WELCOME TO
L'Anse Area Schools
201 N. 4th Street • L'Anse, Michigan 49946

Technology Handbook and Policies

L'Anse School District Blended Learning Program

The mission of the Blended Learning Program in the L'Anse School district is to create a collaborative learning environment for all learners. This environment will enable and support students and teachers to implement transformative uses of technology while enhancing students' engagement with content and promoting the development of self-directed and lifelong learners. Students will transition from consumers of information to creative producers and owners of knowledge. The team will establish collaborative professional learning communities, based on integrative professional development for teachers, so that this program enhances classroom environments implementing high-quality instruction, assessment and learning through the integration of technology and curriculum. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. The Board of Education, district staff and community members will all play a key role in the development of effective and high quality educational experiences.

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Acceptable Use Policy

L'Anse Area Schools students and staff are responsible for their actions and activities involving the school district's computers, electronic devices, network and Internet services, and for their computer files, passwords and accounts. These rules provide general guidance concerning the use of school computers and other electronic devices and provide examples of prohibited uses. The rules and guidelines detail acceptable use of electronic information resources under which students, staff, and all members of the L'Anse Area Schools community, herein referred to as "users," will be held accountable. The rules do not attempt to describe every possible prohibited activity. Students, parents and school staff who have questions about whether a particular activity is prohibited are encouraged to contact a building administrator. These rules apply to all school computers, all school-provided electronic devices wherever used, all uses of school servers, student personal devices and data plans, and Internet networks regardless of how they are accessed.

Responsibilities and Restrictions

System Security

Any user who identifies a security problem must notify his/her teacher or building administrator immediately. The user shall not demonstrate the problem to others or access unauthorized material. Staff shall immediately report any potential security breaches to the building administrator.

Student Security

1. Users are prohibited from the malicious use of technology:
    - To disrupt the use of technology
    - To harass or discriminate against others
    - To infiltrate unauthorized computers systems
    - To engage in any illegal activity using the technology
    - To collect or publish any material that could be considered immoral or subversive by community standards.
2. Users may not reveal personal information, including a home address and phone number, about themselves or another individual on any unsecured electronic medium, such as web sites, blogs, podcasts, videos, wikis, or social networking sites.
3. If users encounter dangerous or inappropriate information or messages, they shall notify the school administration immediately.
4. Users are expected to be polite and abide by netiquette rules.
    - No swearing, vulgarities, or any other inappropriate language
    - All network communication is documented and archived.
    - Harassing behavior and abusive content are prohibited
5. Staff may post student pictures on district/school/classroom "public" websites and social media as long as the student's full name or other identifying information is not included and the parents have not indicated differently on the student's directory information form.
6. Students' grades and test results are stored only on district-approved secure sites that require a username and password for authorized individuals to access.
7. For all non-public performances L'Anse Area Schools retains all rights concerning any recording and/or publishing of any student's or staff member's works or images. Students must obtain permission from the subject of the image or video, to publish a photograph or video. Students

must ask permission before recording an individual or groups.

8. The use of cameras in any type of electronic device is strictly prohibited in locker rooms and restrooms.
9. L'Anse Area School staff must maintain the confidentiality of student data in accordance with the Family Education Rights and Privacy Act (FERPA).
10. Students may be issued a school email address to improve student communication and collaboration on school projects. Email shall be used only for educational purposes that directly relates to a school project or assignment.

Acceptable Uses

1. School computers, electronic devices, network and Internet services, and electronic resources are provided for educational purposes and research consistent with L'Anse Area School's educational mission, curriculum and instructional goals.
2. Users must comply with all Board policies, the student handbook, and school rules and expectations concerning conduct and communications when using school computers or school-issued electronic devices, whether on or off school property.
3. Students also must comply with all specific instructions from school staff.

Prohibited Uses

Unacceptable uses of school electronic resources include, but are not limited to, the following:

1. **Inappropriate Materials** - Users may not access and communicate, submit, post, publish, forward, download, scan or display defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying and/or illegal materials or messages.
2. **Illegal Activities** - Users may not use the school district's computers, electronic devices, networks, or Internet services for any illegal activity or in violation of any Board policy/procedure or school rules. L'Anse Area Schools and its employees and agents assume no responsibility for illegal activities of students while using school computers or school-issued electronic devices.
3. **Photographs/Video** - Students must be aware that taking, posting, forwarding images and video, is strictly prohibited without the consent of all parties.
4. **Violating Copyrights or Software Licenses** - Downloading, copying, duplicating and distributing software, music, sound files, movies, images or other copyrighted materials without the specific written permission of the copyright owner is prohibited, except when the use falls within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately.
5. **Plagiarism** - Users may not represent any materials obtained on the Internet (such as term papers, articles, music, etc.) as their own work. When using other sources, credit must be given to the copyright holder.
6. **Use for Non-School-Related Purposes** -School district's computers, electronic devices, networks and Internet services are provided for purposes related to educational programs, school operations, and performance of job responsibilities. Incidental personal use of school devices is permitted as long as such use: 1) does not interfere with the user's responsibilities and performance; 2) does not interfere with system operations or other system users; and 3) does not violate this policy and the accompanying rules, or any other Board policy, procedure or school rules. "Incidental personal use" is defined as use by an individual for occasional personal communications.

7. **Misuse of Passwords/Unauthorized Access** - Users may not share passwords; use other users' passwords; access or use other users' accounts; or attempt to circumvent network security systems.
8. **Malicious Use/Vandalism** - Users may not engage in any malicious use, disruption or harm to the school district's computers, electronic devices, network and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses.
9. **School Filters** - Users may not attempt to or use any software, utilities or other means to access Internet sites or content blocked by the school filters. All school issued electronic devices are filtered and monitored on and off school grounds.
10. **Unauthorized Access to Blogs/Social Networking Sites, Etc.** - Users may not access blogs, social networking sites, etc. prohibited by building administration or the L'Anse Area Schools Technology Department. Teachers and students using authorized social networking sites for educational projects or activities shall follow the age requirements and legal requirements that govern the use of social networking sites in addition to the guidelines established in this policy.
11. **Wasting System Resources** - Users shall not use the network in such a way that would waste system resources or disrupt the use of the network by others. This includes but is not limited to excessive printing, file storage, online games, and video/audio streaming not directly related to educational projects, as determined by the supervising instructor or building administrator. Users may not use the network for wasteful or frivolous purposes.
12. **Unauthorized Equipment** - Users may not attach unauthorized equipment, including personal laptops, tablets, and handheld devices, to the district network without permission from the L'Anse Area Schools administration.
13. **Private Use** - All information services and features contained on District or Network resources are intended for the private use of its registered users and any use of these resources for commercial-for-profit or other unauthorized purposes (i.e. advertisements, political lobbying), in any form, is expressly forbidden.
14. **Technology Misuse** - Any inappropriate use with school issued technology, in or out of school, will be investigated and handled according to school policy and may be subject to prosecution by law enforcement.

Disciplinary Action

Users violating any of these Responsibilities and Restrictions will face disciplinary action according to the L'Anse School Code of Conduct.

Users violating any of these Responsibilities and Restrictions may immediately be banned from using school hardware and telecommunications software until a meeting is held with the building administrator. Depending upon the seriousness of the violation, the user may be banned from the use of technology and receive additional disciplinary action such as suspension and/or expulsion from school or criminal prosecution.

Users will be required to make full financial restitution for any expenses incurred or any damages caused.

Users violating any of these Responsibilities and Restrictions may face additional disciplinary action deemed appropriate in keeping with the disciplinary policies and guidelines of the student code of conduct.

Technology Privacy

All district computers, electronic devices, electronic mail, and electronic communication systems are the district's property. The district retains the right to access and review all electronic files in or used in conjunction with district's computer system, electronic mail system, and telephone system. Students and staff should have no expectation that any information contained on such systems is confidential or private.

Personal Devices

Privately-owned electronic devices are permitted in school and at school functions on a limited basis. The limited usage will include before school, after school, between classes, and during lunch period. Personal devices are required to be turned off and put away during classes unless the teacher/administrator gave prior approval for it to be used for educational purposes. The Acceptable Use Policy and the Student Code of Conduct will apply for all students using a personal device while in school or on school property. Any inappropriate use while on school grounds or that gets brought into school will be subject to investigation, discipline, and possible prosecution with law enforcement.

Disclaimer

The use of any electronic device is a privilege, not a right. L'Anse Area Schools reserves the right to deny, revoke or suspend specific user privileges and/or take other disciplinary action, including suspensions or expulsion from school, for violations of this policy. Additionally, all handbook regulations apply to the use of the L'Anse Area Schools network, Internet, and electronic resources. All property rights to a work product using District technology are assigned to the District. Students who receive access to the electronic device will receive instruction pertaining to the proper use of the network. All school issued electronic devices are property of the L'Anse Area Schools.

CHROMEBOOK USE

1. RECEIVING YOUR COMPUTER:
At the high school level, Chromebooks will be distributed within the first two weeks of each school year. Parents/Guardians and students MUST sign and return the LAS Acceptable Use Policy before the Chromebook can be issued to their child. This Chromebook Policy Handbook outlines the procedures and policies for families to protect the Chromebook investment for the L'Anse Area Schools. Chromebooks will be collected at the end of each school year and students will retain their original Chromebook each year while enrolled at LAS. Elementary and Junior High students will use classroom sets of Chromebooks that will be maintained by the classroom teachers.

1a: Probationary Student Privileges
To protect the assets of the L'Anse Area School District, some students will be required to turn in their Chromebooks to the Help Desk at the end of each day for a period of two weeks unless otherwise specified in the Acceptable Use Policy. The Help Desk will secure the equipment during the evening and the student will be allowed to check it back out on a daily basis. At the elementary and junior high level, teachers will use their discretion when students have fallen under probationary status.

Students who will be included as probationary will be the following:

- All newly arriving students to the district (Students who were not enrolled in the L'Anse Area School District at the end of the previous semester.)
- Students who have violated the Acceptable Use Policy during the current or previous semester

2. RETURNING YOUR CHROMEBOOK:
All district owned Chromebooks must be returned following the guidelines posted in respective buildings.

- **Students Leaving the District must return district owned Chromebooks to an ADULT at the LAS CHROMEBOOK HELP CENTER**
- Any Chromebook not returned will be considered stolen property and law enforcement agencies will be notified.

3. TAKING CARE OF YOUR CHROMEBOOK:
Senior High School Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken, or fail to work properly, must be taken to the LAS Chromebook Help Center as soon as possible so that they can be taken care of properly. ***Do not take district owned Chromebooks to an outside computer service for any type of repairs or maintenance.***

Students in the elementary and junior high should report any Chromebook issues to their classroom teachers.

3a: General Precautions

- No food or drink is allowed next to your Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Never transport your Chromebook with the power cord plugged in. Never store your Chromebook in your carry case while plugged in.
- Chromebooks must remain free of any writing, drawing, or stickers.
- Vents **CANNOT** be covered. Chromebooks must have an identification tag on them at all times and this tag must not be removed or altered in any way. If tag is removed disciplinary action will result.
- Chromebooks should never be left in a car or any unsupervised area.
- High school students are responsible for bringing completely charged Chromebooks for use each school day.
- Elementary and junior high school students are responsible for returning and plugging in their device at the end of each use.

3b: Carrying Chromebooks

- Transport Chromebooks with care.
- ***Students should never carry their Chromebooks while the screen is open.***
- Chromebook lids should always be closed and tightly secured when moving.
- Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with lid closed.
- Case use is mandatory.

3c: Screen Care

The Chromebook screens can be easily damaged! The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean or put pressure on the top of the Chromebook when it is closed.
- Do not store the Chromebook with the screen in the open position.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth.

4. USING YOUR CHROMEBOOK AT SCHOOL

- Chromebooks are intended for use at school each day.
- In addition to teacher expectations for Chromebook use, school messages, announcements, calendars and schedules may be accessed using the Chromebook.

- **High School students must be responsible to bring their Chromebook to all classes, unless specifically advised not to do so by their teacher.**

4a: Chromebooks left at home

- If students leave their Chromebook at home, they will be allowed to phone their parent/guardian to bring it to school.
- If unable to contact parents, the student will have the opportunity to use a replacement Chromebook from the LAS Chromebook Help Center, if one is available.

4b: Chromebooks under repair

- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair at the LAS Chromebook Help Center.
- Students using loaner Chromebooks will be responsible for any damages incurred while in possession of the student. Student will pay full replacement cost if it's lost or stolen.

4c: Charging your Chromebook

- Chromebooks must be brought to school each day fully charged.
- Students need to charge their Chromebooks each evening.

4d: Backgrounds and Password

- Inappropriate media may not be used as a screensaver or background.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.
- Take care to protect your password. Do not share your password.

4e: Sound

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Headphones may be used at the discretion of the teacher.

4f: Printing

- If printing is required, students are to send an electronic copy to their teacher where it will be printed at their discretion.

4g: Account Access and Security

- Students are required to use their lanseschools.org domain user ID and password to protect their accounts and are required to keep that password confidential.
- Make sure you are not in guest mode or you will not be able access your Chrome extensions.

5. MANAGING & SAVING YOUR DIGITAL WORK WITH A CHROMEBOOK

- Google Docs is a suite of products (Docs, Presentations, Drawings, Spreadsheets, Forms) that lets you create different kinds of online documents, work on them in real time with other people, and store your documents and your other files -- all online.

- With a wireless Internet connection, you can access your documents and files from any Chromebook, anywhere in the world.
- All items will be stored online in Google Cloud environment.

6. OPERATING SYSTEM ON YOUR CHROMEBOOK

6a: Updating your Chromebook

- When a Chromebook starts up, it updates itself automatically, so it has the latest and greatest version of the Chrome operating system without you having to think about it. No need for time-consuming installs, updates, or re-imaging.
- Students need to sign in and out of their Chromebooks on a regular basis to ensure the most recent update has been completed.

6b: Virus Protections & Additional Software

- With defense-in-depth technology, the Chromebook is built with layers of protection against malware and security attacks.
- And since files are stored in the cloud, there's no need to worry about lost homework.

6c: Procedures for Restoring your Chromebook

- If your Chromebook needs technical support for the operating system, all support will be handled by the LAS Chromebook Help Center.

6d: Software Installation

- Chromebooks can seamlessly access Google Apps for Education suite of productivity and collaboration tools, as well as apps available in the Chrome Web Store and content across the entire web.

7. At Home Use

- The use of Chromebooks at home is encouraged.
- Chromebook care at home is as important as in school, please refer to the care section.
- Transport your Chromebook in the case provided. Do not put your device in your backpack.

8. PROTECTING & STORING YOUR CHROMEBOOK

8a: Chromebook Identification

Student Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified in several ways:

- Record of district asset tag and serial number
- Individual user account name and password
- Chromebooks issued to high school students are the responsibility of the student. This device will be yours for the duration of your time at LHS. *Take good care of it!*

8b: Storing Your Chromebook

- When students are not using their Chromebook, they should store them in their **LOCKED** locker.
- Nothing should be placed on top of the Chromebook when stored in the locker.
- Students are encouraged to take their Chromebooks home every day after school, regardless of whether or not they are needed.
- Chromebooks should not be stored in a vehicle at school or at home for security and temperature control measures.

8c: Chromebooks left in Unsupervised Areas

- Under no circumstances should Chromebooks be left in an unsupervised area.
- Unsupervised areas include the school grounds and campus, the cafeteria, computer labs, locker rooms, cafetorium, commons area, buses, gymnasium, unlocked classrooms, weight room, and hallways.
- Any Chromebook left in these areas is in danger of being stolen.
- If an unsupervised Chromebook is found, notify a staff member immediately.
- **Unsupervised Chromebooks will be confiscated by staff. Disciplinary action will be taken for leaving your Chromebook in an unsupervised location.**

9 REPAIRING/REPLACING YOUR CHROMEBOOK

Vendor Warranty:

- The equipment vendor has a one year hardware warranty on the Chromebook.
- The vendor warrants the Chromebooks from defects in materials and workmanship.
- This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide normal replacement parts necessary to repair the Chromebook or Chromebook replacement.
- The vendor warranty does not warrant against damage caused by misuse, abuse, accidents or Chromebook viruses.
- Please report all Chromebook problems to the LAS Chromebook Help Center.

9a. Estimated Costs (subject to change)

The following are estimated costs of Chromebook parts and replacements based on REMC Support (L'Anse Area Schools Network Administration) evaluation of damage.

- Replacement: $300
- Screen: $125
- Keyboard/Touchpad: $55
- Power cord: $30

9b. Optional Insurance (subject to change)

- Some items may be covered by your homeowners/renters policy. Please check with your insurance agent.
- Individual policies may also be available from other companies.

10. CHROMEBOOK TECHNICAL SUPPORT

Technical support will be available in the LAS Chromebook Help Center.
Services provided include the following:

- Hardware maintenance and repairs
- Password resets
- User account support
- Distribution of loaner Chromebooks
- ALL REPAIRS must be completed by LAS Chromebook Help Center Staff

11. CHROMEBOOK FAQ's

Q. What is a Chromebook?

A. "Chromebooks are mobile devices designed specifically for people who live on the web. With a comfortable, full-sized keyboard, large display and clickable track pad, all-day battery life, light weight and built-in ability to connect to Wi-Fi and mobile broadband networks, the Chromebook is ideal for anytime, anywhere access to the web. They provide a faster, safer, more secure online experience for people who live on the web, without all the time-consuming, often confusing, high level of maintenance required by typical computers." ("Google")

Q. What kind of software does a Chromebook run?

A. "Chromebooks run millions of web-based applications, or web apps, that open right in the browser. You can access web apps by typing their URL into the address bar or by installing them instantly from the Chrome Web Store." ("Google")

Q. How are these web-based applications managed?

A. Each Chromebook we provide to students will be a managed device. Members of L'Anse Area School District's Information & Instructional Technology Dept. will maintain devices through our Google Apps for Education account. As such, the school can pre-install web-applications as well as block specific web-applications from a centralized management console.

Q. What devices can I connect to a Chromebook?

A. Chromebooks may connect to:

- USB storage, mice and keyboards (see supported file systems)
- SIM cards
- SD cards
- External monitors and projectors
- Headsets, earsets, microphones

Q. Can the Chromebook be used anywhere at any time?

A. Yes, as long as you have a WiFi signal to access the web.

Q. Will our Chromebook have 3G?

A. No. The district Chromebooks will not have 3G broadband.

Q. Is there antivirus built into it?
A. It is not necessary to have antivirus software on Chromebooks because there are no running programs for viruses to infect.

Q. Battery life?
A. Chromebooks have a rated battery life of 4.5 hours. However, we do expect that students charge them each evening to ensure maximum performance during the school day.

L'Anse Area Schools

Blended Learning and Acceptable Use

Student & Parent Agreement

Access to electronic devices in the L'Anse Area Schools has been established for educational purposes. All electronic devices must be used in support of the educational program of the District. This access may be revoked at any time for abusive or inappropriate conduct related to the use of electronic devices.

Below are general guidelines for use:

BE RESPONSIBLE.....

- *The L'Anse Area Schools Acceptable Use Policy (AUP) will be followed at all times.*
- *Care and Maintenance*
  - The care of my electronic device is my responsibility.
    - In my possession at all times (High School)
    - Charged nightly, or at the end of the day for elementary/Jr. high students
    - Free of decorations (stickers, markers, etc.)
  - Electronic devices will be serviced by the LAS Chromebook Help Center.
    - My electronic devices will not be disassembled or repaired by me.
    - Applications and software installed will not be removed.
  - My electronic device will be returned with the case, power cords, and accessories in good working condition. (High School)
  - I will assume responsibility for any and all damage or loss caused by neglect or abuse.

BE RESPECTFUL.....

- *Respect Your Privacy and the Privacy of Others*
  - My electronic device will not be loaned out to other individuals.
  - Represent yourself truthfully and create a positive digital legacy.
  - Use only school appropriate language, images and videos. Communicate in a way that is kind and appropriate.
- *Respect Your Device*
  - My electronic device will be kept away from extreme temperatures and direct sunlight.
  - Avoid using objects that may scratch the screen.
  - Use proper care to keep the electronic device clean.
  - Foods and liquids will be kept away from my electronic device.
  - The serial number on any electronic device will remain intact and undamaged.

BE SAFE.....

- My electronic device will be used in ways that are educational and appropriate.
- Report threatening or offensive materials to a teacher or administrator.
- My electronic device is subject to inspection at any time without notice.
- A police report will be filed in cases of theft or vandalism.
- My electronic device will be tracked through GPS tracking software if necessary.

By signing below, we agree to abide by the expectations and procedures as detailed above and in the L'Anse Area Schools Technology Handbook and Policies. In the event that my device needs to be replaced or repaired, I am responsible for the repair or replacement cost as detailed in the Estimated Costs section of the handbook (9a). In order for a student to receive or use an electronic device, parents/guardians and students must have this agreement signed and returned to the school.

As the parent/legal guardian of the minor child, I grant permission for my son/daughter to access the Internet on the school's computer network. I understand that some material on the Internet may be objectionable. I accept responsibility for my son's/daughter's use of the Internet.

Please check each that applies:

_____I give permission for video and images of my child to be published online, provided only his/her first name is used.

_____I authorize and license LAS to post my child's class work online without infringing upon any copyright my child may own with respect to such class work. I understand only my child's first name will be used.

_____I give permission for my child's first and last name to be posted online without being attached to a photograph.

Student Name (Please Print): _____

Student Signature: _____ Date: _____

Parent Name (Please Print): _____

Parent Signature: _____ Date: _____

Device Serial #: _____ Student Grade: _____

Device Tag #: _____

Electronic devices and accessories must be returned to the L'Anse Area School at the end of each school year. Students who graduate, withdraw, or terminate enrollment within the L'Anse Area School for any other reason must return their electronic device on the date of termination.