

# Greensburg Community High School

## Technology Policy & Resources



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## **Digital Learning Initiative**

### **Vision**

Greensburg Community Schools' digital learning initiative will engage our students in the continuous development of cognitive rigor in academic content as they transition from users of technology products to makers of technology products.

### **Mission**

Greensburg Community Schools' digital learning initiative will work to build a seamless integration of technology and academic content to prepare our students with foundational skills for college and career readiness. Moving from users of technology to makers of technology our students and staff will access resources beyond the walls of the classrooms to participate as global learners and leaders.

### **1. Liability**

The parent/guardian/student is responsible for the cost to repair and/or replace, at the date of loss, the Laptop, case, or USB charging cable/charger if the property is:

- a. not returned.
- b. intentionally damaged.
- c. lost or damaged because of negligence.
- d. stolen, but not reported to school and/or police by the end of the next school day.

### **2. Personal Safety**

- a. Users should recognize that communicating over the internet brings risks associated with the lack of face-to-face contact.
- b. Users should carefully safeguard their personal information and that of others.
- c. Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the internet without parental and/or teacher permission.
- d. Students should never agree to meet someone they meet online in real life.

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- e. If the user sees a message, comment, image, or anything else online that makes him/her concerned for his/her personal safety, it should be brought to the attention of school personnel or a parent immediately.

### 3. Netiquette

- a. Users should always use the internet, network resources, and online sites in a courteous and respectful manner.
- b. Users should recognize that with valuable content online, there is also unverified, incorrect, and/or inappropriate content.

### 4. Cyber-Bullying

- a. The National Crime Prevention Council defines cyberbullying as “When the internet, cell phones, or other devices are used to send or post text or images intended to hurt or embarrass another person.”
- b. Cyber-Bullying will not be tolerated and is strictly forbidden.
- c. The user should remember that digital activities are monitored and retained.
- d. Report cyber-bullying immediately to school personnel.

### 5. Greensburg Community School Corporation’s *Responsible Use Policy* can be found [here](#).

### 6. Laptop Use, Care, and Routines

- a. Never pile things on top of the laptop.
- b. Keep the laptop in the district-issued case at all times. Failure to have it in district-issued case WILL void the insurance.
- c. Do not leave the laptop out in extreme heat or cold.**
- d. Do not leave the laptop in a vehicle or place it on top of a vehicle.**
- e. Keep food, drink, pets, etc. away from the laptop at all times.
- f. Do not drop the laptop as the screen is made of glass and will break.
- g. Do not leave the laptop unattended at any time including during class, extra-curricular activities, lunch, locker room, etc.

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- h. Labels, stickers, or screen protectors placed on the laptop by the technology department will not be removed.
- i. Laptops and laptop bags are school property. Any destruction, permanent markings, language, symbols, will be subject to disciplinary actions and result in the owner being financially responsible for the repair of the device.
- j. Do not alter the laptop in any manner that will permanently change the laptop.
- k. The lock screen picture can be customized but should always be appropriate for any and all audiences.
- l. Do not lend the laptop to a classmate, friend, or family member.
- m. Clean the laptop screen with a soft, dry, anti-static cloth or with a screen cleaner designed specifically for LCD type screens.
- n. Fully charge the laptop each night with the appropriate laptop A/C adapter.
- o. Do not attempt to repair a damaged or malfunctioning laptop. All damaged and malfunctioning laptops need to be taken to the Media Center.
- p. Do not upgrade the laptop operating system.
- q. Do not remove or circumvent the management system installed on each laptop.
- r. Avoid touching the screen with fingers, pens, or pencils.
- s. Students are responsible for the safety and security of their laptop.
- t. Students will be permitted to take the laptop home.

## 7. Email for Students

**Purpose:** All students will receive an individual Gmail account. They can sign in with [network username]@greensburg.k12.in.us as the email and [network password] as the password. With these Gmail accounts, students will have access to Google Apps for Education, which include productivity and management tools such as Gmail, Google Drive, Google Calendar, and much more.

All laptops will be set up with that school email account so students can quickly and easily send messages and schoolwork to teachers. This setup will happen during orientation, and the email account is required to remain on the laptops through the course of the school year. All official GCHS electronic communications will be sent to their GCS student Gmail email. Students may also log in from any computer via the Internet.

### **The effective use of email will:**

- a. Develop 21st Century Communication Skills.
- b. Allow students to develop positive professional relationships with peers and staff.

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- c. Assist in collaboration skills required in careers and higher education settings.

## Guidelines and Reminders

- a. School email accounts should be used for educational use only.
- b. Students should only have their school email account set up on their laptop. No other personal email accounts should be set up on the laptop.
- c. ALL communication from students to teachers must be on their school issued email account. Personal accounts are not an acceptable means of communication with teachers.
- d. Email transmissions at school are subject to inspection by teachers and/or administrators if deemed necessary.
- e. All email and contents are property of the Greensburg Community School Corporation.
- f. Only the authorized user of the account should access, send, and/or receive emails for the account.
- g. Passwords should be protected and never shared with other students.
- h. Email accounts should be set up so that the email is blind carbon copied (Bcc) to the student.

## Examples of Unacceptable Use

- a. Non-educational related forwards (e.g. jokes, chain letters, images)
- b. Harassment, cyber-bullying, profanity, obscenity, racist terms, hate mail.

## 8. Camera

**Purpose:** Each student laptop is equipped with a digital camera feature. The camera will allow students to utilize a 21st century tool to develop 21st century learning skills.

### Examples of Use

- a. Recording and/or taking pictures for project-based learning assessments.
- b. Assisting in ensuring accurate notes are taken in class.
- c. Submitting work digitally.

*Students are not allowed to take pictures/video of staff and/or students without expressed permission by those individuals. Any violation of this policy will result in discipline measures.*

## **9. Listening to Music**

- a. Music apps will not be available on student laptops.
- b. Streaming music is not allowed at school.
- c. Students may stream music at home with permission from parents.

## **10. Watching Movies**

- a. Watching movies will not be allowed during school hours.
- b. Video segments required for school use will be allowed on laptops with teacher permission.
- c. Students will have access to teacher recommended video clips.
- d. Students may watch movies at home with parent permission.

## **11. Games**

- a. Students may not play games on the laptop during school hours unless they are given permission by the teacher AND the game supports education.
- b. The content of any games played at home must be school appropriate.
- c. Students must have parent permission to play games outside of school hours.

## **12. Student Files and Storage**

All students should store their files using Google Drive Desktop. Files will be available online as well as off-line. Google Drive Desktop should be set up using the directions below. GoogleDrive Desktop is the standard cloud storage that will be supported in the district.

1. Click on the start menu
2. Click the search icon (magnifying glass) in the upper right
3. Type Drive
4. Click the Google Drive for Desktop icon
5. Click 'Get Started'
6. Sign in with your Greensburg Google Account (you can only sign in with one account and once signed in you will remain signed in)
7. Click 'Next' when presented with each new page (3x). Each will illustrate an aspect of the Drive program
8. Click Done
9. The screen will flash as the drive folder is created. There will also be a new icon on the desktop.

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10. The sync process will begin and depending the number / size of files may take a few minutes. Any files in this folder will sync with Google Drive and be available on any device with an Internet connection.

11. The last step is to enable offline files, which is done through the web interface [drive.google.com](https://drive.google.com)

12. Click the Gear in the upper right and select settings

13. Tick the box next to Offline to sync files

14. Click Done!

15. Add NEW FOLDERS for each class as needed for easy to find files available online or offline.

## 13. Printing

- a. Printing should be used sparingly.
- b. If printing is necessary, students must be sure to use the PRINT-PREVIEW function.
- c. Printed files will print to the Media Center.

## 14. Laptop Background

Any picture used as the background for a school issued laptop must be school appropriate and align with the Responsible Use guidelines.

## 15. Plagiarism

- a. Users are prohibited from plagiarizing (using as their own without citing the original creator) content, including words or images, from the Internet.
- b. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online.
- c. Research conducted via the Internet should be appropriately cited, giving credit to the original authors.
- d. Users are prohibited from accessing sites that promote plagiarism. These sites should be reported to school personnel.
- e. Plagiarism will be handled according to the school discipline policy on plagiarism. Please see GCHS Student Handbook for the policy.

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## 16. Behaviors and Discipline Related to Student Laptop Use

<b>Technology Related Behavior Violations</b>	<b>Equivalent "traditional" Classroom Violations</b>
<ul style="list-style-type: none"><li>▪ Failure to bring Laptop to school</li></ul>	<ul style="list-style-type: none"><li>▪ Coming to class unprepared</li></ul>
<ul style="list-style-type: none"><li>▪ Missing cover</li></ul>	<ul style="list-style-type: none"><li>▪ Not having required supplies</li></ul>
<ul style="list-style-type: none"><li>▪ Email, texting, skyping, internet surfing, etc.</li></ul>	<ul style="list-style-type: none"><li>▪ Passing notes, reading magazines, games, etc.</li></ul>
<ul style="list-style-type: none"><li>▪ Damaging, defacing, placing stickers, etc. to laptop</li></ul>	<ul style="list-style-type: none"><li>▪ Vandalism/Property damage</li></ul>
<ul style="list-style-type: none"><li>▪ Using account belonging to another student or staff member</li></ul>	<ul style="list-style-type: none"><li>▪ Breaking into someone else's locker/classroom</li></ul>
<ul style="list-style-type: none"><li>▪ Accessing inappropriate material</li></ul>	<ul style="list-style-type: none"><li>▪ Bringing inappropriate content to school in print version</li></ul>
<ul style="list-style-type: none"><li>▪ Cyber-Bullying</li></ul>	<ul style="list-style-type: none"><li>▪ Bullying/Harassment</li></ul>
<ul style="list-style-type: none"><li>▪ Using profanity, obscenity, racist terms</li></ul>	<ul style="list-style-type: none"><li>▪ Inappropriate language, harassment</li></ul>
<ul style="list-style-type: none"><li>▪ Sending/Forwarding assignment to another student to use as their own and/or copy</li></ul>	<ul style="list-style-type: none"><li>▪ Cheating, copying assignment, plagiarism</li></ul>
<b>Violations unique to the GCS 1:1 Device</b>	
Not having Laptop fully charged when brought to school	
Attempts to defeat or bypass the district's internet filter and/or security settings	
Modifying the district's browser settings or other techniques to avoid being blocked from inappropriate sites or to conceal inappropriate internet activity.	
Unauthorized downloading/installing of Apps	

## Progressive Discipline

*The discipline process with the laptops will be progressive in nature. Low-level, first time infractions will receive smaller consequences than infractions that are repetitive or more serious in nature.*



## **Discipline Steps**

*Any serious offense could result in suspension/expulsion.*

1. Verbal warning
2. Parents are contacted redirect given to student
3. After school detention issued
4. Loss of internet privileges
5. Suspension
6. Expulsion

## **Examples of Unacceptable Use**

*Unacceptable use of the laptop includes, but isn't limited to, the following examples:*

- a. Using the school network for illegal activities such as copyright and/or license violations.
- b. Using the laptop as the vehicle for plagiarism.
- c. Unauthorized downloading of apps and/or jail-breaking of the laptop.
- d. Accessing and/or using websites or materials that are not in direct support of the curriculum and are inappropriate for school.
- e. Vandalizing equipment and/or accessing the network inappropriately. Using and/or possessing programs that are capable of hacking the network.
- f. Gaining unauthorized access anywhere on the network.
- g. Invading the privacy of individual(s).
- h. Using and/or allowing use of another person's login/password to access the network.
- i. Being a passive observer or active participant with any unauthorized network activity.
- j. Participating in cyber-bullying of any person.
- k. Using objectionable language, photos, or other content (e.g. racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning or slanderous).
- l. Obtaining, modifying, or using user name/passwords of other users.
- m. Modifying files belonging to another student on the network.
- n. Attempting to access or accessing websites blocked by the school's internet filter.
- o. Downloading apps, streaming media, or playing games without permission of a network administrator.

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- p. Sending and/or forwarding emails that are chain letters, forwards, etc. via school email.

## 17. Power Management

- a. Users are responsible to recharge the laptop's battery so it is fully charged by the start of the next school day.
- b. Users with no battery life may safely charge in classroom when acceptable. Charging at school should not be a daily occurrence.
- c. Power cords should be left in the student's laptop bag in case the need arises.
- d. The Media Center will have a limited supply of chargers to loan out for the school day if needed.

## 18. Laptop Security

Content filtering is present on the school network.

### Content Filtering

The *Children's Internet Protection Act* requires that schools have a content filter in place onsite and the school will make every effort to block objectionable sites. Parents should enable content filtering on their home network to ensure the safety of their student(s) while accessing the internet.

## 19. Damaged and Lost Laptops

- a. Users will report any damaged or lost laptops to School Authorities.
- b. Users will bring damaged laptops to the Media Center.
- c. Media Center Staff and a trained group of students will be able to do minor troubleshooting.
- d. Without insurance, users are responsible for the replacement cost of the laptop if it is lost, stolen, or fully damaged.
- e. With insurance, we will accept one claim.
- f. Loaner laptops will be available to specified students through the Media Center. Loaner laptops will be available during school hours only.

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- g. Damaged GCHS Laptops that are not in a district issued case will be the financial responsibility of the student/parent.*

## Insurance Details

Replacement/Repair	With \$44/year Insurance	Without Insurance
Total Replacement		\$504.00
Stolen / Vandalized Laptop ( <i>Police report must be filed</i> )	Dependent Upon the Outcome of the Police Report	\$504.00
Cracked Screen	\$0.00	\$105.00
Lost Charger	Not Covered	\$48.50
Lost Case	Not Covered	\$28.00
Hard Drive	Dependent Upon Warranty	\$99.99
Battery	\$0.00	\$139.99
DC Port (Charging)	\$0.00	\$5.99

## 20. Lost or Stolen Equipment

The laptop assigned to the student becomes the student/parent financial responsibility. Any lost laptop requires a Police Report to be filed with the Greensburg Police Department.