MERIDIAN

MERIDIAN SCHOOL DISTRICT

Student Technology Handbook

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Introduction

Meridian School District invests in our students by providing a Chromebook to second through 12th graders and an iPad for kindergartners and first graders. This enables us to use Google's G Suite for Education and Google Classroom to enhance the educational experience for all students. We are excited by the learning opportunities these devices provide students. Please review this student handbook to learn more about use, care and expectations for student devices.

Meridian School District Vision and Mission

Vision: Each student will succeed through quality, inspirational and innovative education.

Mission: The Meridian School District works in partnership with our families and our community to educate each student in a safe and supportive learning environment to become a positive contributor to society.

Electronic Resources and Internet Safety

Meridian School District believes it is important for both students and staff to be competent users of technology. Our Electronic Resources and Internet Safety policy and procedure 2022, cover acceptable use guidelines, internet safety, acceptable network use and more. All families are encourage to review the full policy and procedure on our website at www.meridian.wednet.edu/policies-procedures.

Excerpt from policy 2022

The Meridian Board of Directors recognizes that an effective public education system develops students who are globally aware, civically engaged, and capable of managing their lives and careers. The board also believes that staff and students need to be proficient and safe users of information, media, and technology to succeed in a digital world.

Electronic Resources

The district will develop and use electronic resources as a powerful and compelling means for students to learn core subjects and applied skills in relevant and rigorous ways and for staff to educate them in such areas of need. It is the district's goal to provide students with rich and ample opportunities to use technology for important purposes in schools just as individuals in workplaces and other real-life settings use these tools. The district's technology will enable educators and students to communicate, learn, share, collaborate and create; to think and solve problems; to manage their work; and to take ownership of their lives. The superintendent or designee will: 1) create strong electronic resources and develop related educational systems that support innovative teaching and learning; 2) provide appropriate staff development opportunities regarding this policy; and 3) develop procedures to support this policy. The superintendent or designee is authorized to develop procedures and acceptable use guidelines for staff and students as to use of district electronic resources, including those that access Internet and social media, and to regulate use of personal electronic resources on district property and related to district activities.

Google G-Suite for Education & Chromebook/iPad Information

Google's G Suite for Education is a set of communication and collaboration tools used by tens of millions of students and teachers around the world. In combination with Google Classroom, Meridian students will use their G Suite account to connect with engaging and meaningful learning while developing the 21st Century Skills they will use in their future careers.

As part of their G Suite for Education accounts, students may access and use the following core services offered by Google (described at https://gsuite.google.com/terms/user_features.html) as appropriate to support student learning:

- Gmail
- Google+
- Calendar
- Chrome Sync
- Classroom
- Cloud Search
- Contacts

- Docs
- Sheets
- Slides
- Forms
- Drive
- Groups
- Jamboard

- Keep
- Sites
- Vault
- Hangouts, Hangouts Chat, Hangouts Meet, Google Talk

Student Responsibilities and Acceptable Use

Student Expectations

1. Use the device for educational purposes only.
2. Login only with your Meridian account on your assigned device; share only with parents/guardians.
3. Protect passwords
    - Only use your account information on a device.
    - Only share passwords with parents/guardians.
    - If written down, keep it safe. It should not be public.
4. Use only the programs and software currently installed on the device without making any modifications
5. Bring the device to school, fully charged, each day.
6. Keep the device in a safe spot when unattended and lock the screen or log off
7. Keep track of the device and all device components (case, device, stylus, charger cord and mouse).
8. Keep all barcodes and district identification intact and unmarred.
9. Carry the device closed without anything plugged in and close the device when not in use.
10. Keep food and drink away from the device.
11. Keep the device clean by wiping surfaces lightly with clean soft cloth or monitor wipes. Do not use home cleaning products.
12. Restart the device at the start of each day to keep it updated and working smoothly.

Student Responsibilities
and Acceptable Use

Internet Safety
- Keep your personal information, such as addresses, telephone numbers, parents' work address/phone numbers, or the name/location of your school, safe and only share with people you personally know.
- Keep yourself and others safe by not publishing or sending pictures of yourself or others to any person or website.
- If you see anything dangerous or inappropriate tell a trusted adult right away.
- GoGuardian is there to keep your searches and device use safe and appropriate; follow the expectations of good digital citizenship and abide by the school's filters.
- Follow the rules and laws around proper and legal cyber activity and stay away from bullying and harassment.

Copyright
Comply with the Fair Use Doctrine of the United States and board approved copyright laws for all information, materials and visuals accessed online.

Violations of Student Acceptable Use Procedures
Violating these rules and guidelines may result in network and computer privileges being taken away. Loss or damage to computers will result in fines. School conduct rules apply and discipline may result from inappropriate use. You could be reported to the police if you engage in illegal activity. See the district student discipline policies and procedures for more information.

Parent/Guardian Responsibilities

Be Informed
Review student responsibilities and student acceptable use procedures.

Monitor Activity
Monitor student use when not at school (GoGuardian Parent App available) and be mindful of how much time your student spends on the device daily.

Support Device Care
Help your student keep the device clean, charged, cared for and safe during transport to and from school.

Be Responsible
Families are responsible for loss or damages to devices and components. Sign Device Consent Forms (available in Skyward Family Access) and return to school. Follow the proper procedures for if a device breaks, becomes damaged, or is lost or stolen.

Online Safety

Internet Filtering

Lightspeed Relay is our district's filtering and monitoring program to block inappropriate or objectionable material for preK to first graders on the iPads. Currently, the filter is set to block all internet activities except what has been approved by the district. GoGuardian is our district's filtering and monitoring program to block inappropriate or objectionable material for second to 12th graders on Chromebooks.

Filtering software does not always catch inappropriate material. Each user is responsible for avoiding inappropriate sites. Students should not try to get around filtering software, use proxies, special ports or change browser settings.

Student Data & Privacy

Staff maintains the confidentiality of student data in accordance with federal law (FERPA). Permission from parent/guardian is needed to publish student work. Parents/guardian adjust these privacy preferences in Skyward Family Access.

Use of the district network, computers, internet and email are not inherently secure or private. The district reserves the right to monitor, review and store and/or disclose any electronic message to law enforcement officials or third parties.

Documents, including email, are subject to public records disclosure laws. Backup is made of all district email correspondence for public disclosure and disaster recovery.

Bullying and Harassment

If you or your student has a concern around bullying or harassment, please submit a tip via Vector Alert or contact your school principal.

- Phone: 855.977.0973
- Text: Text your tip to 855.977.0973
- Email: 1449@alert1.us
- Web: http://1449.alert1.us

Device Care and Support

Lost, Stolen, or Damaged Devices

If equipment is lost or stolen:
- Report lost devices to the school immediately by contacting the technology department at techhelp@meridian.wednet.edu.
- If a device is stolen, a police report must be filed and a copy provided to the school. Loss of or theft of device due to negligence (leaving unattended, failing to secure per school rules) may result in full replacement cost being assessed.

If equipment is damaged:
- Report damaged devices to the school by contacting the technology department at techhelp@meridian.wednet.edu.
- Do not attempt to fix the device at home.
- Intentional damage, or due to negligence, may result in repair costs being assessed.

Procedure for Fixing Broken Devices
Bring the device to your school librarian. The school librarian will contact technology services and check out a loaner device to the student until the original is returned.

Tech Department Contact Information

Tech Support Department
techhelp@meridian.wednet.edu or call 360-318-2180

Device Repair and Replacement Costs

Device Replacement Costs

Chromebook Stylus	$29.35	Apple iPad Charger	$40.00
Chromebook Chargers	$43.47	Apple iPad (model A2197)	$443.43
Chromebook Protective Cases	$32.60	T-Mobile/Verizon Hotspot	$100.00
Lenovo 500e Chromebook	$470.66	T-Mobile/Verizon Charger	$25.00
Verbatim USB Wired Mouse	$4.35		

Device Repair Costs

Cracked/Broken Screen	$150.00
Broken Housing	$150.00
Missing Keys	$60.00
Water/Liquid Damage	TBD
Protective Case Damage	$40.00

Technology Levy Information

The current technology levy was passed by voters in February 2020 and we now have one-to-one (1:1) devices for all students. Technology levy funds combine with district funding to pay for student and staff devices, hardware, software, licensing and infrastructure, and other tools as designated to be age-appropriate and enhance the district's curriculum and learning goals.

Technology levy funds support the following:

Learning	Implement a dedicated Director of Teaching and Learning who will partner with our Director of Technology and Assessment. Emphasis will be on digital citizenship and integrated, effective instruction and equitable access.
Training and Support	Hire an instructional coach to support core instruction that integrates technology with strong professional development and collaboration time for all staff to provide high-quality instruction.
Funding	Provide consistent, reliable funding to enable a technology initiative of one device per student for middle and high school students; a minimum of one device per two students in each classroom for elementary to encourage collaboration; a cohesive plan of implementation integrating staff training with instructional materials; and a reliable infrastructure and devices for all learning spaces.
Communication and Assessment	Create a system for ongoing communication with our community about the use and impact of technology in the district. Monitor and share the success of the initiative through an annual review of student and staff technical competency, equipment inventories and community surveys.

Digital Citizenship and Parent Resources

Digital Citizenship
All students K-12 will receive digital citizenship lessons appropriate to their age group. Lesson curriculum include resources from Common Sense Media, Google: Be Internet Awesome and Connect Safely. Students will receive this education both embedded into their course curriculum and through specific lessons.

Parent Resources
Additional parent resources are available on our website at www.meridian.wednet.edu/tech-resources.

GoGuardian Parent App
GoGuardian is our district's monitoring program for 2-12th graders on Chromebooks. While teachers can manage and monitor within the classroom, parents also have the ability to monitor their students at home.
https://www.goguardian.com/parent-app

Be Internet Awesome - Google Resources
The Be Internet Awesome Family Guide gives families the tools and resources to learn about online safety and citizenship at home. We've created this guide for families to make it easier to incorporate and practice good digital habits in your everyday lives. Packed with good stuff, this guide will help you and your kids discuss, learn, and think about online safety together.
https://beinternetawesome.withgoogle.com/en_us/

Common Sense Media
Common Sense Media: This collection of family resources is from the leading independent nonprofit dedicated to helping kids thrive in a media and technology rich world. You'll find a collection of resources for common parent concerns as well as top picks for apps, websites and other learning tools.
https://www.commonsensemedia.org/

Connect Safely
Connect Safely: Nonprofit organization dedicated to educating users of connected technology about safety, privacy and security. Here you'll find research-based safety tips, parents' guidebooks, advice, news and commentary on all aspects of tech use and policy.
https://www.connectsafely.org/

Parent Resources

Healthychildren.org
Healthychildren.org: Family resources from the American Academy of Pediatrics, including media-related resources, including an online family media plan and media time calculator. For more detailed information on the AAP guidelines for media use in school age children, please reference this report: Media Use in School-Aged Children and Adolescents.
https://healthychildren.org/English/Pages/default.aspx

Tech Support Contacts

Who to Contact

For device support or repairs and to report lost, damaged or stolen devices, contact:

Tech Support Department at techhelp@meridian.wednet.edu or call 360-318-2180.

For support with accessing or using apps on student Chromebooks, contact:

Technology Integration Coach, Cynthia Richardson at crichardson@meridian.wednet.edu or call 360-318-2168.

Additional Support

Visit our website for tech help and resources:
www.meridian.wednet.edu/tech-resources

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Meridian School District

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