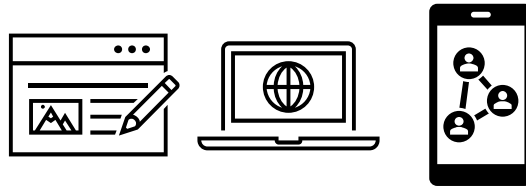


# Moscow School District

## One-to-One Device, Network and Internet Use Handbook



The policies and procedures in this document apply to the use of the MSD Digital Network and all District owned devices that may be assigned to or used by students.

Approved by the Moscow School District #281 Board of Trustees

June 22, 2021

## **One-to-One Devices, Network and Internet Use for Moscow School District Students**

**Purpose:** Moscow School District students will have access to the District network and the internet and may be assigned District owned and managed devices to enhance and complement their learning process.

### **Screen time Guidelines for District Devices Used at Home**

The District is mindful of the negative impact that too much screen time may have on student's overall wellbeing. Teachers and building administrators will plan homework with this in mind and provide information so that students are aware of the potential problems related to excessive screen time.

### **Student Use of District Devices**

The District will assign a device to each student appropriate for their age and grade level.

**Grades K-2:** Devices assigned to students in grades K-2 will remain at school except for specific assignments, projects or in the case of extenuating circumstances.

**Grades 3 – 5:** Students in these grade levels may take home devices when deemed necessary by their teacher.

**Grades 6 – 12:** Students in these grade levels may be expected to take their devices home each night. Those students who bring their devices home should bring them to school each day fully charged.

**Note:** The District may encourage those students who do not have access to a device outside of school to take their District devices with them when needed.

**Distribution of student devices:** Students may receive their device which shall include a charger and protective case upon signing the Moscow School District One-to-One Device Student/Parent Contract. Parents/guardians will receive distribution information from their building administrator. Students new to the District shall receive their device at a time determined by their building administrator.

**Return of student devices:** All devices and accessories assigned to students remain Moscow School District property and are to be returned to school at the end of each school year for updating and maintenance. Students disenrolling from the District during the school year will be required to return their devices and accessories at the time they disenroll. If the device and accessories are not returned, the parent/guardian will be responsible for full payment. District devices should be cleaned prior to their return. Students should follow cleaning instruction that will be provided by District staff.

**Device Care, Damage and Repair:** Students are responsible for the general care of the MSD281 Device issued to them. Any device that does not function properly or becomes damaged should be returned to the school office for assessment and repair as soon as possible. "Loaner" devices will be available for the student to use while their device is serviced. Students and/or parents/guardians will be required to submit a damage report when returning a damaged device for service or repair.

Damage caused by misuse will be charged to the parent/guardian. The District may choose to withhold the issue of a loaner device until payment for repair or replacement has been received. The student may be provided alternative assignments or devices during this time. MSD may charge “repeat offenders” for the cost to repair accidental damage.

**Theft:** MSD will cover the loss due to theft if a police report is filed and it is determined that the student involved had made reasonable efforts to secure their device against theft.

### **Guidelines for Student Use and Care of District Devices**

District staff shall review and provide instruction regarding the appropriate use of District devices at the beginning of each school year. Topics covered will include, but are not limited to the following:

**Protection and Storage:** Student devices should be stored carefully and securely when not in use. Nothing should be placed on top of the devices when they are not in use. Devices should never be left in vehicles for an extended period, especially during periods of extreme temperatures. Students are responsible for securely storing their devices during extracurricular events and activities.

**Personalization:** Devices, protective cases and any other District owned accessories must remain free of any permanent decorative writing, drawing, stickers, paint tape or labels. District property/asset tags must remain in place. Students may personalize their own protective cases if other school and District rules are followed.

### **General Precautions:**

- Do not use food or drink near your device.
- Use care when inserting cords, cables, headphones, or other adapters.
- Do not carry your device with the screen open.
- Shut down devices when not in use to conserve battery life.
- Keep your device away from extreme temperatures or direct sunlight for extended periods of time.
- Always bring your device to room temperature before turning it on.

### **Screen care:**

- Do not put your own weight on the top of your device.
- Use your protective case for the device only. Keep objects that may press against the cover of the device elsewhere.

- Make sure there is nothing on your keyboard (i.e. – pens, pencils, notebooks) before closing the lid.

#### **District Monitoring:**

- The District uses content filters and monitoring software to ensure that students using District devices are compliant with the Children’s Internet Protection Act (CIPA). Building principals will be notified if a student from their school visits an inappropriate website and they will contact the parent/guardian of the student involved when necessary.
- All District devices are subject to content filtering and monitoring.
- Repeat violations may result in the suspension of privileges for the use of the District network and device.
- Content filter settings are based on industry standards and provider algorithms for the age and grade level of the student using the device.

#### **Use of Personal Devices**

The use of personal devices at school will be at the discretion of the building administrators and instructional staff.

- Personal devices may be used on the District network specifically set up for that purpose (BYODStudent).
- The District IT Department will not troubleshoot or provide support for personal devices.
- The District will not install software of any kind on a personal device.
- Personal devices connected to the District network are also subject to monitoring.
- Students using personal devices at school must use the Chrome browser for internet access.

## Moscow School District One-to-One Device Student/Parent Contract

As a Moscow School District student, I will take great care of the device issued to me by:

- Using it for schoolwork only.
- Knowing where it is always and keeping it in a safe and secure location when I am not using it.
- Carrying it in a safe manner.
- Not loaning it to anyone else.
- Eating and drinking away from the device.
- Following the MSD Responsible Use Contract issued by my school.
- Reporting any damage or other problems to my teacher or the school office as soon as possible.
- Not attempting to repair it by myself.
- Not placing any permanent marks or decorations on the device.

My parent/guardians and I agree that:

- My teacher or other school staff may inspect the device assigned to me at any time.
- We will be responsible for any damage caused by neglect or abuse.
- We will pay the full replacement cost for District devices that are lost or damaged while assigned to us.
- We will return the device to my school at the end of the school year or when requested to do so by my teacher or school principal.

Student Name (please print): \_\_\_\_\_

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Addendums**

The following addendums outline student responsibilities regarding the use of the District network and the internet.

**Moscow Senior High School – Responsible Use Contract**

**Moscow Middle School – Student Responsible Use Contract**

**Internet Safety Policy, Computers, Networks and Responsible Use Contract –  
Students in Grades 4-5**

**Internet Safety Policy, Computers, Networks and Responsible Use Contract –  
Students in Grades K-3**

## Moscow Senior High School

### Student Responsible Use Contract

The Moscow School District offers students supervised access to the District's network and the Internet. The use of MSD networks is a privilege that is to be used in a responsible, efficient, ethical, and legal manner that supports education, research and communication and is consistent with the District's mission. General school rules for behavior and communications apply. The District requires that students and parents read and sign the Student Responsible Use Contract before students are granted an account, allowed access to the network and network resources. Parents and students are encouraged to read the District's Internet Safety Policy (available the District Office (650 N. Cleveland, 882-1120 or [www.msd281.org](http://www.msd281.org).) Filters are in place to block content that is defined in CIPA and Idaho legislation as inappropriate. Ultimately, parents and guardians are responsible for setting and conveying the standards that their children follow when using information resources. Specific parent requests for restricted use of the networks and the Internet must be received **in writing**. It is presumed that users will comply with District standards and will honor the agreements they have signed.

Specifically, users must:

Adhere to all specifications regarding the use of a network account including, **but not limited to...**

- Keep all accounts and passwords confidential (**not share passwords**, use anyone else's log-in or user ID)
- **Not leave accounts open or unattended** (properly log out before leaving a computer)
- Not send or display offensive messages or pictures.
- Not harass, insult or attack others.
- Not use obscene or inappropriate language
- Not access inappropriate web sites or attempt to disable/bypass the District's Internet Filter
- Not allow or introduce computer viruses to infect the school computers.
- Not alter computer settings
- Not possess "hacking software", visit "hacking websites" or try to hack into the network by "breaking" passwords or gaining access to protected areas.
- Not intentionally cause damage to school technology
- Not download or install any program or execute any program received in an email or found on a web page.
- Not use District owned cloud storage to download or store files for personal use (music, executable files, personal programs, games, shortcuts).
- Not run executable programs (games, videos, or any other items) that are against MSD District Internet Policy.
- Demonstrate the importance of **Internet safety** and **not divulge personal** information about themselves or others inappropriately (such as age, gender, phone, home address, pictures, etc.).
- Not send, publish, or access harassing, objectionable, obscene, abusive, profane, defamatory, threatening, sexually oriented, racially offensive, illegal, or pornographic materials
- Use network resources **efficiently and respectfully** to minimize interference with others, and...
- Accept full responsibility for preventing all materials, including pornographic material, viruses, inappropriate text, programs, or other files dangerous to the District's computers or the integrity of the network.
- Discontinue access as quickly as possible to inappropriate material that is accessed accidentally and to report the incident to a teacher, librarian, or network supervisor.

## Moscow Senior High School

### Student Responsible Use Contract, cont.

- Notify a teacher or system administrator if they can, or think they can, identify a security problem on the network. Users should not demonstrate security problems to others, nor should they go looking for security problems, because this may be construed as an activity that is illegal.
- Not utilize streaming music, video, online games, etc.
- Utilize District owned cloud storage specified and supervised by District teachers or technology personnel. Students are responsible for managing the contents of their personal cloud storage (deleting files that are no longer needed and making backup copies of their critical files). Files stored on District servers are **not** private and will be treated like school lockers. Network administrators may review and delete communications and files to maintain system integrity and to insure responsible use.
- **Not install or uninstall** hardware, software or peripherals on District computers or networks. **Only designated District** personnel are authorized to install approved software, hardware, and peripheral devices (including, but not limited to, printers, scanners, data storage devices, personal digital assistants, laptop computers) on individual machines or networks. Appropriate licenses must be held for all software. Donated equipment and software are subject to the same policies.
- Not alter District software setup or computer equipment. This includes but is not limited to the downloading or creating computer viruses.
- Not sell, purchase, or offer for sale, any goods or services that could be construed as commercial, political, religious, or private activities on the Internet, unless approved by the Board or their designee.
- Not violate any local, state, or federal regulation, code, or statute, such as encouraging the use or promoting the sale of controlled substances or drugs.
- Any conditions or activities not specifically listed above, that are not consistent with the policies, purposes, and objectives of the District, are prohibited. The District reserves the right to monitor electronic transmissions. School and system administrators may deny, revoke, or suspend specific user accounts at any time because of inappropriate use. Any person who knowingly accesses district computers and networks for the purpose of defrauding, committing theft, or who knowingly alters, damages, or destroys a computer or system shall be guilty of computer crime and would be required to pay compensation for damage. Violations are further defined in Idaho Code 18-2201 and 18-2202.

### RANGE OF CONSEQUENCES:

The use of school technologies is a privilege, not a right. Inappropriate use will result in disciplinary action as determined by the school administration including suspension of technology privileges, conduct referral, or other disciplinary action as described in the Student Handbook and the District's Internet Safety Policy ([www.msd281.org](http://www.msd281.org)). School and network administrators may deny, revoke, or suspend specific user accounts at any time because of inappropriate use. Appeals regarding cancellation will be made through the building principal to the Board of Trustees.

#### **I. Student Agreement: (This agreement is signed once and is valid until the student leaves MHS or the agreement is modified by the District.)**

I am applying for the use of computers including access to the Internet.

I understand that by not following the guidelines of this agreement, I could lose Internet and/or computer access privileges.



**Student Name (please print):** \_\_\_\_\_ **GRADUATION YEAR:** \_\_\_\_\_

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

**II. Parent Permission:**

As the parent/guardian of the student, I have read the regulations for access to networked computers and the Internet in my child's school. I understand that this access is designed for educational purposes as set out by The Moscow School District. I realize that I am responsible for the payment of damages caused by my child. I hereby give permission for my child to have access to computers and the Internet.

Additionally, I give permission to publish my child's work on the classroom or school website (initials only, names will not be used) should the classroom teacher decide to display student work or projects that way.

**Parent / Guardian Name (please print):** \_\_\_\_\_

**Parent / Guardian Signature:** \_\_\_\_\_ **Date**\_\_\_\_\_

*- Please call the school if you have any questions regarding your child's access to  
Internet and computer resources –*

## **Moscow Middle School Student Responsible Use Contract**

The Moscow School District recognizes that Internet resources are integral to the learning environment. Students are offered supervised access to the District's network and the Internet for educational purposes. School technologies, including access to the Internet, are to be used in a responsible, efficient, ethical, and legal manner that supports education, research and communication and is consistent with the District's mission.

The District requires that students and parents read and sign the Student Responsible Use Contract before students are granted an account and allowed access to the network. Filters are in place to block inappropriate content. Ultimately, parents and guardians are responsible for setting and conveying the standards that their children follow when using information resources. Specific parent requests for restricted use of the networks and the Internet must be received **in writing**.

### **USERS MUST:**

Demonstrate the importance of **Internet safety** by:

- Not divulging personal information about themselves or others inappropriately.

Demonstrate common courtesy, respect for others in the use of various technologies by:

- properly logging out before leaving a computer.
- not sending or displaying offensive messages or pictures.
- not harassing, insulting, or attacking others.
- not using obscene or inappropriate language.
- not accessing inappropriate web sites or attempt to disable/bypass the District Internet filter.

Demonstrate ethical behavior and honor the intellectual property of others by:

- not engaging in plagiarism (copying someone else's work, then pretending it's your own).
- not violating copyright (copying someone else's work without their permission) in regards to any use of electronic resources, Internet resources, or software licenses.
- not deleting, examining, copying, or modifying files and/or data belonging to other users without their prior consent.

Demonstrate respect for District computers, the computer network, by:

- not allowing or introducing computer viruses to infect the school computers.
- not using facilities and/or services for commercial or political purposes.
- not altering computer settings.
- not wasting system or network resources.
- not trying to hack into the network by "breaking" passwords or gaining access to protected areas.
- not possessing "hacking software" or visit "hacking websites".
- not using anyone else's log-in, user ID, or password or share a user ID with any other person.
- not intentionally causing damage to school technology.
- not downloading or installing any program without permission from a teacher or District technology personnel.
- not executing any program received in an email or found on a web page without permission from a teacher or District technology personnel.

The District reserves the right to monitor electronic transmissions. School and system administrators may deny, revoke, or suspend specific user accounts at any time because of inappropriate use. Any person who knowingly accesses district computers and networks for the purpose of defrauding, committing theft, or who knowingly alters, damages, or destroys a computer or system shall be guilty of computer crime and would be required to pay compensation for damage. Violations are further defined in Idaho Code 18-2201 and 18-2202. A complete copy of the District Network Computer Policy and the pertinent Idaho Codes are available in the library or the office.

## **RANGE OF CONSEQUENCES:**

The use of school technologies is a privilege, not a right. Inappropriate use will result in disciplinary action as determined by the school administration including suspension of technology privileges, conduct referral, or other disciplinary action as described in the MMS Student Handbook. School and network administrators may deny, revoke, or suspend specific user accounts at any time because of inappropriate use. Appeals regarding cancellation will be made through the building principal to the Board of Trustees.

### **I. Student Agreement:**

I am applying for the use of computers including access to the Internet. I understand that by not following the guidelines of this agreement, I could lose Internet and/or computer access privileges.

Student Name (please print): \_\_\_\_\_

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

### **II. Parent Permission:**

As the parent/guardian of the student, I have read the regulations for access to networked computers and the Internet in my child's school. I understand that this access is designed for educational purposes as set out by the Moscow School District. I realize that I am responsible for the payment of damages caused by my child. I hereby give permission for my child to have access to computers and the Internet.

Additionally, I give permission to publish my child's work on the classroom or school website (initials only, names will not be used) should the classroom teacher decide to display student work or projects that way.

Parent / Guardian Name (please print): \_\_\_\_\_

Parent / Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_

*- Please call the school if you have any questions regarding your child's access to  
Internet and computer resources –*

A copy of the complete District Internet Safety Policy is available from:

Moscow School District  
Superintendent's Office  
650 N Cleveland  
Moscow, ID 83843  
208-892-1139

or [www.ms281.org](http://www.ms281.org)



Moscow School District #281  
Internet Safety Policy  
Computers, Networks and Internet Responsible Use Contract  
for Students in Grades 4-5

In accordance with the District's **Internet Safety Policy**, # 6081.10-6081.20 effective June 23, 2001, **students, and their parents/guardians**, are required to review and show agreement by signing this "Student Responsible Use" contract.

**STUDENT GUIDELINES:**

**Student Will:**

- Use district computers and networks, including the Internet only for educational purposes.
- Credit the source of information learned from doing research on computers or the Internet.

**Student Will Not:**

- Give out personal information on the Internet about oneself or others.
- Correspond through the computer or the Internet with unknown persons unless authorized by a teacher.
- View or send offensive messages or pictures.
- Harass or insult others.
- Damage computers, computer systems or computer networks.
- Access or download inappropriate materials.
- Use disks or thumb drives from home at school without teacher approval or use software from home at school.
- Use another's password, if available.
- Look in another's folder or files.
- Intentionally waste limited time available for computer instruction.
- Subscribe to newsgroups, list-serves, computer games or any Internet services.
- Use the network for commercial purposes.

**I. Student Agreement:**

I agree to follow the student guidelines as written above. I understand that by not following these guidelines, I could lose Internet and/or computer access privileges.

Student Name (please print): \_\_\_\_\_

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

Student's Teacher: \_\_\_\_\_

**II. Parent Permission:**

As the parent/guardian of the student, I have read the regulations for access to networked computers and the Internet in my child's school. I understand that this access is designed for educational purposes as set out by the Moscow School District. I realize that I am responsible for

the payment of damages caused by my child. I hereby give permission for my child to have access to computers and the Internet.

Additionally, I give permission to publish my child's work on the classroom or school website (initials only, names will not be used) should the classroom teacher decide to display student work or projects that way.

Parent / Guardian Name (please print): \_\_\_\_\_

Parent / Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_

*- Please call the school if you have any questions regarding your child's access to  
Internet and computer resources -*

A copy of the complete Internet Safety Policy is available from:

Moscow School District  
Superintendent's Office  
650 N Cleveland  
Moscow, ID 83843  
208-892-1139

or

[www.msd281.org](http://www.msd281.org)



Moscow School District #281  
Internet Safety Policy  
Computers, Networks and Internet Responsible Use Contract  
for Students in Grades K-3

Dear Parents,

Our school uses the Internet for educational activities. We will discuss some internet safety rules and your child will need to sign a Classroom Promise. Please familiarize yourself with these guidelines and the Classroom Promise that we have developed. Please sign and return this form to let us know you are familiar with these policies and agree to allow your child to use the Internet in classroom-related activities. Please note that before any student can use the Internet in our classrooms, he/she must also agree and sign the bottom portion of this sheet.

**CLASSROOM INTERNET SAFETY POLICY**

1. Students will use the Internet only with permission from the teacher.
2. When students are using the Internet, they cannot give out any personal information, such as names, addresses, telephone numbers, etc.
3. Students will notify the teacher immediately if they see any information that makes them feel uncomfortable.
4. Students must stay in approved, appropriate areas of the Internet.
5. Internet privileges will be revoked if students fail to follow school Internet procedures.
6. Students agree not to change, add, or delete any settings or programs on a school computer.

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

Student's Teacher: \_\_\_\_\_

I have read the classroom promise and the Internet safety policies of our school and I agree to follow them. I understand that NOT following these rules means I CANNOT use the Internet at school.

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

Parent: I have read the classroom promise and the Internet safety policies of the class and agree to allow my child to use the Internet and participate in Internet-related classroom activities. I understand that if I wish to restrict my child's access to district computers and networks I may do so by submitting a written request to the school office.

Parent/Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_

Complete Internet Policy is available on the District's website at: [www.msd281.org](http://www.msd281.org)