Technology Handbook

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District 122's Technology Vision

Our vision is to create 21st century learners and promote the safe and appropriate use of technology inside and outside the classroom. Technology has the power to leverage learning by teaching problem-solving, critical & creative thinking, communication, collaboration, and leadership skills.

2 Device Management

Student Device Distribution

▷ Students will have access to iPads at home and school to support their learning. Students will be issued a District 122 iPad, Apple Power Adapter, and USB cable after signing the Handbook and the Acceptable Use Policy (AUP) during the registration process.

▷ iPads will be distributed at your child's school on a designated day. In order to pick up a District iPad, parents must read the technology handbook and complete the New Lenox School District 122 iPad Agreement & Acceptance of Responsibility. This form must be completed prior to being issued an iPad.

District 122 Devices Notices

▷ Devices are property of New Lenox School District 122 and students are granted permission to use the equipment if all rules and policies are adhered to including device care responsibilities and exercising digital citizenship.

▷ Device and activities performed on the device will be tracked, monitored, and filtered by the District.

▷ Device usage is granted only to the assigned student.

▷ The District will retain ownership of the device and can inspect it at any time, including remotely.

▷ Users of district tech have no rights, ownership, or expectations of privacy to any data that is or was stored on a district issued device or account.

▷ No social networking, VPNs/proxies, or un-educational content are permitted on district-issued devices.

Device Damage Procedures

- Report damage to teacher immediately.
- Report lost/stolen iPad to teacher immediately.
- Procedures will be in place for loss of work time/missed due dates because of device issues.
- While damaged devices are repaired, students will be issued a 'loaner' device by the technology staff.
- Students are responsible for the repair cost or replacement cost of the iPad, adapter and USB if it is damage or broken due to negligence.

Device Return Procedures

- Device must be returned at the end of the school year, or when a student withdraws from our District.
- Device must be surrendered at any time requested by any District staff member.
- Families cannot turn in a replacement device – the device & charger turned in must be the same device & charger that was issued to student.
- Return device to school/teacher who issued the device to student.
- If a device is not returned, standard rules apply for restricting records and transcripts until device is returned or replacement cost is paid.
- To recover the device, the district may use remote location tracking, remote locking capability, and/or law enforcement support.

Electronic Devices in General

- ▸ The use of electronic devices and other technology at school is a privilege, not a right. Students are allowed to bring cellular phones to school with parental permission. Students must have these items turned off and stored when on a school bus and on our school campus. These items may only be used at designated times and in locations determined by each building principal. Any student violating these guidelines will be subject to disciplinary action including losing the privilege to bring these items to school.

- ▸ Electronic games or music devices (iPod, MP3, DS, PSP, iTouch, iPhone, etc.) are allowed at school or on buses with building administrator and parental permission.

- ▸ Again, all personal devices are to remain turned off, in student's locker (7-8) or backpack (1-6) unless the principal or principal designee grants permission. New Lenox School District 122 is not responsible for lost or stolen electronic devices.

STUDENT USERNAME AND PASSWORD INFORMATION

- ▸ All students are assigned a username and password. Teachers will provide this information to students at the start of the school year. Below is the standard format.
  - ▷ **Username** - 122FIRSTLAST - all caps - If first and last name are more that 17 letters, only use the first 17 letters along with the 122 prefix
  - ▷ **Password** - nlsd##### (student ID number from PowerSchool)

Student iPad Set-Up Guide

Student iPad Getting Started Guide

Welcome to Your NLSD Student iPad

1. Turn on your iPad by pressing the Top Button

2. To get to your account for all programs, curriculum, and apps, go to the NLSD Student Technology Portal SingleSignOn app
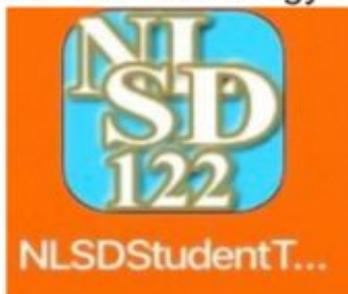
3. Tap Login with SAML
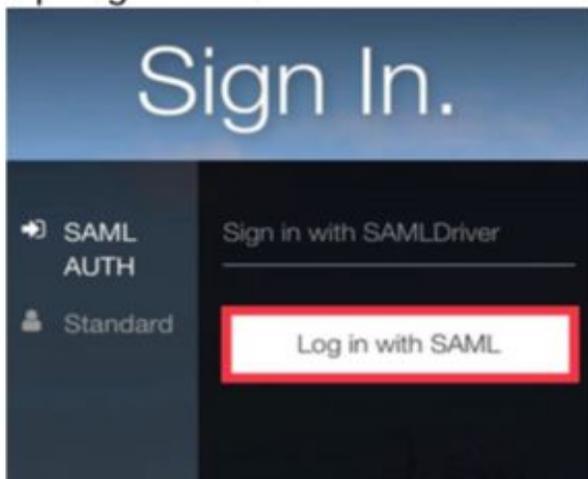
4. Authenticate
   a. Tap in the username box
   b. Tap "Use 'Your Name'" in blue

Note - If your information is not saved:
   Username - 122FIRSTLAST (all caps)
   Password - nlsd##### (##### is student ID)

5. All curriculum, apps, and subscriptions are on the Student Technology Portal
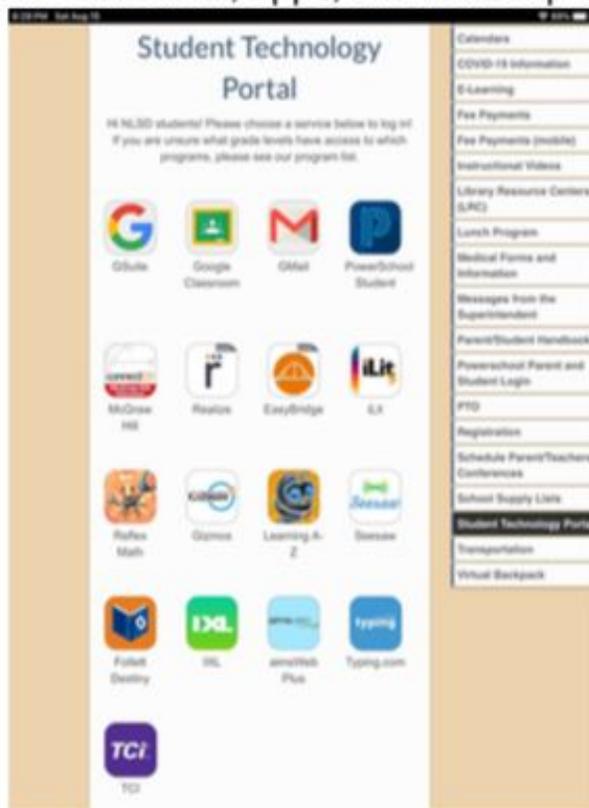
Need Help - Email the NLSD Tech Support at tech-help@nlsd122.org or your child's homeroom teacher

Student Responsibilities

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Device Care & Responsibility

Our buildings and equipment represent a considerable investment on the part of the community and of New Lenox School District 122. The faculty and administration insist upon careful and prudent use of school property. Only through the cooperation of our students and families can this be accomplished.

Students or persons guilty of deliberate marring, defacing, or reducing the worth or usefulness of property will be held responsible for repairs or replacement of damaged equipment and face further disciplinary action.

Bringing Device to and from School

- Students are responsible for bringing device to school fully charged.
- iPads should be transported to and from school in a secure school backpack away from any food or drinks.

General Care

- Students should not eat or drink when using their iPad.
- Students should not modify or tamper with district asset tag.
- Students should not apply any stickers or labels to device or device case.
- Students should not replace carrying case/iPad cover.
- Students should not put any objects on the iPad or iPad screen.
- The screen should only be cleaned with a soft, dry microfiber or anti-static cloth.

iPad Security

- Students should not share devices, and should protect their device from unauthorized access (which would be anyone but the student).
- Students should not leave the iPad unattended or loan it to anyone else.
- Students are responsible for their own electronic data and must make their own backups.
- Parent/Guardian is responsible for monitoring device use while the student is not at school.
- Students will be bound by Acceptable Use Policy (AUP) and this agreement whenever they use their device, regardless of the wifi network they are using.

Privacy & Learning

Video Conferencing Privacy

Our teachers and students will use video conferencing software to facilitate remote instruction and meetings.

- Privacy of Learning is expected. When a teacher is presenting, live streaming or conferencing, it is expected the learning experience is private and cannot be shared, videotaped, or screenshotted.
- Parents and students need to be aware it is illegal to record teachers' lessons or use pre-recorded lessons in any way other than their intended purposes.

Internet Usage

- Students are expected to practice safe and responsible behavior when online.
- Pictures should never be sent to strangers.
- Passwords should be kept private.
- Never open any messages from strangers.
- Be polite, respectful, and kind in all digital forums.
- Parents are encouraged to check out Common Sense media for ways to encourage appropriate and ethical online behavior.

Video Conferencing Guidelines: Do's for Proper Use

- ▶ Be present. Actively listen and respond to your teacher and classmates throughout the video call.

- ▶ Be sure to silence your cell phone and other electronics.

- ▶ Close all extra tabs on your computer that you are not using during your session.

- ▶ Use a virtual background or select an appropriate location.

- ▶ Use Picture in Picture as a reference, you can see yourself and your surroundings just as others on the call can. Pay close attention to what you see there, and make adjustments as necessary.

- ▶ Wear headphones to limit background noise and distractions.

Video Conferencing Guidelines: Don'ts for Proper Use

▶   Do not eat or drink when on a call. This can be distracting.

▶   Avoid sitting by a window because the bright light affects your appearance on screen.

▶   Avoid high traffic areas. Sometimes it's hard to avoid but do not position yourself where your family and pets will be parading through the view of the camera on a regular basis.

▶   Avoid having tv or radio on in the background.

▶   Avoid doing other things when you are logged in. This is your class time and you should focus on the task at hand.

▶   Keep your table or desk clean. Avoid having things that are not needed for learning in view of the camera.

4 Digital Citizenship

What is Digital Citizenship?

▸ Digital Citizenship is acting in an appropriate manner when online or using technology.

▸ This includes protecting your privacy, respecting others, using digital technology to communicate online and abiding by copyright and fair use laws.

▸ CLICK on the image below to for resources from Common Sense Media.

5 Internet Use

INTERNET CURRICULUM

All students in Grades K-8 will be engaged in age-appropriate curriculum on Internet Safety, as required by Illinois Law. Students will receive instruction on such topics as follows:

- ▸ Safe and responsible use of social networking websites, chat rooms, electronic mail, bulletin boards, instant messaging, and other means of communication on the Internet.
- ▸ Recognizing, avoiding, and reporting online solicitation of students, their classmates, and their friends by sexual predators.
- ▸ Risks of transmitting personal information on the Internet.
- ▸ Recognizing and avoiding unsolicited or deceptive communications received online.
- ▸ Recognizing and reporting online harassment and cyber-bullying.
- ▸ Reporting illegal activities and communications on the Internet.
- ▸ Copyright laws on written material, photographs, music, and video.

SOCIAL MEDIA

- ▸ New Lenox School District 122 will also utilize social media, such as Facebook, Instagram, and Snapchat (but not limited to) to communicate with parents. Facebook will also post information notifying parents of school events, school closings, emergencies, attendance, among other things.

SOCIAL NETWORKING

New Lenox School District 122 reserves the right to impose consequences for inappropriate behavior that takes place off campus and outside school hours that directly affects the daily operation and educational environment in the school building. Therefore, inappropriate use of technology, whether it occurs at school or off campus, may subject students to consequences.

Inappropriate use of technology includes harassment, sexting, use of school name, remarks directed to or about teachers, administration, or students, offensive communications, and safety threats. All forms of harassment, in person, over the phone, or in cyberspace are unacceptable.

STUDENT EMAIL USAGE

The School District provides email to students as an educational tool. The student email system, and its constituent software, hardware, and data files, are controlled by New Lenox School District 122.

The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.

Policies: Anti-Bullying, Acceptable Use Policy

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Cyber Bullying

Bullying is defined as intentionally aggressive behavior that can take many forms (verbal, physical, social/relational/emotional, or cyber bullying— or any combination of these); it involves an imbalance of power, and is often repeated over a period of time. The bullying can consist of one child bullying another, a group of children ganging up against one lone child, or one group of kids targeting another group.

"*Cyber Bullying" includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening another person, sending or posting inappropriate and hurtful digital messages, digital pictures, or web postings.*

Individuals who believe they have been the victims of such misuses of technology should not erase the offending material, but should print a copy of the material and report the incident to the school principal. Students of New Lenox School District 122 are strongly discouraged from using social networking websites such as, but not limited to, Facebook, Twitter, Snapchat or Instagram.

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

Anti -Bullying Policy

- We believe that no one deserves to be mistreated and that everyone regardless of race, color, immigration status, nationality, sex, sexual orientation, popularity, athletic, academic, social ability, or intelligence has the right to feel safe, secure, and respected.

- Students agree to:
  - Treat everyone with kindness and respect.
  - Not engage in verbal, relational, physical bullying or cyberbullying.
  - Abide by the school's anti-bullying policies and procedures.
  - Support individual who have been victimized by bullies.
  - Speak out against verbal, relational, physical bullying and cyberbullying.
  - Notify a parent, teacher or school administrator when bullying does occur.
  - Be a good role model and digital citizen.

Acceptable Use Policy

AUTHORIZATION FOR ACCESS TO ELECTRONIC NETWORKS AND INFORMATION SERVICES AND NOTICE OF DIGITAL LEARNING TOOLS AND APPLICATIONS USED STUDENT USER AGREEMENT

AUTHORIZATION: I understand and agree that my child will abide by Board of Education Policy 9:00, the Internet Acceptable Use Policy outlined in the Student Handbook, and any other rules or guidelines by my child's school or its employees or representatives regarding the use of the District's electronic networks and information services. I understand that the District and its employees, officers, and other representatives may access and monitor any use of the District's electronic networks and information services and may save or download any material therefrom without notice to the user. I further understand that should any user violate the policies, procedures, rules, or guidelines governing the use of the District's electronic networks and information services, the District may suspend or revoke that user's access and may take other appropriate disciplinary or legal action. I understand that it is my responsibility to review the relevant policies, procedures, rules, and guidelines and to educate my student about his/her responsibilities thereunder and ensure my student complies at all times. In consideration for my child's ability to use the District's electronic networks and information services, I hereby release the District and its Board, Board members, employees, officers, representatives, and agents from any and all claims, demands, actions, complaints, suits, and other forms of liability that shall arise out of or by reason of, or be caused by, the student's use of those networks and services.
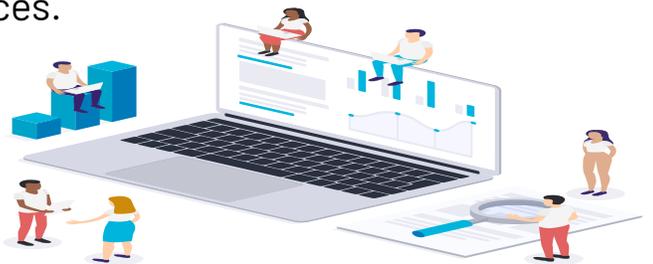
Acceptable Use Policy cont'd

NOTICE: The District uses a wide variety of digital learning tools and applications to promote student learning. In order for students to use some of these programs and services, certain personally identifying information such as the student's name and grade must be provided to the website operator. Under federal law, the website operator must provide certain notifications to and collect parental consents from parents before collecting certain personal information from children under the age of thirteen. The law permits schools to consent on behalf of all of its students, however, where the website operator agrees to only use personal information provided for the school's benefit, and not for any commercial purpose, including marketing or advertising. This eliminates the need for the website operator to obtain consent from parents directly. By signing the Handbook Agreement, you agree that you have received notice that the District consents on behalf of parents as allowed by law to share personal information about your student such as first name, last name, and grade to such website operators.

Parents acknowledge the Acceptable Use Policy when they sign off on the handbook.

7 Instructional Technology

NLSD 122 Subscriptions

New Lenox School District 122 Students have access to several important technology tools. Access to digital tools can be found on the District website under the student technology portal. Below is a list of digital curriculum and subscriptions for students

aimswebPlus (K-8)	HMH (7-8)	Raz Kids (1-3)
Autentico Spanish (7-8)	IXL Math & ELA (2-6)	Read Naturally Live (1-8 select students only)
BrainPop (4-8)	IXL Math & ELA (7-8 select students only)	Realize ReadyGEN & myPerspectives (K-8)
BrainPop Jr. (K-3)	Kuta Math (7-8)	Reflex Math (1-6)
Connected McGraw-Hill (K-5)	McGraw Hill Health (7-8)	SeeSaw (PreK-3)
Discovery Math Techbook (Gate 6)	Mystery Science (1-6)	Starfall (K)
Everyday Mathematics 4 (1-5)	Nearpod (Pre-K-8)	TCI (1-6)
Follett (K-8)	Newsela (7-8)	SOAR Study Skills
Gizmos Science and Math (3-8)	Pearson Digits (6-8)	Typing.com
Google Classroom (4-8)	Pearson Envision Algebra (8)	PebbleGo (1-3)

Student Learning Platform: Seesaw

▸ Students in Grades PreK-3 will access and complete their work via Seesaw.

▸ Seesaw is a platform that allows students post work, communicate with teachers, demonstrate their learning, and learn how to use technology.

▸

Students have their own workspace and will be able to complete teacher assigned work. Photos, videos, drawings, and notes are used as learning tools.

▸ To learn more about Seesaw, click the link below.

Seesaw for Parents

Student Learning Platform: Google Classroom

Students in Grades 4-8 will access their work via Google Classroom. .

- ▸ Google Classroom is a platform that allows teachers to assign and collect digital work.

- ▸ Parents are able to set up a parent account for Guardian Email Summaries. This account is different than a student account. It provides summary emails for missing work, upcoming assignments, and class activity. Teachers will provide instructions on how to set up an account at the beginning of the school year.

- ▸ Check out the resources below to support students and parents.
  - ▷ Tech Toolkit for Families and Guardians:G Suite for Education https://youtu.be/YnK1rn9oE1Q
  - ▷ Tech Toolkit for Families and Guardians: Google Classroom https://youtu.be/1oWhAkVd3zM
  - ▷ Google for Education http://services.google.com/fh/files/misc/googleforeducation techfaq.pdf

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Tech Support & Resources

NLSD Remote Learning Help for Families

Help Documents

Student iPad Getting Started Guide

Setting Up iPad to Save Passwords

Google Classroom Cheat Sheet for Students by Shake Up Learning.pdf

Help Videos

Connecting Your NLSD iPad to Your Home WiFi

Logging into Student Tech Portal on Your NLSD iPad

Running Updates on Your NLSD iPad

Two Windows on iPad Screen

Setting Up NLSD iPad to Save Password

Need Help - Email the NLSD Tech Support at tech-help@nlsd122.org or your child's homeroom teacher

Family Resources

Low Cost Internet

Wide Open Schools Common Sense Media

Media Time Calculator

StaySafeOnline.org

iPad Agreement & Acceptance of Responsibility Form

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New Lenox School District 122
iPad Agreement & Acceptance of Responsibility

AUTHORIZATION: I,_____, (Name of Parent/Guardian, printed) by initialing and signing below, I hereby acknowledge that I completely read, fully understand, and agree to abide by all policies, procedures, and guidelines, outlined below and within the New Lenox School District 122 Technology Handbook in addition to the District's Acceptable Use Policy. The following items reiterate some of the most important points covered within this handbook.

I. **_____** By initialing here, I have read, understand, and agree to the GENERAL CARE policies and expectations outlined below:

    1. I, nor my child, will eat or drink while using the District's iPad.
    2. I, nor my child, will modify or tamper with the District's asset tag.
    3. I, nor my child, will apply any stickers or labels to the District's iPad or device case.
    4. I, nor my child, will place any objects on the iPad or iPad screen.
    5. I, nor my child, will clean the District's device with anything other than a soft, dry microfiber or anti-static cloth.

II. **_____** By initialing here, I have read, understand, and agree to the IPAD SECURITY policies and expectations outlined below:

    1. I am responsible for monitoring device use while the student is not at school.
    2. My child is responsible for their own electronic data and must make their own backups.
    3. I, nor my child, will share the District's device with any unauthorized user as defined in the Technology Handbook and will protect the District's device from unauthorized access.

III. **_____** By initialing here, I have read, understand, and agree to the DEVICE RETURN policies and expectations outlined below:

    1. I will return the District's iPad, iPad charger, and USB by the designated date determined by the District.
    2. If my child withdraws from the District, I will return the iPad, iPad charger, and USB immediately.
    3. If the District's iPad, iPad charger, and USB are not returned, standard rules apply for restricting my child's records and transcripts until the issued iPad, iPad charger, and USB are returned or until a replacement cost is made.
    4. The District's device must be surrendered immediately and without discord if requested by any District staff member.
    5. I cannot turn in a replacement device – the iPad, iPad charger, and USB returned must be the same iPad, iPad charger, and USB that was issued to my child.
    6. To recover the device, the district may use remote location tracking, remoting locking capability, and/or law enforcement support.

IV. **_____** By initialing here, I have read, understand, and agree to the DEVICE DAMAGE policies and expectations outlined below:

    1. I, or my child, will report any damage to the District's issued iPad, iPad charger, and/or USB immediately.
    2. I, or my child, will report if the District's issued iPad, iPad charger, and/or USB are lost or stolen immediately.
    3. I am responsible for the repair cost or replacement cost of the District's issued iPad, iPad charger, and/or USB if it is damaged, broken, or misplaced due to negligence.

Parent/Guardian Printed Name_____

Parent/Guardian Signature_____

Date _____

THANKS!

Any questions?

▸ Please contact your child's teacher.