



Mont Vernon Village School

Technology Handbook

2020-2021

Technology Goals

1. Equip all students to safely use technology to interact and impact the world around them.
2. Teach the ethical use of technology.
3. Improve the quality of learning and promote greater academic achievement.
4. Develop a new set of digital skills required for the 21st Century Learner.
5. Provide greater access to educational opportunities, resources and differentiated instruction by using technology for anytime, anywhere learning.
6. Improve communication and widen our sense of community by expanding the ways teachers, students, and parents interact with each other.
7. Expand integration of digital resources.

Responsible Use Agreement for students

This Responsible Use Agreement outlines the guidelines and behaviors that users are expected to follow when using school technologies. In addition to this agreement, the use of any district-provided technology requires students and staff to abide by the MVVS Acceptable Use Policy.

1. MVVS technology is intended for educational purposes only.
2. All activity over the network or while using district technologies will be monitored and/or retained.
3. Access to online content via the MVVS network will be filtered in accordance with our policies and federal regulations, including the Children's Internet Protection Act (CIPA).
4. Users are expected to follow the same rules for acceptable behavior and respectful conduct online as offline.
5. Misuse of school resources can result in disciplinary action.
6. MVVS makes a reasonable effort to ensure users' safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
7. Users of the district network or other technologies are expected to immediately alert district personnel of any concerns for safety or security.

Usage Policies

All technologies provided by the district are intended for educational purposes. All users are expected to use reasonable judgement and to follow the specifics of this document as well as the spirit of it: be safe, be appropriate, and be kind; use common sense, and ask if you do not know.

1. Users should abide by the same responsible use policies when using school devices off the school network as on the school network.
2. Users are expected to treat these devices with extreme care and caution; they are expensive devices that the school is entrusting to your care.
3. Users should report any lost/stolen, damaged, or malfunctioning devices to school personnel immediately.
4. Users may be financially accountable for any damage resulting from negligence or misuse.

Personal Safety

1. Users should recognize that communicating over the Internet brings the risks associated with the lack of face to face contact.
2. Users should carefully safeguard the personal information of themselves and others.
3. Users should never share personal information, including phone numbers, address, social security number, birthday, or financial information over the Internet without permission.
4. Users should never agree to meet someone they meet online in real life.
5. 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.

Cyberbullying

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.”

Properly identifying and preventing cyberbullying requires an understanding of the different ways technology can be used to hurt others. Types of cyberbullying:

1. Flaming - Online fights using electronic messages with angry or vulgar language.
2. Harassment - Repeatedly sending nasty, mean, and insulting messages.
3. Denigration - Sending or posting gossip or rumors about a person to damage his or her reputation or friendships.
4. Impersonation - Pretending to be someone else and sending or posting material to get that person in trouble or damage their reputation.
5. Outing - Sharing someone's secrets or embarrassing information or images online.
6. Trickery - Tricking someone into revealing secrets or embarrassing information and then sharing it online.
7. Exclusion - Intentionally and cruelly excluding someone.

Engaging in cyberbullying to harm (physically or emotionally) another person will result in disciplinary action and/or loss of privileges.

1. In some cases, cyberbullying can be a crime.
2. The user should remember that digital activities are monitored and retained.

Examples of Responsible/Irresponsible Use

1. Use school technologies for school-related activities.
2. Follow the same guidelines for respectful, responsible behavior online as offline.
3. Treat school resources carefully, and alert staff if there is any problem with their operation.
4. Encourage positive, constructive discussion when using communicative or collaborative technologies.
5. Alert school personnel of threatening, inappropriate, or harmful content online.
6. Use school technologies at appropriate times, in approved places, for educational pursuits.
7. Cite sources when using online sites and resources for research.
8. Recognize that use of school technologies is a privilege and treat it as such.
9. Be cautious to protect the safety of everybody.

Irresponsible Use

1. Use school technologies in a way that could be personally or physically harmful.
2. Attempt to find, create, or store inappropriate images or content.
3. Engage in cyberbullying, harassment, or disrespectful conduct toward others.
4. Try to find ways to circumvent the school's safety measures and filtering tools.
5. Downloading apps that are rated 12+ or higher, or explicit material.
6. Use school technologies to send spam or chain mail.
7. Plagiarize content found online.
8. Post personally-identifying information, about myself or others.
9. Agree to meet someone you met online in real life.
10. Illegal installation or transmission of copyrighted materials.
11. Use language online that would be irresponsible in the classroom.
12. Use school technologies for illegal activities or to pursue information on such activities.
13. Attempt to hack or access sites or servers.
14. Gaining access to other student's accounts, files, and/or data.
15. Listening or viewing media or books labeled "Explicit".

Processes and Consequences of a Violation of the Responsible Use Agreement

Recommended steps upon severe violations of the Responsible Use Agreement include:

1. Removal of the device from student possession.
2. Parents will be notified.
3. Data may stay in possession of MVVS if authorities need to be notified. If not, data will be permanently deleted from the device.
4. A device may not be re-assigned to the student for the duration of the school year. (To be determined by the building administrator.)
5. Additional consequences may be issued, depending on the circumstances.
6. All appropriate teachers informed of device removal.



Google Classroom Expectations for Teachers

1. All teachers in K-6 are required to create a Google Classroom
2. All K-6 students are required to have regular practice logging in and accessing features to prepare for a potential orange status
3. Teachers are required to organize assignments by date
4. Teachers are required to invite parents to view the assignments, as well as key staff members for scheduling purposes (e.g., guidance, special education, etc)
5. Teachers are required to use the label feature to label each week (week one); assignments and materials for each week will be accessed under the weekly label
6. Remote teachers are required to offer a minimum of 6 core instructional sessions (30-40 min- 3 ELA/3 Math) each week via Zoom
7. Teachers are required to offer a support schedule each week with a minimum of 3 support sessions (30 min) per grade band



Google Classroom Expectations for Teachers

1. Students will complete assignments for all classes during this online-learning experience.
2. Students will be held accountable for work during this time - content addressed as part of distance-learning is applied to unit competencies upon returning to an in-person schedule.
3. Students should log in each day to view assignments, and complete them in a timely fashion.
4. Students (and/or parents) should contact the teacher via email with questions or concerns regarding assignments. Teachers will remain available via email throughout the school day.
5. Students will participate in morning meetings and all live Zoom meetings.
6. Students will complete assignments in a timely fashion.
7. Students and parents should contact teacher(s) through Classroom or email for questions.
8. Students must demonstrate participation in order to earn credit.