



Flagler County Public Schools

Digital Learning Movement Handbook

Introduction

Student learning is at the heart of all we do in the Flagler County Public Schools. It is our belief that student learning is enhanced through the integration of technology with strong curriculum, lead by excellent teachers. Technology allows students and teachers to use an approach which is “hands on” and relevant to today’s learning. By approving the Half Penny Sales Tax, the community has given Flagler County Public Schools the opportunity to provide our students with digital tools to help actively engage them in their learning, while fulfilling our mission of “Striving to Become the Nation’s Premiere Learning Organization.”

Flagler County Public Schools Vision for Digital Learning

The district will leverage the full range of technology and digital resources to guarantee that students are immersed in personalized, rigorous and relevant learning experiences that foster 21st century skills across disciplines to ensure college and career readiness.

In an effort to provide our students with the tools they need for the future, Flagler County Public Schools has implemented a Digital Learning Movement. This handbook will serve as a resource for students and parents.

District Responsibilities

Distribute Equipment to Students

Students participating in the Digital Learning Movement will be issued a mobile device, charging cables, and a case upon the completion of the program requirements described below. The device will be assigned to the individual student and the serial number recorded. This device will stay with the student for the remainder of the school year in which it was issued or until the student withdraws from school. Students will be issued the same device from year to year.

Provide Safe Internet Access on Campus

As required by the Children’s Internet Protection Act (CIPA), an Internet filter is maintained by the school district for school use on the device. Filtering not only restricts access to unacceptable sites, but also restricts access to inappropriate materials of all kinds. Flagler County Public Schools cannot guarantee that access to all inappropriate sites will be blocked. No filter is as reliable as adult supervision. Log files are maintained on each device with a detailed history of all sites accessed. It is the responsibility of the user to appropriately use the device, network, and the Internet. Flagler County Public Schools will not be responsible for any harm suffered while on the network or the Internet.

Students will be allowed access to the Internet at their school through the district's network and every attempt will be made to supervise and filter content students may access.

If available, students may also access the Internet outside school by connecting to a wireless network. Parents are still encouraged to supervise their child's use of the device. If a parent suspects any inappropriate activity, they may contact their child's school administration and have our technical staff examine the content on the device to determine if the child is accessing inappropriate content.

Privacy

There is no expectation of privacy regarding the contents of computer files or communication using any district-owned computer or network. Flagler County Public Schools reserves the right to investigate, review, monitor, and restrict information stored on or transmitted via Flagler County Public Schools' equipment. Parents, guardians, and students do not have the right or expectation of privacy for any use of district-owned devices, computers, or other equipment.

Students will be required to provide access to the device and any accessories assigned to them upon request by the school or district.

School-system personnel may conduct an individual search of the device, files, music, videos, emails or other related items if there is suspicion that any policies, procedures, or guidelines have been violated. The district will cooperate fully with local, state, or federal officials in investigations of suspected illegal activities conducted through district-owned computer systems.

Provide Technical Support

Technical support/Help Desk is only available during the school's listed hours of operation. If a student has a technical problem at home, he or she should document the problem as completely as possible by doing the following:

- Recording any error messages.
- Noting exactly what the student was attempting to do at the time.
- Listing the software being used when the problem occurred.

With teacher permission, the student should report the problem to the Help Desk using the Help Desk application located on their dock, during operating hours. If the student's device is not functioning, a ticket can be submitted by a teacher listing the information above with the student's name and device BPI.

All repairs will be performed or managed by school/district technology personnel. Parents, guardians, students or teachers are not allowed to attempt repairs themselves or contract with any other individual or business to repair any district-owned equipment. Every effort will be made to repair or replace the device in a timely fashion.

Help Desk Services provided include the following:

- Hardware or software maintenance and repairs

- User account support
- Operating system and software support
- Hardware support
- Updates and software installations
- Warranty repairs
- Basic troubleshooting

Help Desk Procedures:

- Student identifies a problem.
- A school-based tech or Help Desk student will respond to all issues in the order they are received.
- Some issues can be solved quickly; however, if the technician determines that a repair will cause a student to lose instructional time, the student may be able to borrow a device from the Media Center and return it once his/her district-issued device has been repaired. The student is responsible for moving his/her data from the loaner device to his/her assigned device.
- Once the device has been repaired, the Help Desk will notify the student and teacher, via email, that the device has been fixed. It is the student's responsibility to return the loaner device to the Media Center staff prior to receiving his/her originally assigned device.

Student Responsibilities

Care and Handling of Device

Students are responsible at all times for their devices, whether on or off campus. The student assigned to the device is responsible for all use of the device. Unsupervised devices will be confiscated by staff and taken to the Media Center. Students must see an administrator in order to retrieve the unsupervised device. Disciplinary action may be taken for repeat offenders.

A student who receives a MacBook is encouraged to use a skin for an additional layer of protection. The skin is a plastic shell, which encases the entire MacBook. It can be purchased through many on-line retailers and may be plain or customized to the student's preference. Nothing that will damage the finish of the MacBook may be applied to the device.

Device screens can be damaged if subjected to rough treatment. To avoid damage and costly copays, please adhere to the following rules:

- Do not lean on the screen
- Do not use sharp objects (pens, pencils, etc.) on the screen
- Clean the screen only with a soft, dry cloth
- Do not use Windex or other harsh chemicals to clean the screen.

Transporting Computers

Flagler County Public Schools will supply each student with a case for his or her assigned device. This case is designed to protect the device and accessories assigned to the student.

Anytime a device is transported, even between classes, it must be in the case provided to the student.

Always secure the device in a locker when not using it for class.

Devices should always be shut down or placed in standby mode/hibernate mode before being placed in the case in order to prevent hard drive damage.

Carefully unplug all cords, accessories, and peripherals before moving the device or placing it into the case.

Do not overload the case since this is likely to cause damage to the device. Textbooks, notebooks, binders, pens, pencils, etc. are not to be placed in the device's case.

If the device remains in the provided case, the case with the device in it can be carried in a larger backpack or messenger bag.

Do not use the device while riding on the bus.

Do not leave the device in visible sight inside a vehicle.

Power Management

Students are responsible for taking the device home each day and charging it for use the next day. Power outlets may not be accessible for every student in each classroom.

Uncharged batteries will not be an acceptable excuse for late or incomplete work or the inability to participate in class activities.

When charging the device, make sure the cords are out of the way to avoid anyone tripping over them.

All students are required to carry their chargers (AC adapters) to school to recharge the battery if necessary.

Protect the device by using a surge protector whenever possible.

Dimming the brightness of the screen will extend battery run time.

Use standby mode or hibernate mode throughout the day.

For prolonged periods of inactivity, such as lunch periods, shut down the device.

Proper Use of Hardware and Software

Students must bring their device to all classes, unless specifically instructed not to do so by their teacher. A device left at home is not an acceptable excuse for not submitting work.

Students leaving devices at home will be required to complete assignments using alternate means determined by the teacher.

Students may be able to check out a loaner device for the day from the media center and are responsible for backing up their files before turning the device in at the end of the day. Disciplinary action may be taken for students who repeatedly leave a device at home.

Students may not lend a device or device components to others for any reason, including family members. Parents/guardians may only use the device to assist their child with homework, school assignments, check their children's grades in Skyward and/or communicate with teachers regarding their child.

Students are responsible for the ethical and educational use of all computer hardware and software. Students should monitor all activity on their account(s) and report anything suspicious to a teacher. Students who identify or know about a security problem are required to communicate the security problem to their teacher without discussing it with other students.

Students should log in only under their assigned username and password.

Protect your user account by keeping your password secure and logging off or locking when not at the computer. All email, network, and Internet activity is the responsibility of the individual whose account is logged in to the computer at the time of the activity. If your account is logged in, you are responsible. Keep any passwords a secret.

Managing Files and Saving Work

Students are responsible for maintaining and backing up their files and documents. Any files saved to the hard drive may be lost in the event of a hardware failure or may be removed during maintenance. At the end of the school year all student files on the device's hard drive will be deleted.

Students may back up to external devices, such as a USB thumb drive, or students may back up to "cloud" storage on the web, such as Google docs. If the student device crashes and files are lost, it is the student's responsibility to have the files saved elsewhere. Please note: "the computer crashed" is not an acceptable excuse for late assignments.

A lost document is not an excuse for late or missing work.

Email / Internet Use and Safety

Students will be issued an email account by the district. Email correspondence will be used for educational purposes only. Electronic communication coming from or going to the school-issued email account can and will be monitored to make sure the terms of the Electronic Systems Use and Safety Agreement (ESUSA) are being followed. (See Addendum #1)

Digital communications etiquette is expected of all students using all school-provided communications accounts, sites, or applications including, but not limited to: wikis, blogs, forums, interactive video conferencing, podcasts, vodcasts, online training, online courses and online collaboration sites.

Students Must:

- Never read someone else's email or open their files or folders without permission.
- Immediately report any unauthorized activity on the network or Internet.
- Notify a teacher immediately if you accidentally access an inappropriate site.
- Never use or transmit anything with racist, abusive, threatening, demeaning, slanderous, objectionable, sexually explicit, or inflammatory content.
- Never arrange to meet an Internet contact in person.
- Protect personal information. Never give full name, addresses, phone numbers, passwords, and social security numbers for yourself and others. Use a "code name" that does not identify you personally to online viewers/organizations you do not know.
- Avoid online sites and materials that do not support the curriculum or are otherwise inappropriate for educational use.
- Notify a teacher or administrator if they access information or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.

Returning Your Device

If you are transferring to another school outside of the district, you will have 48 hours to return the computer to its home school.

If you do not timely and fully comply with the return of the Flagler County Public Schools property, the district shall be entitled to declare you in default and the District equipment will be reported to authorities as stolen.

If a student is moving to another school within Flagler County Public Schools they are able to keep their device and must check it into the media center at their new location.

Parent Responsibilities

Monitoring Student Use at Home

Ensure your child understands and adheres to the policies and guidelines set forth in the

Digital Learning Movement Handbook.

While the school system will provide Internet content filtering, there is no substitute for parental supervision when using a device to access the Internet.

Physically monitor student activity on the device. We encourage parents to have their student's login and password in order to monitor their child's computer profile, as well as their assignments. If students refuse to share, their password can be reset at a parent's request.

Assist your child who is assigned a device with homework and school assignments. The purpose of the Digital Learning Movement is to help students learn in an ever-expanding technological environment. Student use of the device is for learning and is the most important aspect of the Digital Learning Movement.

Ensure the return of the device and all accessories in good working condition at the end of the current school year or before the student withdraws from school.

Tips for Parents

Computers are a resource and tool. Flagler County Public Schools strives to prepare all students for a future in the global workplace. Our children will be faced with computer and Internet distractions in everything they do in the world today and Flagler County Public Schools is preparing them to stay focused and handle those distractions.

Communicate with your children and set computer limits. Here are some examples:

- I will not give out personal information such as my address, telephone number, parent's work address/telephone number, or the name and location of my school without my parent's permission.
- I will tell my parents right away if I come across any information that makes me feel uncomfortable.
- I will never agree to get together with someone I "meet" online without first checking with my parents. If my parents agree to the meeting, I will be sure that it is in a public place and bring my mother or father along.
- I will never send a person my picture or anything else without first checking with my parents.
- I will not respond to any messages that are mean or in any way make me feel uncomfortable. It is not my fault if I get a message like that. If I do I will tell my parents right away so that they can contact the principal's office.
- I will talk with my parents so that we can set up rules for going online. We will decide upon the time of day that I can be online, the length of time I can be online, and appropriate areas for me to visit. I will not access other areas or break these rules without their permission.

Additional Sources of Internet Safety Information:

FBI Parent's Guide to Online Safety: <http://www.fbi.gov/publications/pguide/pguidee.htm>

Internet Safety: <http://www.isafe.org> NetSmartz: <http://www.netsmartz.org/netparents.htm>

Misuse, Damage, Loss or Theft

Misuse includes, but is not limited to the following:

- Keeping food and/or drink close to the device;
- Leaving the device unsupervised in school or at home in unsecured locations;
- Using the network for illegal activities, including copyright violations or piracy;
- Accessing online sites or materials that do not support the curriculum or are inappropriate for school purposes while on campus;
- Downloading inappropriate materials, viruses, or software, i.e. Torrents;
- Using or possessing hacking and file-sharing software; including keystroke loggers, batch files or applications used to bypass device or network security;
- Using any form of hacking to attempt to gain administrative access to the device
- Gaining unauthorized access anywhere on the network including attempting to log onto the Internet, network, servers, routers, switches, printers, or firewall as a system administrator;
- Using the device or network for financial gain, advertising, or political influence;
- Vandalizing or tampering with hardware equipment, files, software, system performance, or other network equipment;
- Attempting to repair, remove or install computer hardware or software;
- Opening the device to access internal parts;
- Causing network congestion or interfering with the work of others, including sending chain emails or broadcast messages;
- Subscribing to mailing lists, mass emails, games, or other services that cause network congestion;
- Intentionally wasting finite Internet or network resources, including downloading files, streaming music, videos, or games or installing, activating, or creating programs that interfere with the performance of the network, Internet, or computer hardware;
- Revealing, sharing, or posting personal information including full names, addresses, phone numbers, social security numbers, driver's license numbers, or passwords for yourself or others;
- Invading or exploiting the privacy of others;
- Using another person's username or password, or allowing another to access your account using your username or password;
- Pretending to be someone else when sending or receiving messages;
- Forwarding or distributing inappropriate email messages;
- Engaging in harassment or transmitting obscene messages, pictures, websites, or other files including racist, terrorist, abusive, sexually explicit, vulgar, threatening, stalking,

- demeaning, slanderous, or any other inflammatory content;
- Utilizing sites to sell or purchase written papers, book reports, and other student work, or to commit any act of plagiarism;
- Using unauthorized technology to gain advantage on assessments by providing or receiving information not allowed by the instructor or that is unavailable to other students;
- Assisting, observing or joining any unauthorized activity using your device, network, or Internet;
- Accessing or attempting to access Internet sites not approved by district/teacher which may include non-educational chat rooms, instant messaging, or social networking sites that could distract from engagement in academic and school-related pursuits;
- Attempting to disable or circumvent Flagler County Public Schools' Internet content filter and firewall, or attempting to use proxies to access sites that would otherwise be restricted;
- Falsifying permission or identification information;
- Copying or modifying files, data, or passwords belonging to others, or using technology to circumvent doing your own work for your courses;
- Knowingly placing a computer virus on a computer or network (additionally, legal charges may be filed);
- Writing, drawing, painting, defacing, placing stickers or labels on school-owned devices or accessories and causing other intentional damage;
- Altering data or the configuration of a computer or the files of another user;
- Presence of images of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, or gang-related symbols;
- Cyber-bullying in any form, which may include efforts to harass, threaten, torment, embarrass or intimidate students or school staff through the use of a computer.

Consequences

The right to use a Digital Learning Movement device at home is a privilege. Consequences for non-compliance with the policies and procedures in these documents include disciplinary actions and financial responsibilities. Any failure to comply may immediately end the student's right to bring the device home. The student will also be subject to disciplinary action as set out in the Flagler County Public Schools Student Code of Conduct. The school principal will have authority to decide appropriate consequences regarding non-compliance.

Students are expected to take all reasonable care to protect the equipment from loss or damage. In the event the equipment is lost, damaged, destroyed or stolen, the student and or parent shall be liable to the Flagler County Public Schools for the required copay. See the Technology Liability Fee section below.

If damage to the device is intentional/deliberate, the parent/student will be responsible for the actual cost of repair or replacement.

Students may also be subject to loss of privilege, disciplinary action and/or legal action in the event of intentional damage and/or violation of policies and guidelines.

Students may be randomly selected to provide their device for inspection. Students with damaged devices who fail to report the damage may be subject to disciplinary action.

Seniors must clear all records and pay all fees before participating in graduation.

In case of theft, vandalism, and other criminal acts happening on campus, the student or parent **MUST** file a report with the school's dean's office within 24 hours of the occurrence or the parent is responsible for the replacement cost of the device.

In case of theft, vandalism, and other criminal acts happening off campus, the parent **MUST** report the incident to the police and bring a copy of the police report to the school by the next business and/or school day or the parent is responsible for the replacement cost of the device.

Terms and Conditions

Required Documents and Fees

Parent/guardian and the student must . . .

- Attend a Student/Parent Orientation Meeting.
- Review and sign the following Flagler County Public Schools' forms:
 - Digital Learning Movement Handbook and Agreement
 - Electronic Systems Responsible Use Agreement
 - Equipment Loan Form
- Pay the Flagler County Public Schools Technology Liability Fee annually

Day Users

Flagler County Public Schools has created our Digital Learning Movement to allow all students 24/7 access to the latest technology that will help prepare them for a technology-driven world. To have the greatest influence on our students' education, the Flagler County Public Schools recommends that parents allow students to take their assigned device home.

The district also understands that some parents may not want their children to bring their assigned devices home. In this event, the student will be a "Day User" and students will check-out their device at the beginning of the day and check it back in at the end of the day.

Students may also be assigned a "Day User" status if they demonstrate that they are not responsible with their device. The determination to change a student's status to a "Day User" status will be at the discretion of the school administration.

Technology Liability fee

Annual Technology Liability Fee of \$50.00 paid by all parents unless they decide to opt-out of the program or they receive an exemption.

Coverage period for the Technology Liability fee will be from date of issuance until the last day of school that school year.

First Damage Incident

- \$100.00 Co-Pay

Second Damage Incident

- \$150.00 Co-Pay
- Student may also receive disciplinary action by school administration

Third Damage Incident

- Full Reimbursement for all repair parts or price of entire device, whichever is less, and . .
- Student automatically becomes a “Day User”

Exemptions

- Students qualifying for Reduced Lunch have a \$30.00 Liability Free / Co-Pay as listed above.
- Students qualifying for Free Lunch have a \$20.00 Liability Fee / Co-Pay as listed above.