

## **SY21 Bak MSOA Technology Rules, Policies, & Procedures**

Students and school personnel have access to a multitude of online resources and technology that are designed to enhance teaching and learning. **It is essential that all stakeholders understand and abide by school, district, and state rules, policies, and procedures, during in-school and out-of-school use, and understand the consequences for non-adherence.** The district's computers and network resources are the property of the district. Users shall have no expectation of privacy in anything created, stored, sent, received, or displayed on or over the district's computers or network resources, including personal files and electronic communications. Students and school personnel will be accountable for the replacement and/or repair of technology/equipment if damage occurs due to misuse, violations, and/or reckless behavior. This document serves as a notice of the rules, policies, procedures, and expectations. Non-adherence/violations of district/school/state rules, policies, and procedures will result in consequences as outlined in the Student Code of Conduct, SDPBC documents, and Florida Statutes (when applicable).

### **Some of these expectations include, but are not limited to, the following:**

1. Abide by classroom, school and district rules, policies and procedures (State Statutes may also apply).
2. Use technology, equipment, and resources as assigned by school personnel in the manner in which they were intended.
3. Do not video record, audio record, photograph, live stream, or transmit in any other way, any part of a Google Meet/Google Classroom/School Session, including not posting on a social media platform.
4. Do not alter, misappropriate, misuse, and/or abuse any video recordings.
5. Ensure when participating in an online session that you are dressed appropriately (just as if you were in a classroom) and ready for the school day.
6. Do not have food, liquids, or candy when working with school/district technology/equipment.
7. Join virtual classroom meetings from an appropriate place: kitchen table, desk, common area, etc. (not sitting on your bed or walking around the house). Find a place with good lighting and minimal to no background noise, if possible. Headphones are a good option to help hear the conversations better.
8. Ensure that you can focus on the classroom without interruption or distractions.
9. Ensure that no one other than the student(s) and teacher attend, be on screen, participate, or interact with the live classroom. This platform is only for the registered students and teachers.
10. Do not share your username and/or passwords, nor use any other student's/staff member's personal information.
11. Protect yourself and others by reporting abuse. Do not forward inappropriate materials/communications.
12. Be respectful and courteous to other students and teachers during Google Meet/Classroom time.
13. Do not use inappropriate, offensive or threatening comments; misrepresentation of identity, and/or disruptive behavior by any participants during Google Meet/Classroom time will not be tolerated.
14. Do not use cell phones and other personal wireless technology (including Apple & Smart watches) unless directed by the teacher. These items must be "off and away".
15. Do not use any social media while at school, on district provided transportation, or on school sponsored activities. See below for information regarding the use of social media when not in school, on district provided transportation, or on school-sponsored activities.
16. Report any damage, misuse, or concerns to school personnel.
17. Report any classroom related program/technology concerns to the teacher when they occur. For example, if a student cannot log into Reading Plus or IXL, they should email the appropriate teacher.
18. Report any equipment damage or if you have connectivity issues that last more than one day to your Assistant Principal (A.P.). For students, the parent must email or phone the Assistant principal and email the teacher.
19. Accept financial responsibility if your actions cause needed repairs or irreparable damage to a laptop and other school materials (it becomes a part of a student's financial obligations).
20. Understand that students will not be permitted to use technology when a substitute is being utilized in a brick and mortar setting unless instructed to do so as part of the lesson (no personal technology can be utilized).
21. Read, understand, and adhere to the above conditions, as well as the Student Code of Conduct, SDPBC documents, and Florida Statutes (when applicable).

### **Social Media Guidelines in the SDPBC Student Code of Conduct (excerpt below).**

Social Media refers to the use of web-based and mobile technologies that enable all Palm Beach County Public Schools' internal and external stakeholders to connect, collaborate, and form virtual communities via the computer and/or Internet. For some, social media is used mainly for social purposes, but for others, these sites and technologies are used as tools to teach and to connect with the community. The First Amendment, in general, protects the rights of individuals to participate in social media. However, the laws and courts have ruled that schools can discipline students and staff if their speech, including online postings off campus, materially and substantially disrupts school operations, reasonably likely causes a material and substantial disruption of the school, constitutes a violation of certain relevant federal or state laws or School Board policies. If the use or posting to a social media site creates a substantial and material disruption on a school campus, regardless of time or location while posting to a social media site, students will be subject to the behavioral standards set forth in the Student Code of Conduct, which may also result in being exited from Bak MSOA.

## **Privacy Guidelines for Parents/Guardians During Distance Learning**

To maintain a positive, productive learning environment and ensure confidentiality for students and school personnel, all parents/guardians are asked to follow the following privacy guidelines. Parents/guardians should email their child's assistant principal with any questions or concerns regarding privacy or virtual classroom expectations.

- Google Meet/Classrooms are designed for students. To prevent disruptions to the learning environment, parents/guardians should not actively participate in classroom time, although parents/guardians may assist their child with technology and/or remain nearby.
- Do not video record, audio record, photograph, live stream, or transmit in any other way any part of a Google Meet/Google Classroom time, including not posting on any social media platform.
- Any confidential or personally identifiable information related to students participating during Google Meet should not be collected, discussed or shared.
- Parents/guardians should not engage with students during Google Meet/Google Classroom time. If you need to speak with your child during class time, first mute your child's microphone.
- Contact your child's teacher if you have any questions regarding the class/classroom procedures.
- Read, understand, and adhere to the above guidelines (and rules, policies, and procedures).

### **Assistant Principals: Students last name the begin with the following:**

- A - F - Mrs. Connelly (561-420-1232) Email: misty.connelly@palmbeachschools.org
- G - M - Mr. Regula (561-891-9258) Email: timothy.regula@palmbeachschools.org
- N - Z - Mrs. Clark (561-351-0658) Email: crystal.clark@palmbeachschools.org

### **If a student is assigned a laptop/accessories to take/use off campus, the parent/guardian and student understand and agree to all the following statements:**

- To "check-out" a laptop/accessories for your child that attends Bak, the student's parent/guardian must bring identification (drivers license) that matches the information on the Student Information System (SIS).
- The laptop was issued to the student listed below and is to be used for educational purposes only and is not to be used for personal use. The registered student must use and have access every school day.
- Student/Non-School Personnel will not add, delete, or alter computer hardware, software, or settings.
- Within 24 hours of getting the laptop/ accessories, I will turn on and test the laptop by logging-on to my district portal and utilize the camera, speaker, and accessories to ensure that everything is in working order. If not in working order, I must immediately contact the appropriate assistant principal.
- If the laptop and/or accessories are lost, stolen, or damaged while they are checked out in my name, the full cost of repairing or replacing the laptop and accessories will become part of my financial obligations. If the exact model is no longer available, replacement cost will be the actual price of a similar laptop or accessory in terms of quality, durability, and performance.
- It is essential that I report any issues with technology (laptop or internet). I will immediately contact my child's Assistant Principal to inform him/her of the issue/concern. I will include the student's first and last name, the laptop's serial number, the parent's name and contact number, and the issue/concern.
- The student/parent must return the laptop to school when directed or if the student withdraws from Bak before the end of the school year.

**I am "checking out" a laptop/accessories for my child/student at Bak MSOA to use for educational purposes. My signature below indicates that I have read, understood, and will adhere to the information contained in this document. I will also ensure that my child, who is the recipient of this laptop, reads, understands, and adheres to the information contained in this document.**

Student Name: \_\_\_\_\_ Serial #: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

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