

# **SOUTH TIPPAH SCHOOL DISTRICT**

## **PARENT INFORMATION**

### **2024-2025**

We are excited about the continued use of student Chromebooks/iPads in South Tippah. Staff will continue their learning journey to ensure appropriate skill levels to integrate the use of mobile devices in student learning. Technology, in the hand of active and creative thinkers, can be a tremendous asset to enhance learning for all students,

Students and parents are required to read the terms and conditions of the Chromebook/iPad Agreement and return a signed copy. Parents should discuss the agreement with their child to ensure they have a reasonable understanding of the agreement. No Chromebook/iPad will be issued to a student for school use unless the agreement is signed and returned.

## **CHROMEBOOK/IPAD ACCEPTABLE USE GUIDELINES**

### **General Precautions**

- No food or drink is allowed next to your Chromebook/iPad while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook/iPad.
- Chromebooks/iPads should be shut down before moving them to conserve battery life.
- Chromebooks/iPads must remain free of any writing, drawing, stickers, or labels that are not the property of South Tippah School District.
- All pictures displayed on the Chromebook/iPad must comply with the dress code as specified in the student handbook.
- Chromebooks/iPads must never be left in a car or any unsupervised area.
- Students are responsible for keeping their Chromebook/iPad's battery charged for each school day

### **Carrying Chromebooks/iPads**

- Students should never carry their Chromebooks/iPads while the screen is open.
- Chromebooks/iPads should always be within the protective covering when carried.
- Backpacks can be used to transport Chromebooks/iPads. These backpacks can hold other objects (such as books, folders, and workbooks), but these must be kept to a minimum to avoid placing too much pressure and weight on the Chromebook/iPad screen.
- Do not throw, toss or slide Chromebooks/iPads.
- Chromebooks/iPads must never be unattended. Unsupervised Chromebooks/iPads will be confiscated by staff and taken to the Principal's Office. Disciplinary action may be taken for leaving your Chromebook/iPad in an unsupervised location.
- Chromebooks/iPads should not be stored in a student's vehicle at school or at home.

## **Screen Care**

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

## **Chromebook/iPad Care**

- Keep the Chromebook/iPad secure and damage free.
- Do not loan out the Chromebook/iPad, charger or cords.
- Do not leave the Chromebook/iPad in your vehicle.
- Do not leave the Chromebook/iPad unattended.
- Do not eat or drink while using the Chromebook/iPad or have food or drinks in close proximity to the Chromebook/iPad.
- Do not allow pets near the Chromebook/iPad.
- Do not place the Chromebook/iPad on the floor or on a sitting area such as a chair or couch
- Do not leave the Chromebook/iPad near table or desk edges.
- Do not stack objects on top of the Chromebook/iPad.
- Do not leave the Chromebook/iPad outside.
- Do not use the Chromebook/iPad near water such as a pool.
- Do not check the Chromebook/iPad as luggage at the airport.

## **Chromebook/iPad Computer Security Policy:**

The School's Internet is to be used for research and as a means of obtaining academically relevant information. Material obtained through research on the Internet and then used in academic work is to be properly documented. Students may not access websites, newsgroups, or "chat" areas that contain material that is obscene or that promotes illegal activity. If a student does accidentally access this type of information, he or she should immediately notify a teacher.

E-mail and all other forms of electronic communication are to be used in a responsible manner. Students may not use but not limited to; vulgar, derogatory, or obscene language. Students may not engage in personal attacks, harass others, or give out personal information.

Teachers shall make reasonable efforts to supervise students' use of the Internet during instructional time, to ensure that such use is appropriate for the student's age and the circumstances and purpose of the use.

Use of computers (including "Instant Messaging") for anything other than a teacher-directed or approved activity is prohibited during the school day.

No comments or pictures may be placed on the Internet or other technological resources representing the view of the school or school district without prior approval of the superintendent or designee.

When accessing the school district's Internet network, Internet computer games or any computer games are prohibited in classes, lobby, hallways, etc. unless otherwise allowed by teachers.

**Computers/iPads may not be used to make sound recordings without the consent of all those being recorded.**

Installation of peer-to-peer file-sharing programs is strictly forbidden. Copyright laws must be respected. If you have any questions about what constitutes a copyright violation, please contact an administrator, technology specialist or teacher.

No personal software should be installed on the computer/iPad.

Files stored within the school computer systems should be limited to those relating to formal school courses or activities. Games, commercial software or graphic files that are not for a school project or activity should not be stored on school computer systems.

Students may access only those files that belong to them or for which they are certain they have permission to use. Deliberate attempts to degrade the network or to disrupt system performance will result in disciplinary action.

School administrators reserve the right to remove student accounts on the network to prevent unauthorized activity.

**If technical issues arise, students must notify a teacher immediately. Chromebook/iPad users will not disassemble the Chromebook/iPad or attempt any repairs.**

Students who have repeated instances of Chromebook/iPad damage may be asked to check their Chromebook/iPad in with the administrator's designee after school. Chromebooks/iPads may be checked out again before classes begin the next day. Special permission to take a Chromebook/iPad home for class work may be permitted by the student's teacher, first clearing it through the administrator's designee.

The South Tippah School District reserves the right to define inappropriate use of technology. These inappropriate uses include, but are not limited to:

- The user shall not erase, change, rename, or make unusable anyone's computer/iPad files, programs, or disks.
- The user shall not use or try to discover another's password or another person's email or other files. The user shall not use a computer/iPad for unlawful purposes, such as illegal copying or installation of software.
- The user shall not let other persons use his/her name, login, password, or files for any reason.
- The user shall not deliberately use the computer/iPad to annoy or harass others with language, images, innuendoes, or threats. The user shall not deliberately access or create any obscene or objectionable information, language, or images.
- Individual school Chromebooks/iPads and accessories must be returned to the school designee at the end of each school year. Students who withdraw, or terminate enrollment at South Tippah School District for any other reason will be asked to return their individual school Chromebook/iPad on the date of termination. If a student fails to return the computer/iPad at the end of the school year or upon termination of enrollment in South Tippah School District, the student or guardian will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the computer/iPad, or, if applicable, any insurance deductible: Failure to return the computer/iPad will result in a police report being filed with either the Ripley Police Department or the Tippah County Sheriff's Office.

### **Sound**

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Students will be allowed to use headphones with the Chromebooks/iPads with teacher permission.

### **Printing**

Students may use school printers with teachers' permission during class or breaks. Students who want to print on a home printer must ask the administrator's designee to add their print software to the Chromebook/iPad.

### **Inspection**

School officials may monitor the Chromebook/iPad or access its contents at any time, Chromebooks/iPads assigned to students are subject to unannounced spot checks/inspection at any time without notice as determined by the teacher or administration.

### **Identification**

All Chromebooks/iPads are the property of the South Tippah School District, Student Chromebooks/iPads will be inventoried and tagged for tracking purposes. This tagging system must not be removed for any reason.

## **Computer Chromebook/iPad Violations (but not limited to):**

- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Downloading or transmitting multi-play game, music, or video files using the school network.
- Vandalizing, damaging, or disabling property of the school or another individual or organization.
- Accessing another individual's materials, information, or files without permission,
- Using the network or Internet for commercial, political campaign, or financial gain purposes.
- Releasing files, home address, personal phone numbers, passwords, or other vital accessing information to others.
- Promoting or soliciting for illegal activities.
- Attempting to repair, remove or install hardware components reserved for an authorized service technician.
- Violating copyright or other protected material laws.
- Subscribing to mailing lists, mass e-mail messages, games, or other services that generate several messages that can slow the system and waste other users' time and access.
- Intentionally wasting school resources.

**Consequences:** Suspension of take-home Chromebook/iPad privileges, in school suspension, out of school suspension, referral to NASTUC, referral to law enforcement, or expulsion.

## **Computer Network Violations (but not limited to:)**

- Attempting to log on to the Internet or network (servers, routers, switches, printers, firewall) as a system administrator.
- Sending, accessing, uploading, downloading, or distributing pornographic or sexually explicit materials.
- Installing, enabling, launching, or creating programs that interfere with the performance of the network, Internet, or hardware technology resources.
- Creating, uploading, or transmitting computer viruses.
- Attempting to defeat computer/iPad or network security, including internet filters.
- Other violations deemed by the administration to be in violation of school policies, handbooks, ethics, etc.

**Consequences:** Suspension of take-home Chromebook/iPad privileges, in school suspension, out of school suspension, referral to NASTUC, referral to law enforcement, or expulsion.

***Chromebooks/iPads that are confiscated for violations may be wiped clean which will result in the loss of all the music, pictures, movies, etc. that may be on the Chromebook/iPad:***

### **Parent/Guardian Responsibility**

Talk to your children about the values and the standards your children should follow on the use of the Internet just as you would on the use of all media information sources such as television, movies, and radio. The school suggests that parents monitor their child's use of the Internet carefully, Please, also reinforce the school value of respect for property. Read these guidelines and discuss them with your child, ensuring he or she properly understands all of the guidelines for proper use, and the consequences for improper use.

### **Student Responsibility**

Students will use Chromebooks/iPads in a responsible and ethical manner. Students will abide by school rules concerning network use, outlined in South Tippah School's Acceptable Use Policy. A copy of this policy is available on our website.

**By signing the Chromebook/iPad Acceptable Use Guidelines, you understand that if a student damages a Chromebook/iPad outside of normal use, they will be charged a \$25 fine. Loss of a Chromebook/iPad will result in the actual cost of the Chromebook/iPad.**

**Lost/stolen charging blocks or cables will result in a \$20 fee.**

**Multiple offenses will result in termination of computer use at the discretion of the school administrator.**

# South Tippah School District Chromebook/iPad Agreement 2024-2025

By submitting this form, I, the undersigned, acknowledge I have read the following documents and understand that basic use and care of the Chromebook/iPad issued by the South Tippah School District,

The purpose of the South Tippah School District Chromebook/iPad Initiative in the South Tippah School District is to provide more personalized learning experiences to students in an effort to promote the achievement of college and career readiness skills. As a student, I understand the importance of gaining new skills and appropriately integrating technology into my school experience. I further understand that this technology is a privilege. I agree to take care of the device and use it for instructional purposes only.

Items Received:

\_\_\_\_\_ Acknowledgement Form/Chromebook/iPad Agreement

\_\_\_\_\_ Charger

\_\_\_\_\_ Chromebook/Chromebook/iPad Fixed Asset Number

\_\_\_\_\_ Carrying Case, when applicable

I understand and agree to the stipulations set forth in the Chromebook/iPad Acceptable Use Guidelines. I understand that violating any part of the Chromebook/iPad agreement will result in the loss of Chromebook privileges, and possible disciplinary actions.

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date \_\_\_\_\_