- Observe all copyright laws; do not claim authorship of work copied from a website or from any other source; accurately cite sources of information.
- Protect your user account by keeping your passwords secure..
- All email, network, and Internet activity is the responsibility of the individual whose account is logged in to the iPad at the time of the activity. If your account is logged in, you are responsible.
- Protect personal information. Never give full name, addresses, phone numbers, passwords, and social security numbers for yourself and others.
- Avoid online sites and materials that do not support the curriculum.

Cyber-Bullying

Cyber-bullying in any form is unacceptable. Students will not engage in any cyber-bullying activity, which may include efforts to harass, threaten, torment, embarrass or intimidate students or school staff through the use of an iPad. In situations in which cyber-bullying originates from off-campus conduct, but is brought to the attention of school officials, any disciplinary action will be based upon whether the conduct is determined to be materially and substantially disruptive of the school environment or have a direct and immediate effect on school safety or on maintaining order and discipline in the schools. Discipline for cyber-bullying will be handled on a case-by-case basis as deemed appropriate by the school principal. In addition, if a criminal act has been committed, it will be reported to local law enforcement.

Students will comply at all times with Board policies, the Responsible Use of Technology and Internet Safety Agreement, and this Technology Handbook.

Consequences

Consequences for non-compliance with the policies and procedures in these documents include disciplinary actions.. Any failure to comply may immediately end the student's right to access the iPad, or other devices or services. The student will also be subject to disciplinary action as set out in the Nettleton School District Student Code of Conduct. The school principal will have authority to decide appropriate consequences regarding non-compliance.