

# CANTON HIGH SCHOOL



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**Learning  
In a virtual “World”  
2020-2021**

## Overview

The intent of the one to one initiative is to provide instruction with the use of a technological device to help prepare students for successful careers. This option will also allow us to effectively and efficiently educate students both in the classroom and in the event that an emergency school closure must occur.

## Educational Website Platforms

Teachers and staff have been trained in many different web based instructional applications and strategies including but not limited to those mentioned below.

- Virtual Education Platforms (Google Classroom and extensions, SOLE, Discovery Education, Newsela, FlipGrid, MS Office 365, Nearpod, Khan Academy, Everfi, Nearpod, Study Island)
- Student engagement in a virtual world
- Designing virtual assessments (Project based learning, Learner driven assessments)
- Teaching students how to learn online/Effective planning (flipped classroom)
- Teaching through gamification (games/making movies)
- Classroom management
- Computer (Device/Laptop) Basics for Teachers

## Distribution of Devices to Students

- Each student will receive their device prior to the start of school based on the schedule developed. See appendix **1.4** for schedule.
- A parent/Guardian must attend the distribution, complete the required paperwork and receive the device for their student.
  - Insurance Waiver-See appendix **1.1**
  - CASD Equipment Lease Agreement **1.2**
  - Technology Loan Form **1.3**

## Student Introduction/Orientation

- *AM Orientation*-extended homeroom on first day of school
  - Review-Student Rules-see appendix **1.0**  
Distribute Forms (if device was not picked up prior to school)
    - Insurance Waiver-See appendix **1.1**
    - CASD Equipment Lease Agreement **1.2**
    - Technology Loan Form **1.3**
  - Student paced (teacher facilitated) Digital citizenship course/lesson (Digital Life 101 using Nearpod)
  - Personalizing device-students will place the district provided contact paper protector over the top of the device. Students may purchase “skins” if desired.
- *PM Orientation*-during 9th period on the first day of school
  - Student paced (teacher facilitated) Protecting Online Reputations using Nearpod

- Student paced (teacher facilitated) Upstanders and Allies: Taking Action Against Cyberbullying using Nearpod-15-20mins

**Preparing for Distribution of Devices**

- Device Allocation (see chart below)

Grade	Device Type
7	Chromebook
8	Chromebook
9	Chromebook
10	Chromebook
11	Chromebook
12	Laptop

- Filtering Software-BARK to monitor student use
- Each classroom will be equipped to provide app.10 charging areas (outlets-no chargers)
- Two charging carts will be placed near the cafeteria for students to place in prior to entering the cafeteria (outlets-no chargers)
- Annual maintenance will be performed on each device
- Insurance Waiver-See appendix 1.1
- CASD Equipment Lease Agreement 1.2
- Technology Loan Form 1.3
- Distribution Schedule 1.4

**Day to Day Operation of Devices**

- Charging-devices may be charged in classrooms at the discretion of the teacher. Classrooms will be equipped with appx. 10 charging areas (outlets-no chargers). Charging stations will also be available by the cafeteria (outlets-no chargers).
- Student Technical support is provided through an email [Studentsupport@canton.k12.pa.us](mailto:Studentsupport@canton.k12.pa.us) that is sent to the tech department

**Collection of Devices**

- Devices will be Collected by each Homeroom teacher at the end of the school year

# APPENDIX

## 1.0 Student Expectations/Rules

### Student Expectations and Rules

#### General Usage Guidelines

- While on school property, you are responsible for the Device at all times.
- The device must be covered using the contact paper provided by the district or a “skin” of your choice if you wish to purchase one.
- Keep items off of the device. Avoid placing any object on top of the device that may cause damage.
- Do not apply any stickers to your device. This will be considered vandalism.
- Do not draw on or mark your device or case in any way. This will be considered vandalism. The Device will remain with the student for the duration of their high school career or until a replacement cycle occurs.

#### Classroom Habits

- It is at the teacher’s discretion if he/she wants the students to use the device during that period
- Keep the device flat on the center of the desk.
- Close the device lid (if applicable) before you stand up.
- Never leave the device unlocked. If you leave class (ex: bathroom break), log out of your device.

#### Penalties for Improper Use

Any user violating these rules, applicable state and federal laws or posted classroom and district rules may be subjected to loss of all electronic resource privileges and any other district and/or legal system/authorities disciplinary options.

#### Technology Rules

You may not give your password to anyone.

You may not use or play games via the network unless it is part of a class assignment or project.

You may not use or alter another user’s electronic account or data.

You may not offer electronic resource access to any individual via your device provided by CHS

You may not download or create a computer virus.

You may not monopolize the resources of Our District’s network This includes things such as running large print jobs, sending massive amounts of email to CHS users, streaming large files or using system resources for games.

You are not permitted to get from or put onto the network or electronic resource any copyrighted material (including software), or threatening or obscene material.

Purposely annoying other network users, on or off the CHS system, is prohibited.

Illegal activities may not be conducted via the network.

All communication and information accessible via the network should be assumed to be private property even though privacy cannot be guaranteed.

Before any file is downloaded, permission must be obtained from the monitoring teacher.

### **Responsible Use**

Network accounts shall be used only by the authorized owner of the account for its approved purpose. All communications and information accessible via the network should be assumed to be private property and shall not be disclosed. Network users shall respect the privacy of other users on the system.

Students and staff are expected to act in a responsible, ethical and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and state law. Specifically, the following uses are prohibited:

1. Illegal activity.
2. Commercial or for-profit purposes.
3. Non-work or non-school related work during the school day.
4. Product advertisement or political lobbying.
5. Hate mail, discriminatory remarks, and offensive or inflammatory communication.
6. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
7. Access to obscene or pornographic material or child pornography.
8. Access by students to material that is harmful to students or is determined inappropriate for students in accordance with Board policy.
9. Inappropriate language or profanity.
10. Transmission of material likely to be offensive or objectionable to recipients.
11. Intentional obtaining or modifying files, passwords, and data belonging to other users.
12. Impersonation of another user, anonymity, and pseudonyms.
13. Fraudulent copying, communications, or modification of materials in violation of copyright laws.
14. Loading or using unauthorized games, programs, files, or other electronic media.
15. Disruption of the work of other users.
16. Destruction, modification, abuse or unauthorized access to network hardware, software and files.
17. Quoting personal communications in a public forum without the original author's prior consent.

Inappropriate material includes, but is not limited to:

- a. Criminal speech and speech in the course of committing a crime, terroristic threats, instructions on breaking into computer systems, child pornography, drug dealing, purchase of alcohol, gang activities, and gambling.
- b. Speech that is inappropriate in an educational setting or violates district rules necessary to maintain a quality educational environment.
- c. Inappropriate language, including obscene, profane, lewd, vulgar, rude, disrespectful, threatening, or inflammatory language; harassment; personal attacks, including prejudicial or discriminatory attacks; and false or defamatory material about a person or organization.
- d. Dangerous information that if acted upon could cause damage or present a danger or disruption.

- e. Violations of privacy that reveal personal information about others.
- f. Abuse of resources such as chain letters, spamming, and inappropriate use of district group distribution lists.
- g. Copyright infringement or plagiarism.
- h. Violations of personal safety, such as a student revealing personal contact information about him/herself or engaging in communication that could place the student in personal danger. Potentially harmful includes, but is not limited to any picture, image, graphic image file, or other visual depiction that:
  - a. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or bodily functions.
  - b. 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 body or body parts.

#### Conduct

All Board policies regarding student conduct extend to student conduct on electronic resources. Electronic devices and data on the Canton Area School District network are the property of others. Attempts to break into other computer systems or unauthorized access is unauthorized use of school property and is subject to disciplinary actions defined in Board policy and student handbook. See appendix **1.5** for specific board policies.

## 1.1 Optional Insurance Waiver Form

### CANTON AREA SCHOOL DISTRICT OPTIONAL TECHNOLOGY INSURANCE FORM

Insurance is available to purchase in the event that damage occurs to your student's district owned device and/or accessories. The total replacement cost is as follows:

- Laptop Computer-\$750
- Chromebook-\$375

The cost for the annual insurance is \$30 and due prior to 9/5/20. Please complete the form below and return to the main office. If choosing the insurance option, please include a check payable to CASD in the amount of \$30 along with this form prior to 9/5/20.

\_\_\_\_\_ YES, I am accepting the optional insurance offered by the Canton Area School District. I understand that it is an annual payment that I must accept or deny yearly.

1) I understand that the insurance covers a limited amount of accidental damage, not negligence or intentional damage or loss/theft of device and/or accessories or peripherals.

2) Should my child's device be inoperable, a spare or loaned device will be provided for use until the original device is repaired.

\_\_\_\_\_ NO, I am declining the optional insurance offered by Canton Area School District. I accept and understand the following:

1) By declining the optional insurance, I understand all damage that is accidental, negligent, or intentional will be fully my responsibility.

2) All payments for damage must be paid within 30 days of invoicing. Failure to submit payment within 30 days will result in legal action.

3) Should my child's device be inoperable, a spare or loaned device will be provided for use until the original device is repaired.

Student Full Name (Print)

Student Name (Signature)

Date

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parent Full Name (Print)

Student Name (Signature)

Date



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## **1.2 CASD EQUIPMENT LEASE AGREEMENT**

THIS AGREEMENT ("Agreement") entered into on the day of \_\_\_\_\_ 20\_\_\_\_, by and between the CANTON AREA SCHOOL DISTRICT, with offices located at 509 East Main Street, Canton, PA Pennsylvania 17724 ("School District") and, \_\_\_\_\_, with an address of (hereinafter referred to as "Parents/Guardian/Student - 18 years or older").

### **WITNESSETH:**

WHEREAS, the School District provides an electronic device that permits students to utilize and is monitored by the school district and WHEREAS, Parents/Guardian/Student (18 years or older) of the student approves the use of the electronic device And WHEREAS, the School District provides students with equipment in order for the student to engage in the learning. the Parents/Guardian/Student (18 years or older) agrees to assume all responsibility for the costs and repair or replacement in the event that the equipment is damaged, stolen, lost or otherwise not returned to the School District upon expiration of the termination of the student's enrollment therein.

NOW, THEREFORE, for good and valuable consideration, receipt of which is hereby acknowledged and intending to be legally bound hereby, the parties hereto agree as follows:

- 1) Recitals. The foregoing recitals are incorporated herein by reference.
- 2) License. In consideration of the terms and conditions of this Agreement herein set forth, School District hereby grants to Parents/Guardian/Student (18 years or older) a non-assignable, revocable license to use the equipment subject to the restrictions as hereinafter set forth. Parents/Guardian/Student (18 years or older) shall take reasonable care to protect and maintain the equipment, maintaining in at least as good repair, condition and working order as when received from the School District. In addition, Parents/Guardian/Student (18 years or older) shall make sure that the student shall use the equipment only for the purpose of participating in school related activities, and for no other purposes.
- 3) Term. The term of this Agreement shall operate concurrently with the enrollment of the student in the CASD.
- 4) Receipt of Equipment. Parents/Guardian/Student (18 years or older) acknowledge(s) it has received the equipment on behalf of the student in good and working condition. Parents/Guardian/Student (18 years or older) shall notify the School District within three (3) business days of receipt of the equipment of any damage or malfunction of the equipment. If the Parents/Guardian/Student (18 years or older) fail(s) to provide such notice within that time, the equipment shall be deemed in good and working condition upon receipt by the Parents/Guardian/Student (18 years or older) on behalf of the student.
- 5) Damage, Repair and Loss. Parents/Guardian/Student (18 years or older) shall notify School District immediately, in writing, of any damage to or malfunction of the

equipment or any part thereof including a statement as to the nature and cause of such damage. Parents/Guardian/Student (18 years or older) hereby assumes and shall bear the entire risk of loss for any damage to the equipment from any and every cost. In the event of any loss or damage of any part of the equipment, the Parents/Guardian/Student (18 years or older) shall at the option of the School District: (i) repair the damage or replace the equipment in such good repair, condition and working order as when it was received from School District; or (ii) pay School District the replacement costs of the equipment which parties hereto stipulate is \$750.00 (laptop)/\$375 (Chromebook). The School District shall have no responsibility to the Parents/Guardian/Student (18 years or older) and the Parents/Guardian/Student (18 years or older) shall hold harmless School District from and against any liability arising out of or relating to any damage or other malfunction of the equipment.

6) Surrender. Upon the expiration or early termination of student's enrollment in the school district, the Parents/Guardian/Student (18 years or older) shall cause all equipment to be returned to the School District within ten (10) days in the condition in which the Parents/Guardian/Student (18 years or older) on behalf of the student receive the same, reasonable wear and tear accepted.

7) Ownership. The equipment is and shall at all times be and remain the sole and exclusive property of the School District. Neither the Parents/Guardian/Student (18 years or older) nor the student shall have any right, title, or interest therein, except as expressly set forth in this Agreement. The student shall at all times during the term of this Agreement keep the equipment in his or her possession, allow no other party to use the equipment during the term of this Agreement, and if an event occurs where any of the equipment is stolen, an official police report must be provided to the School District immediately. Also, during the term of this Agreement, the equipment must remain at the home of the Parents/Guardian/Student (18 years or older) who executed this Agreement, and must not be removed at any time whatsoever from the Commonwealth of Pennsylvania, unless approved in writing by the School District.

8) Remedies. In the event the Parents/Guardian/Student (18 years or older) fail(s) to comply with any term or condition of this Agreement and creates a breach thereof, School District shall notify Parents/Guardian/Student (18 years or older) of the default and may utilize any remedy at law or equity for damages incurred as a result thereof, and the Parents/Guardian/Student (18 years or older) shall be responsible for all costs incurred by School District in collecting the same, including reasonable attorney's fees in exercising any of its rights or remedies hereunder or enforcing any of the terms, conditions or provisions hereof

9) Entire Agreement. This Agreement constitutes the entire Agreement between the parties hereto and supersedes and prior understandings or written or oral agreements between the parties respecting the within subject matter. This Agreement shall not be amended, altered or changed except by a written addendum signed by the parties hereto.

10) Notices. Service of all notice under this Agreement shall be sufficient if delivered personally or mailed to the party involved at its respective address set forth herein, or at such address of such party they provided in writing from time to time. Any such notice mailed to such address shall be effective when deposited in the United States mail, duly addressed and with postage prepaid.

11) Pennsylvania Law to Apply. This Agreement shall be construed under and in

accordance with the laws of the Commonwealth of Pennsylvania and all obligations of the parties created hereunder shall be determined in the form of the Court of Common Pleas of Bradford County.

12) Parties Bound. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, executors, administrators, legal representatives, successors and assigns.

13) Legal Construction. If any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provisions thereof, and This agreement shall be construed as if such invalid, illegal or unenforceable provisions had never been contained herein.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the date and year first above written.

Student Full Name (Print)\_\_\_\_\_

PARENTS AND/OR GUARDIAN/STUDENT (18 YEARS OR OLDER)

Signature\_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

CANTON AREA SCHOOL DISTRICT

Signature\_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

### 1.3 Technology Loan Form

#### **Canton Area School District Technology Loan Agreement Form**

Borrowing Student Name \_\_\_\_\_

Date \_\_\_\_\_

The Canton Area School District provides a computer for each student to use as an education resource. The equipment is the property of the Canton Area School District (CASD) and is being supplied for student use ONLY.

If at any time the equipment is damaged (due to misuse), lost, stolen, made unserviceable or not returned at the completion of the program you will be billed for the replacement of the equipment. The replacement value of the equipment is \$750.00 (laptop)/\$375 (Chromebook)

Parents, guardians and students share responsibility for ensuring the equipment is used appropriately and cared for. However, the student assumes a large part of that responsibility. The term "Borrower" refers to both the parents, guardians and the student. It is the Borrower's responsibility to care for the equipment and ensure that it is retained in a safe environment. This equipment is, and at all times remains, the property of the Canton Area School District of Canton, Pennsylvania, and is herewith lent to the Borrowers for educational purposes only for the current academic school year. Borrowers may not deface or destroy this property in any way. Inappropriate use of the equipment may result in the Borrowers losing the right to use this equipment.

The CASD property may be used by the Borrower only for educational purposes in accordance with the school district's policies and rules, as well as local, state and federal statutes. Borrower may not install or use any software other than software owned or approved by the CASD and made available to Borrower in accordance with this receipt and Agreement. If the Borrower attempts to bypass the internet filter, they will face disciplinary action. One user account with specific privileges and capabilities has been set up on the laptop for the exclusive use of the student to which it has been assigned.

The Borrower agrees to make no attempts to change or allow others to change the privileges and capabilities of this user account. The Borrower agrees to make no attempts to add, delete, access or modify other user accounts on the device. Identification and inventory label tags have been placed on the device. These label tags are not to be removed or modified. If they become damaged or missing contact the CASD office immediately. Additional stickers, labels, tags or markings are not to be added to the equipment.

Borrower may not eat or drink while using the device and avoid leaving it outside, near sand, dirt, moisture, direct sunlight and heat. Borrower will avoid touching the LCD screen with her/his fingers, pens, pencils or other items. The Borrower agrees to clean the equipment properly. To clean the equipment use a damp, soft, lint-free cloth to clean the computer's exterior. Avoid getting moisture in any openings. DO NOT spray liquid directly on the computer. If you need to clean the screen use a cleaner specifically formulated for computer screens or a damp, clean, soft, lint-free cloth with water only and wipe the screen. DO NOT spray liquid directly on the screen. It is the Borrower's responsibility to regularly back up files to appropriate media. If the laptop is damaged, it is important that files be backed up before turning the laptop in for repair. Files may be altered, erased or destroyed during the course of repairs. CASD is not responsible for any computer or electronic viruses that may be transferred to or from Borrower's diskettes or other data storage medium and Borrower agrees to use Borrower's best efforts to assure that the CASD property is not damaged or rendered inoperable by any such electronic viruses while in Borrower's possession. Borrower acknowledges and agrees that Borrower's use of the CASD property is a privilege and that by Borrower's agreement to the terms hereof, Borrower acknowledges Borrower's responsibility to protect and safeguard the CASD property and to return the equipment in good condition and repair upon request by the CASD.

Borrowing Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Borrowing Parent/Guardian Name (Print) \_\_\_\_\_

Borrowing Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

## 1.4 Device Distribution Schedule

### 20-21 CHS Device Distribution

#### Distribution Schedule

Date	Session 1	Grade	Session 2	Grade
8/17/20	9:00am-3:00pm	Grade 7-12	5:00pm-7:00pm	Grade 11/12
8/18/20	9:00am-3:00pm	Grade 7-12	5:00pm-7:00pm	Grade 9/10
8/19/20	9:00am-3:00pm	Grade 7-12	5:00pm-7:00pm	Grade 7/8
8/20/20	9:00am-3:00pm	Grade 7-12	5:00pm-7:00pm	Grade 7-12

#### Distribution Details

- Parent/Guardian arrives at the rear of school outside of the main lobby.
- Staff is outside to provide required forms and collect insurance payment money if applicable
- Parent/Guardian completes the required forms outside. Forms will also be on the website for printing prior to arrival to expedite the distribution
- Exterior staff sends parent into the gym after collecting the required paperwork (limit to 25 inside)
- Parent enters gymnasium to retrieve the device after Jeff records ID number
- Parent exits the rear of the gymnasium (side door)

## **1.5 Board Policies Relating to the Use of Technology**

### **Policy # 224 - Care of School Property**

#### Purpose

The Board believes that the schools should help students learn to respect property and develop feelings of pride in community institutions.

#### Authority

The Board charges each student in the district's schools with responsibility for the proper care of the school property, school supplies and equipment entrusted to the student's use.

It is the policy of the Board that students who willfully cause damage to school property shall be subject to disciplinary measures. Students and others who damage or deface school property may be prosecuted and punished under law. Parents/Guardians shall be held accountable for the actions of their child. Accidental damage may be subject to the same measures. Each case of damaged school property will be examined by the building principal on a case-by-case basis.

The Board may report to appropriate juvenile authorities any student whose damage of school property is serious or chronic in nature. In no case shall referral to juvenile authorities be made without prior notification to the student's parent/guardian.

#### Delegation of Responsibility

- The Superintendent or designee shall develop administrative regulations to implement this policy.
- The Superintendent shall submit a report on incidents of vandalism to the Board on each occurrence.
- Vandalism reports shall include the number and kind of incident, cost to the district, and related information the Superintendent deems necessary.

### **Policy #237 - Electronic Devices**

#### Purpose

The Board adopts this policy in order to maintain an educational environment that is safe and secure for district students and employees.

#### Definition

Electronic devices shall include all devices that can take photographs; record audio or video data; store, transmit or receive messages or images; or provide a wireless, unfiltered connection to the Internet. Examples of these electronic devices include, but shall not be limited to, radios, walkmans, CD players, iPods, MP3 players, DVD players, handheld game consoles, Personal Digital Assistants (PDAs), cellular telephones, BlackBerries, and laptop computers, as well as any new technology developed with similar capabilities.

#### Authority

The Board prohibits use of electronic devices by students during the instructional day in district buildings;

on district property; on district buses and vehicles; during the time students are under the supervision of the district; and in locker rooms, bathrooms, health suites and other changing areas at any time

The Board prohibits possession of laser pointers and attachments and telephone paging devices/beepers by students on school property, on buses and other vehicles provided by the district, and at school-sponsored activities.

The district shall not be liable for the loss, damage or misuse of any electronic device.

#### Electronic Images and Photographs

The Board prohibits the taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and e-mailing.

Use of cellular phones or other electronic devices is prohibited at any time in the nurses' office, guidance office, school office, restrooms, and locker rooms, unless school personnel in charge specifically permit use of the cell phone or electronic devices, in which case, the device may be used ONLY to the extent and in the manner that permission was expressly granted.

Because such violations may constitute a crime under state and/or federal law, the district may report such conduct to state and/or federal law enforcement agencies. Any items on a state assessment that have been compromised and can no longer be used may be attributed to the parents and students involved for the cost of replacement. The confiscated cell phone or electronic device will be viewed to ensure that the integrity of the test has not been compromised.

Students will not use cellular phones or other electronic devices in any way that may cause a teacher or staff member to question whether the student may be cheating on tests or academic work or violating copyright policy. Use of electronic devices is prohibited during testing, except where specifically authorized by the teacher or staff member and where the use of such device is required for the test.

The district will provide filtered, authenticated, wireless access to the Internet for student use. The district forbids student access to the Internet through an unfiltered, unapproved wired, wireless, or cellular connection on electronic devices during the school day.

#### Off-Campus Activities

This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Code of Student Conduct if any of the following circumstances exist:

1. The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, whether or not via school district furnished transportation.
2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.
3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school, that would violate the Code of Student Conduct if conducted in school.
5. The conduct involves the theft or vandalism of school property.
6. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.

#### Delegation of Responsibility



The Superintendent or designee shall annually notify students, parents/guardians and employees about the Board's electronic device policy.

#### Guidelines

Violations of this policy by a student may result in confiscation of the electronic device and disciplinary action depending upon the severity of the level of the infraction as indicated in the student handbook. Use of the electronic devices for an unlawful purpose will subject a student to any and all disciplinary measures provided by the discipline code, state or federal law.

The confiscated item shall not be returned until a conference has been held with a parent/guardian.  
Exceptions

The building administrator may grant approval for possession and use of an electronic device by a student for the following reasons:

1. Health, safety or emergency reasons.
2. An individualized education program (IEP).[8]
3. Classroom or instructional-related activities.
4. Other reasons determined appropriate by the building principal.

The building administrator may grant approval for possession and use of a telephone paging device/beeper by a student for the following reasons:

1. Student is a member of a volunteer fire company, ambulance or rescue squad.
2. Student has a need due to the medical condition of an immediate family member
3. Other reasons determined appropriate by the building principal.

### **Policy #252 - Acceptable Use of Technology**

#### Purpose

The Board supports use of the Internet and other computer networks in the district's instructional and operational programs in order to facilitate learning, teaching and daily operations through interpersonal communications and access to information, research and collaboration.

For instructional purposes, the use of network facilities shall be consistent with the curriculum adopted by the school district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

#### Authority

The electronic information available to students and staff does not imply endorsement by the district of the content, nor does the district guarantee the accuracy of information received. The district shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet.

The district shall not be responsible for any unauthorized charges or fees resulting from the access to the Internet.

The district reserves the right to log network use and to monitor file server space utilization by district users, while respecting the privacy rights of both district users and outside users.

The Board establishes that network use is a privilege, not a right; inappropriate, unauthorized and illegal use will result in cancellation of those privileges and appropriate disciplinary actions.

#### Delegation of Responsibility

The district shall make every effort to ensure that this resource is used responsibly by students and staff.

Administrators, teachers and staff have professional responsibility to work together to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.

Students and staff have the responsibility to respect and protect the rights of every other user in the district and on the Internet.

The building administrator shall have the authority to determine what is inappropriate use.

The Superintendent or designee shall be responsible for implementing technology and procedures to determine whether the district's computers are being used for purposes prohibited by law or for accessing sexually explicit materials. The procedure shall include but not be limited to:

1. Utilizing a technology protection measure that blocks, or filters Internet access for students and adults to certain visual depictions that are obscene, child pornography, harmful to students with respect to use by students, or determined inappropriate for use by students by the Board.
2. Maintaining and securing a usage log.
3. Monitoring online activities of students.

#### Guidelines

Network accounts shall be used only by the authorized owner of the account for its approved purpose. All communications and information accessible via the network should be assumed to be private property and shall not be disclosed. Network users shall respect the privacy of other users on the system.

Students and staff are expected to act in a responsible, ethical and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and state law. Specifically, the following uses are prohibited:

1. Illegal activity.
2. Commercial or for-profit purposes.
3. Non-work or non-school related work during the school day.
4. Product advertisement or political lobbying.
5. Hate mail, discriminatory remarks, and offensive or inflammatory communication.
6. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
7. Access to obscene or pornographic material or child pornography.
8. Access by students to material that is harmful to students or is determined inappropriate for students in accordance with Board policy.
9. Inappropriate language or profanity.
10. Transmission of material likely to be offensive or objectionable to recipients.
11. Intentional obtaining or modifying of files, passwords, and data belonging to other users.
12. Impersonation of another user, anonymity, and pseudonyms.
13. Fraudulent copying, communications, or modification of materials in violation of copyright laws.
14. Loading or using of unauthorized games, programs, files, or other electronic media.
15. Disruption of the work of other users.
16. Destruction, modification, abuse or unauthorized access to network hardware, software and files.
17. Quoting of personal communications in a public forum without the original author's prior consent.

#### Security

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or district files. To protect the integrity of the system, the following guidelines shall be followed:

1. Students shall not reveal their passwords to other students.
2. Users are not to use a computer that has been logged in under another user's name.

3. Any user identified as a security risk of having a history of problems with other computer systems may be denied access to the network.
4. Faculty have read permission rights to all student files.
5. Employees may be required to share their password with the in-house technical support personnel.

The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.

Illegal use of the network; intentional deletion or damages to files of data belonging to others; copyright violations; and thefts of services will be reported to the appropriate legal authorities for possible prosecution.

General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy. Loss of access and other disciplinary actions shall be consequences for inappropriate use.

Vandalism will result in cancellation of access privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks; this includes but is not limited to uploading or creating computer viruses.

#### Copyright

The illegal use of copyrighted software by students and staff is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines.[3]

#### Safety

To the greatest extent possible, users of the network will be protected from harassment and unwanted or unsolicited communication. Any network user who receives threatening or unwelcome communications shall report such immediately to a teacher or administrator. Network users shall not reveal unauthorized information to other users on the network, including chat rooms, e-mail, Internet, etc.

Any district computer/server utilized by students and staff shall be equipped with Internet blocking/filtering software.

Internet safety measurers shall effectively address the following:

1. Control of access by students to inappropriate matters on the Internet and World Wide Web.
2. Safety and security of students when using electronic mail, chat rooms, and other forms of direct electronic communications.
3. Prevention of unauthorized online access by students, including "hacking" and other unlawful activities.
4. Unauthorized disclosure, use, and dissemination of personal information regarding students.
5. Restriction of student's access to materials harmful to them.
6. Students are to be advised that logs of their online actions may be released to state, local and federal authorities as required by law.
7. All Internet activity is being monitored.

### **Policy #815 - Acceptable Use of Technology**

#### Purpose

The Board supports use of the computers, Internet and other network resources in the district's instructional and operational programs in order to facilitate learning, teaching and daily operations through

interpersonal communications and access to information, research and collaboration.

The district provides students, staff and other authorized individuals with access to the district's computers, electronic communication systems and network, which includes Internet access, whether wired or wireless, or by any other means.

For instructional purposes, the use of network facilities shall be consistent with the curriculum adopted by the school district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

#### Definitions

The term child pornography is defined under both federal and state law.

Child pornography - under federal law, is any visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where:

1. The production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;
2. Such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or
3. Such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.

Child pornography - under state law, is any book, magazine, pamphlet, slide, photograph, film, videotape, computer depiction or other material depicting a child under the age of eighteen (18) years engaging in a prohibited sexual act or in the simulation of such act.

The term harmful to minors is defined under both federal and state law.

Harmful to minors - under federal law, is any picture, image, graphic image file or other visual depiction that:

1. Taken as a whole, 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 lewd exhibition of the genitals; and
3. Taken as a whole lacks serious literary, artistic, political or scientific value as to minors.

Harmful to minors - under state law, is any depiction or representation in whatever form, of nudity, sexual conduct, sexual excitement, or sadomasochistic abuse, when it:

1. Predominantly appeals to the prurient, shameful, or morbid interest of minors;
2. Is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable for minors; and
3. Taken as a whole lacks serious literary, artistic, political, educational or scientific value for minors.

Obscene - any material or performance, if:

1. The average person applying contemporary community standards would find that the subject matter taken as a whole appeals to the prurient interest;
2. The subject matter depicts or describes in a patently offensive way, sexual conduct described in the law to be obscene; and
3. The subject matter, taken as a whole, lacks serious literary, artistic, political, educational or

scientific value.

Technology protection measure - a specific technology that blocks or filters Internet access to visual depictions that are obscene, child pornography or harmful to minors.[2]

#### Authority

The electronic information available to students and staff does not imply endorsement by the district of the content, nor does the district guarantee the accuracy of information received. The district shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet.

The district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet or other network resources.

The Board declares that computer and network use is a privilege, not a right; inappropriate, unauthorized and illegal use will result in suspension or cancellation of those privileges and appropriate disciplinary actions.

The district's computer and network resources are the property of the district. Users shall have no expectation of privacy in anything they create, store, send, delete, receive or display on or over the district's Internet, computers or network resources, including personal files or any use of the district's Internet, computers or network resources.

The district reserves the right to monitor, track, and log network access and use; monitor file server space utilization by district users; or deny access to prevent unauthorized, inappropriate or illegal activity and may revoke access privileges and/or administer appropriate disciplinary action.

District Information Technology staff may review student and staff files, communications, and Internet activity to maintain system integrity and ensure that students and staff are using the system responsibly. The district reserves the right to suspend or remove a user account from the network to prevent further unauthorized or illegal activity. The district shall cooperate to the extent legally required with the Internet Service Provider (ISP), local, state and federal officials in any investigation concerning or related to the misuse of the district's Internet, computers and network resources.

The Board requires all users to fully comply with this policy and to immediately report any violations or suspicious activities to the Superintendent or designee.

The Board establishes the following materials, in addition to those stated in law and defined in this policy, that are inappropriate for access by minors:

1. Defamatory.
2. Lewd.
3. Vulgar or profane.
4. Threatening.
5. Harassing or discriminatory.[6][7][20]
6. Bullying.[8]
7. Terroristic.[9]

The district reserves the right to restrict access to any Internet sites or functions it deems inappropriate through established Board policy, or the use of software and/or online server blocking. Specifically, the district operates and enforces a technology protection measure(s) that blocks or filters access to inappropriate matter by minors on its computers used and accessible to adults and students. The technology protection measure shall be enforced during use of computers with Internet access.

Upon request by students or staff, the Superintendent or designee shall expedite a review and may authorize the disabling of Internet blocking/filtering software to enable access to material that is blocked

through technology protection measures but is not prohibited by this policy.[]

Upon request by students or staff, building administrators may authorize the temporary disabling of Internet blocking/filtering software to enable access for bona fide research or for other lawful purposes. If a request for temporary disabling of Internet blocking/filtering software is denied, the requesting student or staff member may appeal the denial to the Superintendent or designee for expedited review.[1][11]

#### Delegation of Responsibility

The district shall make every effort to ensure that this resource is used responsibly by students and staff.

The district shall inform staff, students, parents/guardians and other users about this policy through employee and student handbooks, posting on the district website, and by other appropriate methods. A copy of this policy shall be provided to parents/guardians, upon written request.

Users of district networks or district-owned equipment shall, prior to being given access or being issued equipment, sign user agreements acknowledging awareness of the provisions of this policy, and awareness that the district uses monitoring systems to monitor and detect inappropriate use. Student user agreements shall also be signed by a parent/guardian (Agreement attached).

Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discern among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.

Students, staff and other authorized individuals have the responsibility to respect and protect the rights of every other user in the district and on the Internet.

Building administrators shall make initial determinations of whether inappropriate use has occurred.

The Superintendent or designee shall be responsible for recommending technology and developing procedures used to determine whether the district's computers are being used for purposes prohibited by law or for accessing sexually explicit materials. The procedures shall include but not be limited to:

1. Utilizing a technology protection measure that blocks or filters Internet access for minors and adults to certain visual depictions that are obscene, child pornography, harmful to minors with respect to use by minors, or determined inappropriate for use by minors by the Board.
2. Maintaining and securing a usage log.
3. Monitoring online activities of staff and students.

The Superintendent or designee shall develop and implement administrative regulations that ensure students are educated on network etiquette and other appropriate online behavior, including:

1. Interaction with other individuals on social networking websites and in chat rooms.
2. Cyberbullying awareness and response.

#### Guidelines

Network accounts shall be used only by the authorized owner of the account for its approved purpose. Network users shall respect the privacy of other users on the system.

#### Content Filtering and Internet Safety

In accordance with the requirements set forth by the United States Congress in the Children's Internet Protection Act (CIPA), Canton Area School District filters, logs, and monitors access to the Internet and blocks offensive, obscene, and inappropriate images and content including pornography. Even with a content filter and other technology protection measures in place, the district cannot guarantee the filter to be 100% effective. In cases where a site is wrongly blocked or in the interest of bona fide educational research, staff may request an override to the filter.

To the greatest extent possible, users of the network will be protected from harassment and unwanted or unsolicited communication. Any network user who receives threatening or unwelcome communications shall report such immediately to a teacher or administrator. Network users shall not reveal unauthorized or personal information to other users on the network, including chat rooms, emails, social networking websites, etc.

Any district computer/server utilized by students and staff shall be equipped with Internet blocking/filtering software.

Internet safety measures shall effectively address the following

1. Control of access by minors to inappropriate matter on the Internet and World Wide Web.
2. Safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.
3. Prevention of unauthorized online access by minors, including "hacking" and other unlawful activities.
4. Unauthorized disclosure, use, and dissemination of personal information regarding minors.
5. Restriction of minors' access to materials harmful to them.
6. Students and staff are to be advised that logs of their online actions may be released to state, local and federal authorities as required by law.
7. All Internet activity is being monitored.

#### Acceptable Use Instruction

The district recognizes the importance of teaching acceptable use and online safety to students. The district curriculum shall include instruction for educating students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

#### Prohibitions

Students and staff are expected to act in a responsible, ethical and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and state law. Specifically, the following uses are prohibited:

1. Illegal activity, commercial activities, lobbying, and unauthorized advertising.
2. Commercial or for-profit purposes.
3. Nonwork or nonschool related work during the school day.
4. Bullying/Cyberbullying and harassment is prohibited. Students will abide by district bullying policies when utilizing district technology, network and Internet resources
5. Hate mail, discriminatory remarks, profanity, inappropriate language and offensive or inflammatory communication.
6. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
7. Accessing, sending, receiving, transferring, viewing, sharing or downloading obscene, pornographic, lewd, or otherwise illegal materials, images or photographs.[15]
8. Access by students to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.
9. Transmission of material likely to be offensive or objectionable to recipients.
10. Intentional seeking of information, obtaining or modifying of files, passwords, and data belonging to other users or misrepresentation of other users on the network.
11. Fraudulent copying, communications, or modification of materials in violation of copyright laws.
12. Loading, distribution or use of unauthorized games, programs, files, or other electronic media.
13. Disruption of the work of other users.
14. Destruction, modification, abuse or unauthorized access to network hardware, software and files.
15. Accessing the Internet, district computers or other network resources without authorization.

16. Disabling or bypassing the Internet blocking/filtering software without authorization.
17. Accessing, sending, receiving, transferring, viewing, sharing or downloading confidential information without authorization.
18. Quoting of personal communications in a public forum without the original author's prior consent.

### Security

District staff and students are expected to act responsibly and protect the integrity and security of district data, passwords and identity. To protect the integrity of the system, these guidelines shall be followed:

1. Staff and students are expected to keep passwords and other digital security credentials confidential.
2. Users are not to use a computer that has been logged in under another student's or employee's name.
3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.
4. Use of another person's identity to access technology and network resources is prohibited. Any activity on the network or district computers will be the responsibility of the username that was logged in at the time of activity.

### Copyright

The illegal use of copyrighted materials by students and staff is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines and applicable laws and regulations.

### District Website

The district may establish and maintain a website and shall develop and modify its web pages to present information about the district under the direction of the Superintendent or designee. All users publishing content on the district website shall comply with this and other applicable district policies.

Users shall not copy or download information from the district website and disseminate such information on unauthorized web pages without authorization from the building principal.

### Consequences for Inappropriate Use

The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.

Illegal use of the network; intentional deletion or damage to files or data belonging to others; copyright violations; and theft of services shall be reported to the appropriate legal authorities for possible prosecution.

General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy. Any attempt to circumvent security measures on the district networks or technology devices is prohibited.

Vandalism shall result in suspension or loss of access privileges, disciplinary action, and/or legal proceedings. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks; this includes but is not limited to uploading or creating computer viruses.

Violation of any of the above provisions in this policy will result in the suspension or termination of a user's privilege to technology resources and/or a restriction of the user's privileges. Staff and students should understand that if they commit any violation of this policy, their access privileges will be suspended or revoked, disciplinary action will be taken, and/or appropriate legal action may be instituted.



