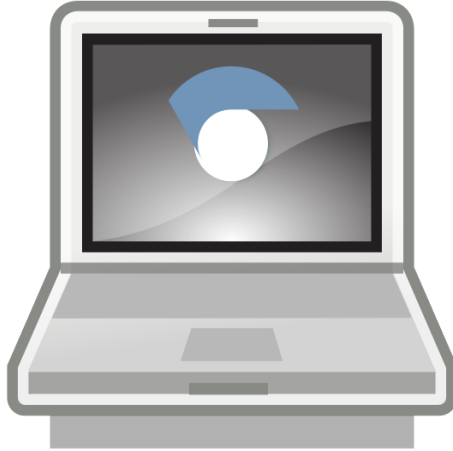


HCC's



***Technology
Information Guide***

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Introduction

Our world is filled with technology. As access to technology at HCC has grown, we have put procedures in place to help manage our use of devices and the internet. Over the past several years, information has been shared in different documents. The purpose of this guide is to put all of our technology rules and responsibilities in one convenient location. In this guide, you will find information from the following HCC and Byram Hills resources:

- the 1 to 1 Chromebook Agreement,
- the HCC Student Handbook,
- the ABC's of HCC,
- the Code of Conduct,
- the Byram Hills Acceptable Use Policy, and
- The Byram Hills Students and Personal Devices Policy.

It is our hope that this guide will make our technology rules and responsibilities clearer for students, parents, as well as the faculty and staff of HCC.

1 to 1 Chromebook Agreement

To Students:

Your Chromebook is for educational purposes, innovation, and creativity. However, usage is a privilege and not a right. You must use your Chromebook responsibly and are expected to fully participate with your Chromebook in all classroom activities as directed by your teachers. You must keep your device charged and in good working order at all times. You must abide by Byram Hills rules as stated in the Acceptable Use Policy for Technology and the Internet.

Byram Hills School District shall retain ownership of the equipment at all times. The student shall hold no security or ownership interest in the equipment, its software, or in the licenses to school installed software.

To Parents:

The Byram Hills School District is committed to integrating technology into the classroom. With a significant investment in education technology and infrastructure, your children will learn to utilize technology as a tool and resource to enhance their learning. The device can be used for a multitude of applications. We encourage you to support your children in learning to use the new technology by asking them questions and having them teach you what they are learning.

All H. C. C. student will receive a Dell Chromebook. The device can be used to word process, access the internet, and run a variety of selected “apps” that enhance the educational process. Teachers will communicate with students via internal school email and will distribute and collect many classroom documents electronically. In order to facilitate this, students will be expected to use their Byram Hills email account (gmail).

Reporting Technical Issues

Any errors or problems with the Chromebook should be reported as soon as is practical through the Chromebook Incident Report found on the H. C. C. page of the Byram Hills website. Students may do this on their own or with the help of their teacher.

Expectations

- Students must abide by all school rules as outlined in the Student Handbook and Acceptable Use Policy.
- Students will not do anything to the Chromebook that will permanently alter it in any way.
- Students will not remove any serial numbers or identification placed on the Chromebook.
- Students agree to be responsible for proper care of the Chromebook.
- Students agree that all apps and content installed on the Chromebook must be school appropriate as determined by school administration. Failure to abide by this rule may result in deletion of any apps on the device.
- Students will not store private, non-educational music and pictures on the Chromebook.
- Students and parents acknowledge that BHSB teachers, staff, or administration may search and retain the school issued Chromebook at any time to verify content.
- When not in use, the Chromebook must be secured in charging stations provided in each classroom or in an approved location.
- Should the need arise to assign a substitute Chromebook to a student, this agreement remains in effect for the substitute device.

HCC Student Handbook

Computers

Each student will be assigned a Chromebook for use during the school day throughout their middle school career. In addition, there are desktop computers throughout the building for student use. All students are required to follow the AUP and the 1-to-1 Chromebook Agreement. It is the student's responsibility to take good care of their device and it is strongly recommended that a carrying case be used at all times.

Textbooks and Chromebooks

When students receive textbooks, they must complete the book receipts. Students are responsible for the condition of the books they receive. A student who loses a book should inform the subject teacher as soon as the loss is discovered and must pay for the book before receiving another one. Books must be covered.

Desk copies of primary textbooks for courses in grades six, seven, and eight are available in each individual classroom. Therefore, the textbook assigned to each sixth, seventh and eighth grader may be left at home for study and independent practice. Some textbook materials are available electronically. This procedure eliminates the need to carry "book bags" from classroom to classroom. Book bags must be left in lockers during the school day.

Chromebooks are assigned to each student for their entire middle school career. Students are required to sign an AUP and a 1-to-1 Chromebook Agreement that clearly states their rights and responsibilities in the use and care of their device. In instances where the Chromebook may not be working properly or in case of damages, students are required to complete a Chromebook Incident Report that can be found on the HCC Homepage.

CHROMEBOOK CARE AND USE

Taking the best care of your Chromebook is essential.

Your Chromebook is an amazing tool that allows you to:

- access countless resources beyond the walls of your classroom,
- communicate effectively with your classmates and teachers,
- stay organized and up-to-date with your assignments, as well as
- collaborate on and complete assignments.

You are the guardian of your Chromebook during your time at HCC. As you use your Chromebook everyday, you must treat your device with care. This includes, but is not limited to:

- using a protective case,
- carrying your device with two hands or in a case with a handle,
- keeping food and drinks away from your Chromebook,
- placing your device on a flat surface at all times, and
- charging your device in the proper (as directed by your teachers) location daily.

Chromebook Procedures

Each day:

- Check for updates
- Sign out of your account
- Shut down your Chromebook
- Return Chromebook to Cart
- Plugin Chromebook for nightly charging

Each month:

- Present your Chromebook to your Team teachers for inspection*

*At the end of each quarter, students whose Chromebooks are in excellent condition may present them for Quarterly Chromebook Care Rewards.

Troubleshooting

Before reporting a Chromebook “not working” issue, please check the following:

- Are you logged into the BHSD Secure network?
- Does your Chromebook require an update?

If there is still a problem with your Chromebook, please take the following steps:

- Sign out of your Chromebook
- Shut down your Chromebook
- Wait 10 seconds and turn on your Chromebook

Any issues you experience after attempting to restart your Chromebook must be reported in the Chromebook Incident Report found on the HCC homepage. If you are unable to use your device to complete the form, please borrow one from a friend or teacher.

ABC's of HCC

Technology

STEAM (Science, Technology, Engineering, Arts, and Mathematics) is an integral part of the middle school curriculum. The Technology Department promotes the development of STEAM concepts throughout their curriculum.

Sixth grade students will participate in three rotations of Technology during the Arts Cycle. Each rotation has its own primary focus: coding, multimedia and robotics. Students will be working in a collaborative environment which supports exploration and the development of problem solving skills. Students in grade seven and eight will deepen their understanding of coding and robotics in a semester long course. Every student will have access to a Chromebook for use during the school day to enhance their learning.

Library computers are to be used for schoolwork only. Students are allowed to use the following applications while using the library computers:

The Online Catalog
Library Home Page
Word Processing

The Internet - with these provisions:

- Internet use must be school related
- Internet use must comply with the Acceptable Use Policy

If you have a project that involves using computers for anything other than the above applications, you must obtain a pass from your teacher. E-mail is strictly prohibited. Only one person is allowed per computer unless you obtain permission from the librarian or an aide. Failure to comply with these rules will result in suspension of computer privileges.

Code of Conduct

ELECTRONIC DEVICES

The Board of Education recognizes that there are personal electronic devices (e.g. phones, laptops and other electronic devices) that have educational applications and can be a positive means to facilitate communication and instruction. These devices shall be allowed to be used by students in grades 6-8 when they are part of a lesson and under the direction of a teacher. Recognizing that the display and/or use of such devices can cause disruption to the educational process, misuse of any electronic devices may result in a loss of privileges and possible disciplinary action.

Byram Hills provides appropriate and adequate technology to support classroom instruction. The District is aware that not every student may have access to the same level of personal technology, and will make every reasonable effort to ensure that no student is disadvantaged by permitting the use of personal devices. The use of student-owned devices is optional.

In addition to the following provisions for the use of personal electronic devices, students will be expected to comply with the Acceptable Use Policy (4528) and all class and school rules while using personal electronic devices. The permitted use of a personal electronic device on school grounds and during school hours will be consistent with the use of District computer facilities and the District Local Area Network (LAN), with the goal of maintaining the highest standards of acceptable technology use.

Byram Hills School District, Student Policy 5695

Conduct

Students are responsible for securing their own electronic devices. Electronic devices are not allowed to be used during the school day unless permitted by teacher for educational purposes.

During any school activity, electronic devices are subject to the discretion of any faculty, staff or school administrator. When electronic devices are not in use under a teacher's supervision, they are not permitted to be used in common areas (hallways, lavatory and cafeteria).

Consequence

Temporary confiscation, parental retrieval of electronic devices, disciplinary action by the teacher, parental notification, or possible suspension of privileges depending on circumstances.

RESPECT FOR SCHOOL PROPERTY

Students are to respect school property and develop feelings of pride in our community institutions.

Conduct

Students are expected to care for their own property, school property entrusted to them, and the property of others, including but not limited to textbooks, science equipment, supplies, projects, Chromebooks, etc.

Consequence

Parental notification, detention, restitution, and possible suspension.

TECHNOLOGY

Devices

The Byram Hills School District provides each student at H. C. Crittenden with a Chromebook for use throughout the school day. These devices are meant to facilitate communication and instruction and should be used under the direction of a teacher. Students are expected to care for their assigned Chromebook and report any issues immediately to the Technology Department through the Chromebook Incident Report found on the HCC homepage.

In addition, the use of student-owned devices, such as smartphones and personal laptops, is allowed at HCC (Byram Hills School District, Student Policy 5695). These devices shall only be used by students with the permission of a teacher. Recognizing that the display and/or use of such devices can cause disruption to the educational process, misuse of any electronic devices may result in a loss of privileges and possible disciplinary action.

The following provisions for the use of electronic devices are expected:

- Students will comply with the Acceptable Use Policy (4528) and the Students and Personal Electronic Devices Policy (5695), as well as all class and school rules while using electronic devices.
- The permitted use of a personal electronic device on school grounds and during school hours will be consistent with the use of District devices and the District Local Area Network (LAN), with the goal of maintaining the highest standards of acceptable technology use.

Internet

Students will have access to the District's wifi while in the building. All devices must be logged into the BHSD Secure Network in maintaining CIPA (Children's Internet Protection Act)

requirements. Violations may result in a loss of access as well as other disciplinary or legal action.

Conduct

Students are responsible for securing their district issued Chromebook, as well as their own electronic devices. Electronic devices are not allowed to be used during the school day unless permitted by teacher for educational purposes. During any school activity, electronic devices are subject to the discretion of any faculty, staff or school administrator. When electronic devices are not in use under a teacher's supervision, they are not permitted to be used in common areas (hallways, lavatory and cafeteria). District issued Chromebooks are not to be placed in lockers or locker rooms.

Consequence

Temporary confiscation and/or parental retrieval of personal electronic devices, disciplinary action by the teacher, parental notification, or possible suspension of privileges depending on circumstances.

ACCEPTABLE USE POLICY FOR TECHNOLOGY AND THE INTERNET FOR STUDENTS 4528

Introduction

The Byram Hills School District provides access to computers and the Internet in order to support learning and enhance instruction. By providing access to the Internet, the District promotes educational excellence and prepares students for an increasingly technological world. This use should facilitate resource sharing, research, innovation and communication.

However, the District also recognizes that with this access comes the availability of material which is unrelated to scholarship, and which in many instances, is inappropriate for places of learning and inappropriate for young people in particular.

For this reason, District computers or a student's own electronic device may only be used in a manner consistent with this policy and policy 5695 (Students and Personal Electronic Devices). Although the District, in cooperation with the Board of Cooperative Educational Services (BOCES), has taken precautions to restrict access to questionable materials, students and parents need to know that it is impossible to control all materials. Therefore, much of the responsibility for appropriate use of the Internet must rest with students themselves. Although parents/guardians of minors are ultimately responsible for setting and conveying the standards that their children should follow at home, use of the District's technology and access to the Internet in school is a privilege, not a right. If District procedures or policies are not followed, students may lose this privilege and be subject to appropriate discipline.

Moreover, students and parents will be asked to sign and agree to the District's Acceptable Use Agreement.

Applicability and General Principles

These policies apply to all students who gain access to the Internet while on school grounds or at school events. This includes any remote access which students may gain from off-site, but which involves the use of District sites, servers, intranet facilities, e-mail accounts or software.

All access to and use of the Internet must be for the purposes of education and research consistent with the educational goals of the District. Students must make efficient, ethical and legal utilization of network resources. Students must be aware that material created, stored on, or transmitted from or via the system is not private. In addition to the fact that the Internet is inherently insecure, District network administrators may review the system at any time to

ensure that the system is being used properly. For this reason, students should expect that e-mails, materials placed on Web pages, and other work that is created on the network may be viewed by a third party.

Authorized users who have been assigned unique log-in codes (“usernames” and passwords) will be provided with access and, where appropriate, with storage by or through District hardware. Authorized users will be personally responsible for maintaining the integrity of the District’s network, and may not permit other persons to use their usernames, passwords, accounts or disk space, or disclose their usernames, passwords or account information to any third party. Users must respect the integrity and security of the District’s systems and network, and the access privileges, privacy and reasonable preferences of other users.

The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. It is not responsible for any damages, including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions, whether caused by the District or third party negligence, or by a user’s errors or omissions. Information obtained from the Internet is used at the student’s own risk, and the District specifically disclaims any responsibility for the accuracy or quality of information obtained by students via access provided by or through the District.

The following policies are intentionally broad in scope and, therefore, may include references to resources, technology and uses not yet available.

Rules of Conduct and Compliance

Students who violate this Acceptable Use Policy may have their access privileges suspended or revoked by building administrators. In addition, because the District’s information networks and systems are used as part of the educational program, the District’s Code of Conduct policy (5300) and Students and Personal Electronic Devices policy (5695) also applies to network activities. This Acceptable Use Policy is an extension of the Code of Conduct, and the disciplinary penalties set out in the Code of Conduct will apply if the student acts in violation of this Acceptable Use Policy.

All policies and prohibitions regarding users of the network, and anyone accessing the Internet through the District, shall also apply to users of individual District computers and personal electronic devices.

1. Internet access from personal devices while on school grounds is permitted only through the use of the District’s wireless access.
2. The network may not be used to download, copy, or store any software, unless approved by a network administrator.
3. The network may not be used for any commercial purposes, and users may not buy or sell products or services through the system.

4. The network may not be used for advertising, political campaigning, or political lobbying.
5. The network may not be used for any activity, or to transmit any material, that violates United States, New York State or local laws. This includes, but is not limited to, fraudulent acts, violations of copyright laws, and any threat or act of intimidation or harassment against another person.
6. The District is a place of tolerance and good manners. Use of the network or any District computer facilities for hate mail, defamatory statements, statements intended to injure or humiliate others by disclosure of personal information (whether true or false), personal attacks on others, and statements expressing animus towards any person or group by reason of race, color, religion, national origin, gender, sexual orientation or disability is prohibited.
7. Network users may not use vulgar, derogatory, or obscene language.
8. Network users may not post anonymous messages or forge e-mail or other messages. Users are strongly advised to use caution about revealing any information on the Internet which would enable others to exploit them or their identities: this includes last names, home addresses, Social Security numbers, passwords, credit card numbers or financial institution account information, and photographs. Under no circumstances should a user reveal such information about another person without that person's express or prior consent.
9. Network users may not log on to someone else's account, attempt to access another user's files, or permit anyone else to log on to their own accounts. Users may not try to gain unauthorized access ("hacking") to the files or computer systems of any other person or organization. However, students must be aware that any information stored on or communicated through the District network may be susceptible to "hacking" by a third party.
10. Network users may not access Web sites, news groups, or chat areas that contain material that is obscene or that promotes illegal acts. If a user accidentally accesses this type of information, he or she should immediately notify a teacher, librarian, and/or network administrator. Likewise, use of the network to access, create, or transmit pornographic material (whether visual or written), or material which contains dangerous recipes, formulas or instructions, is prohibited.
11. Users may not access news groups, chat rooms, list servers, or other services where they may communicate with people outside of the District (specifically including e-mail) unless they are supervised by a teacher and have been given explicit approval.
12. Users may not engage in "spamming" (sending irrelevant or inappropriate electronic communications individually or en masse) or participate in electronic chain letters.
13. Users who maliciously access, alter, delete, damage or destroy any computer system, computer network, wireless access, computer program, or data will be subject to criminal prosecution as well as to disciplinary action by the District. This includes, but is not limited to, changing or deleting another user's account; changing the password of another user; using an unauthorized account; damaging any files; altering the system; using the system to make money illegally; destroying, modifying, vandalizing, defacing or abusing hardware, software, furniture or any District property. Users may not develop programs that harass other users or infiltrate a computer or computer system

and/or damage the software components of a computer or computer system (e.g., create viruses, worms).

14. Users may not intentionally disrupt information network traffic or crash the network and connected systems; they must not degrade or disrupt equipment or system performance. They must not download or save excessively large files without the express approval of the network administrator. Users may not add any software or applications to the District's networks or computers, or add to or modify any existing software or applications, without the express permission of the network administrator.
15. As is the case with all student work, users may not plagiarize, which is a serious academic offense. Plagiarism is "taking ideas or writings from another person and offering them as your own." Attribution must always be given to the person who created the article or the idea. A student who, by cutting and pasting text or data, leads readers to believe that what they are reading is the student's original work when it is not, is guilty of plagiarism.
16. Users must comply with the "fair use" provisions of the United States Copyright Act of 1976. "Fair use" in this context means that the copyrighted materials of others may be used only for scholarly purposes, and that the use must be limited to brief excerpts. The District's library professionals can assist students with fair use issues.
17. Users may not copy any copyrighted or licensed software from the Internet or from the network without the express permission of the copyright holder: software must be purchased or licensed before it can legally be used.
18. Users may not take data, equipment, software or supplies (paper, toner cartridges, disks, etc.) for their own personal use. Such taking will be treated as theft. Use of District printers and paper must be reasonable.
19. Users must behave properly in any computer lab setting. Normal rules of Classroom decorum and compliance with instructions from faculty and administrators will apply.
20. The Byram Hills School District assumes no responsibility for student, faculty or Staff websites created and hosted outside of the District network. The District requires that all individual staff/student electronic communication will occur through the District network.

Violations and Consequences

Consequences of violations include but are not limited to:

- Suspension or revocation of information network access;
- Suspension or revocation of network privileges;
- Suspension or revocation of computer access;
- Suspension from school;
- Expulsion from school; and
- Criminal prosecution.

In addition, the District will seek monetary compensation for damages in appropriate cases.

Repeated or severe violations will result in more serious penalties than one-time or minor infractions.

This Acceptable Use Policy is subject to change. The District reserves the right to restrict or terminate information network access at any time for any reason. The District further reserves the right to monitor network activity as it sees fit in order to maintain the integrity of the network and to monitor acceptable use. School and District-wide administrators will make final determination as to what constitutes unacceptable use.

Disciplinary penalties involving possible suspension or expulsion from school will be determined in accordance with the District's Code of Conduct. However, suspension or revocation of access privileges will be determined by the building administration, acting in consultation with school and District-wide administrators.

Cross-Ref
5695 Students and Electronic Personal Devices

New Policy

Adopted: 7-6- 06

Revised and Adopted: 1-28-14

The Board of Education recognizes that there are personal electronic devices (e.g. phones, laptops and other electronic devices) that have educational applications and can be a positive means to facilitate communication and instruction. These devices shall be allowed to be used by students in grades 9-12, and only in classrooms for students in grades 6-8 when they are part of a lesson and under the direction of a teacher. Recognizing that the display and/or use of such devices can cause disruption to the educational process, misuse of any electronic devices may result in a loss of privileges and possible disciplinary action.

Byram Hills provides appropriate and adequate technology to support classroom instruction. The District is aware that not every student may have access to the same level of personal technology, and will make every reasonable effort to ensure that no student is disadvantaged by permitting the use of personal devices. The use of student-owned devices is optional.

In addition to the following provisions for the use of personal electronic devices, students will be expected to comply with the Acceptable Use Policy (4528) and all class and school rules while using personal electronic devices. The permitted use of a personal electronic device on school grounds and during school hours will be consistent with the use of District computer facilities and the District Local Area Network (LAN), with the goal of maintaining the highest standards of acceptable technology use.

The Use of Personal Electronic Devices is Subject to the Following Provisions:

1. Students who bring their own electronic devices must adhere to this policy, the Code of Conduct (5300), the Student Handbook, the Acceptable Use Policy for Technology and the Internet (4528) and all other District policies governing the acceptable use of technology and student conduct. The District reserves the right to collect and examine any device for: investigation; technology problems; an attack or virus infection; suspected bullying or harassment; or use otherwise inconsistent with these provisions. Electronic devices are subject to search by school administrators, and the student will be required to unlock the device at the request of the school administrator. Failure to adhere to the aforementioned policies may result in a loss of privilege. The device may be confiscated and given to the Assistant Principal, to be returned to the student following a conference with the Assistant Principal. Further discipline may result, as appropriate. The District will cooperate with law enforcement officials, as necessary.
2. The District's network filters will be applied to a device's connection to the Internet, and any attempt to bypass or interfere with the network filters is prohibited. Internet access while on school grounds is limited to District provided Wi-Fi access. Students are not allowed to use cell service to access the Internet. Students will lose the privilege of bringing a personal electronic device if the device infects the network with a virus, is used for "hacking," or it is used to alter or bypass network securities.
3. Each teacher has the discretion to allow and regulate the use of personal electronic devices in the classroom and on specific projects, consistent with all District policies.

4. In general, personal electronic devices must be in silent mode while on campus, and headphones may not be used. Faculty, staff and administrators may grant specific exceptions.
5. Personal electronic devices may not be used to record, transmit, or post unauthorized photographic images or video of a person or persons on campus, or during off campus school activities.
6. Printing from personal devices is not permitted.
7. Charging of devices is not permitted due to safety concerns, unless at a designated charging area. Personal electronic devices must be charged prior to school and may only be operated on battery while at school.
8. Students are responsible for securing their own electronic devices. The District assumes no responsibility whatsoever for stolen, lost or damaged personal electronic devices or for lost or corrupted data on those devices. This includes devices which are left with a District staff member, whether for the student's convenience or because it has been confiscated for improper use.
9. The District is not responsible for any fees or charges to a student or family account.
10. The District technology staff is not responsible for maintaining or troubleshooting student personal devices.

Personal Electronic Devices and Testing

In accordance with state guidelines, students are not allowed to bring cell phones or other prohibited devices into assessment locations. Test proctors, monitors and school officials shall have the right to collect cell phones or other prohibited electronic devices prior the start of any test or assessment, and hold them for the duration of the test taking time.

Admission to an assessment location will be prohibited to any student who has a cell phone or other electronic device in his or her possession and does not relinquish it or store it, as directed. Possession of electronic devices in assessment locations may result in disciplinary action.

Students with Individualized Education Plans (IEPs) or 504 Plans that specifically require the use of an electronic device may do so as specified. In extraordinary circumstances, approval for use may be granted at the Principal's discretion.

Cross-ref: 5300, Code of Conduct
4528 Acceptable Use Policy - Students
State Law

Ref: *Price v. New York City Board of Education*, 16 Misc.3d 543 (2007)

Adopted: 1-28-14