



E- Learning

Parent-Student Handbook

2020-2021

Ignite Achievement

Academy

1002 West 25th Street

Indianapolis, IN 46208

www.igniteindy.org

317-226-4242

info@igniteindy.org

Contents

WE BELIEVE	3
OVERVIEW	3
PARENT/GUARDIAN RESPONSIBILITIES FOR STUDENTS WITH MOBILE DEVICES (GRADES K-6)	5
SIGN THE ACCEPTABLE USER AGREEMENT	5
ACCEPT LIABILITY	5
MONITOR STUDENT USE	5
SUPPORT STUDENT SAFETY	6
EQUIPMENT RULES AND GUIDELINES	7
ELECTRONIC RESOURCE POLICY AND RESPONSIBLE USE PROCEDURES	7
EQUIPMENT USE, CARE, AND CLASSROOM ROUTINES	8
EMAIL FOR STUDENTS	9
WEB CAMS	9
WATCHING MOVIES	9
GAMING	9
DESKTOP BACKGROUNDS AND SCREENSAVERS	10
COPYRIGHT AND PLAGIARISM	11
TECHNOLOGY DISCIPLINE	11
EXAMPLES OF UNACCEPTABLE USE	11
DEVICE SECURITY	12
DAMAGED EQUIPMENT	13
LOST OR STOLEN EQUIPMENT	13
LOST EQUIPMENT	13
STOLEN EQUIPMENT	13
REPLACEMENT AND REPAIR COSTS	14
APPENDICES	15
E- LEARNING DAYS	15
DIGITAL CODE OF CONDUCT	17
ACCEPTABLE USE AGREEMENT	20

We Believe

- Technology touches almost every part of our lives.
- Technology in the hands of every student can serve as an equalizer, providing all students with access to information and tools that empower them as learners.
- Technology in the hands of every student can increase student engagement and thus student performance, satisfaction, and interest in school.
- Technology in the hands of every student can change the way teachers teach, offering educators effective ways to reach different types of learners and assess student understanding through multiple means.
- Technology in the hands of every student can better equip the workers of tomorrow to investigate and solve real-world challenges similar to those they will experience in the workplace.
- Technology in the hands of every student is one of the largest paradigm shifts in teaching and learning to be experienced by today's educators.
- Effective implementation of a plan to place technology in the hands of every student requires careful planning with a large emphasis on professional development for teachers as they begin their journey down the road to personalized learning in a 1:1 environment.
- Technology infrastructure must be designed and implemented in a manner to allow the seamless implementation of an environment where personalized learning thrives in the Ignite Achievement Academy classrooms.

Overview

Ignite Achievement Academy views the use of digital resources as central to the delivery of its educational program and expects that all students will use digital resources as an essential part of their learning experiences. It is the policy of Ignite Achievement Academy to maintain an environment that promotes ethical and responsible conduct in all digital resource activities. With this privilege and extraordinary opportunity to explore resources come responsibilities for the parent and for the student.

During student registration and each subsequent yearly update, you are given the opportunity to view the Acceptable Use Agreement and during these processes you acknowledge that you understand and accept the information in this document.

Ignite Achievement Academy students and families must understand that:

1. All students are allowed access to digital resources unless the school is notified in writing by the parent/guardian.
2. All users of the school network and equipment must always comply with Ignite Achievement Academy's policies.
3. Laptops, iPads and all technology equipment associated with the device are on loan to students and remain the property of Ignite Achievement Academy.
4. All users are accountable to all school, district, local, state, and federal laws.
5. All use of the technology equipment and network must support education.
6. Students and families must follow all guidelines set forth in this document and by school staff.
7. All rules and guidelines are in effect before, during, and after school hours for all school laptops, iPads and technology equipment whether on or off the school campus.
8. All files stored on school equipment or on the network are property of the school and may be subject for reviewing and monitoring.
9. The term "equipment" or "technology" refers to laptops, iPads, batteries, power cord/chargers and bag/cases/covers. Each piece of equipment is issued as an educational resource. The conditions surrounding this equipment can be equated to those of a textbook or a school issued calculator.
10. Students are expected to keep the equipment in good condition. Failure to do so will result in bills for repair or replacement.
11. Students are expected to report any damage to their device as soon as possible. This means no later than the next school day.
12. Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students.
13. Students are expected to notify a staff member immediately if they come across information, images, or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
14. All users are expected to follow existing copyright laws and educational fair use policies.
15. Students may only log in under their assigned Ignite Achievement Academy username. Students will not share their password with other students at any time.
16. Students may not loan equipment to any other person for any reason as students are held financially responsible for any loss of components.
17. Any failure to comply with the rules as outlined in this handbook may result in disciplinary action. Ignite Achievement Academy may remove a user's access to the network without notice at any time if the user is engaged in any unauthorized activity.
18. Ignite Achievement Academy reserves the right to confiscate the equipment at any time.

Parent/Guardian Responsibilities for Students with Electronic Devices (Grades K-6)

Elizabeth Public School District makes every effort to equip parents/guardians with the necessary tools and information to ensure safe use of the laptops in the home. There are several responsibilities assumed by the parent/guardian. These are outlined below.

Sign the Student/Parent Acceptable User Agreement

Parent/Guardian Responsibility

For students to be issued a laptop, a student and his/her parent/guardian must acknowledge acceptance of the **Acceptable Use for Technology –Electronic Device**. A student will not be issued a laptop until the agreement has been accepted and a hard copy has been signed by both parent and student and returned to the school.

Accept Liability

Parent/Guardian Responsibility

The parent/guardian/student are responsible for the cost of repair or replacement at the date of loss if the property is:

- Not returned
- Intentionally damaged
- Damaged because of negligence

Lost or stolen devices must be reported to school and/or police immediately. In cases involving theft a police report will be required.

Monitor Student Use

Parent/Guardian Responsibility

The parent/guardian must agree to monitor student use at home and away from school. The best way to keep students safe and on-task is to have a parent/guardian present and involved.

Suggestions

- Investigate and apply parental controls available through your internet service provider and/or your wireless router (if applicable)
- Develop a set of rules/expectations for internet use at home. Some websites provide parent/child agreements for you to sign.
- Only allow internet use in common rooms of the home (e.g. living room or kitchen) and not in bedrooms. Demonstrate a genuine interest in what your student is doing while online. Ask questions and request that they show you his or her work often.

Support Student Safety

Shared Responsibility

For schools and parents/guardians alike, student safety is always a high priority. The precautions described in this section are intended to help students be safe on the path to and from school. Student safety always comes first.

- If someone demands your laptop or iPad, give it to the person. Report the incident immediately.

Parent/Guardian Responsibility

The parent/guardian must agree to monitor student use at home and away from school. The best way to keep students safe and on-task is to have a parent/guardian present and involved.

Equipment Rules and Guidelines

The rules and regulations are provided here so that students and parents/guardians are aware of the responsibilities that students accept when they use school-owned technology equipment. In general, this requires efficient, ethical and legal utilization of all technology resources. ***Violations of these rules and guidelines will result in disciplinary action*** as per our student handbook.

Students will receive laptop and/or iPad-related training at school during the first weeks of school. Below you will find a summary of the main points of each training topic.

Electronic Resource Policy and Responsible Use Procedures

General Guidelines

All use of technology must:

- Support learning
- Follow local, state, and federal laws
- Be school appropriate

Security Reminders

- Do not share logins or passwords
Exception: students are asked to share passwords with parents or guardians
- Do not develop programs to harass others, hack, bring in viruses, or change others' files
- Follow Internet safety guidelines

Activities Requiring Teacher Permission

- Using equipment during class
- Using headphones in class

Inappropriate Content

All files must be school appropriate. Inappropriate materials include explicit or implicit references to:

- Alcohol, tobacco or drugs
- Gangs
- Obscene language or nudity
- Bullying or harassment
- Discriminatory or prejudicial behavior

Thumb Drives

All district rules and guidelines apply to any thumb drive plugged in to district equipment

Equipment Use, Care, and Classroom Routines

Hallways

- Keep your laptop or iPad in the district designated protective case or cover at all times.
- Always use two hands to carry the device.
- Never leave the laptop or iPad unattended for any reason.

Classroom Habits

- Ensure that the laptop or iPad is resting securely on the desktop.
- Never place your laptop or iPad on the floor.
- Close the lid of the laptop before standing up.
- Never leave your laptop or iPad unattended unless you have your teacher's permission to do so. If you walk away from your device, lock the screen before walking away.
- Follow all directions given by the teacher. Failure to follow district policies and teacher instructions could result in disciplinary action.

Care of laptop or iPad at school

- The laptop or iPad stays in the protective cover at all times.
- The power cord/charger should always be available if/when needed.
- Charge the laptop or iPad fully at the end of each day. For devices that are not taken home, the student is responsible for ensuring that the power cord is connected to the device in the cart so that it will be charged for the next day.
- Store the device on a desk or table. Books and/or binders should never be placed on top of a laptop or iPad. If the laptop or iPad is not in use, it should either be stored on top of a desk/table or in the rack under a student desk. A laptop or iPad should never be on the floor!
- A laptop or iPad should never be open if a student is consuming food or drink.

Care of laptop or iPad at home

- The laptop or iPad stays in the protective cover at all times.
- Provide the same care with the laptop as you would in the building.

Charge the laptop or iPad fully each night.

Traveling to and from School

- Store the laptop or iPad on a desk or table - never on the floor!
- Protect the laptop or iPad from:
 - o Extreme heat or cold.
 - o Food and drinks.
 - o Small children.
 - o Pets.
- Use the laptop or iPad in a common room of the home.
- Completely shut down the laptop or iPad before traveling.
- Do not leave the laptop or iPad in a vehicle.

- If ever in a situation when someone is threatening you for your laptop, give it to them and tell a staff member as soon as you arrive at school.
- Ignite Achievement Academy will work in cooperation with the local law enforcement officials if a device is reported stolen.

Prohibited Actions

Students are prohibited from:

- Putting stickers or additional markings on the laptop or iPads, bag/cases, batteries, or power cord/chargers.
- Defacing district issued equipment in any way. This includes but is not limited to marking, painting, drawing or marring any surface of the laptop or iPads.
- The protective cover for the laptop or iPad should never be removed, for any reason, as doing so will lead to damage to the device for which you will be responsible.

Email for Students

Purpose

All students are issued an email account. Email allows students to safely and effectively communicate and collaborate with district staff and classmates, giving them an authentic purpose for writing.

The effective use of email is:

- A 21st Century communication tool.
- Used in careers and higher education settings.

Guidelines And Reminders

Email should be used for educational purposes only.

- Email transmissions are monitored by the school to ensure appropriate use. This means that administrators and teachers may check students' email and will be alerted to any inappropriate content.
- All email and its/their contents are property of the school.
- Email should only be used by the authorized owner of the account.
- Students should protect their passwords at all times. Any suspected breach of a student's assigned Ignite Achievement Academy account should be reported immediately.

Unacceptable Use Examples

Non-education related forwards (e.g. jokes, chain letters, images, etc.).

- Harassment, profanity, obscenity, racist terms.
- Cyber-bullying, hate mail, discriminatory remarks.
- Email for individual profit or gain, advertisement, or political activities.

Web Cams

Purpose

Each student laptop or iPad is equipped with a web cam. This equipment offers students an extraordinary opportunity to experience a 21st Century tool and to develop 21st Century communication skills.

Examples of Use

Web cams are to be used for educational purposes only, under the direction of a teacher.

Examples include:

- Recording videos or taking pictures to include in a project
- Recording a student giving a speech and playing it back for rehearsal and improvement.
- Utilizing webcams during zoom and live meetings with teachers and/or school

Movies

At School

Watching movies on your laptop or iPad is not allowed during school hours without permission from the teacher. Permission will be given only for media used to complete a school assignment

At Home

Streaming movies on your laptop or iPad is allowed at home with permission from parents/guardians. **Note: devices are filtered at home with limited access to streaming services.**

Gaming

At School

School Online gaming is not allowed during school hours unless you have been given permission by a teacher. All games must be in support of education.

At Home

Online gaming is allowed at home if all of the following conditions are met:

- You have permission from your parent/guardian.
- The content of the game is school appropriate.
- The game is in support of education.
- All schoolwork is complete.
- No download of any kind is needed.

You are not allowed to load personal software onto your district owned device.

Desktop Backgrounds and Screensavers

Any images set as the desktop or Home Screen background must school appropriate. Inappropriate media may not be used as a desktop background. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, or gang related symbols will result in disciplinary action and/or loss of laptop or iPad privileges.

Copyright and Plagiarism

Students are expected to follow all copyright laws. Duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (*Title 17, USC*)

Technology Discipline

School-Based Discipline The discipline policies at each school encompass the one-to-one/digital environment. Please reference the Ignite Achievement Academy Family Handbook.

Progressive Discipline Discipline is progressive. Low-level, first-time infractions will have lesser consequences than infractions that are repetitive or more serious in nature.

Progressive Discipline Steps Example

The following are for illustration purposes only. The appropriate progressive discipline steps for the individual would apply.

- Warning
- In-class consequence
- School-based consequences
- Parent contact
- Administration referral

Examples of Unacceptable Use

Unacceptable conduct includes, but is not limited to, the following:

1. Using the network for illegal activities, including copyright, license or contract violations
2. Unauthorized downloading or installation of any software including shareware and freeware
3. Using the network for financial or commercial gain, advertising, or political lobbying
4. Accessing or exploring online locations or materials that do not support the curriculum and/or are inappropriate for school assignments

5. Vandalizing and/or tampering with equipment, programs, files, software, network performance or other components of the network; use or possession of hacking software is strictly prohibited
6. Gaining unauthorized access anywhere on the network
7. Revealing the home address or phone number of one's self or another person
8. Invading the privacy of other individuals
9. Using another user's account or password, or allowing another user to access your account or password
10. Coaching, helping, observing or joining any unauthorized activity on the network
11. Posting anonymous messages or unlawful information on the network
12. Participating in cyber-bullying or using objectionable language in public or private messages, e.g., racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning or slanderous
13. Falsifying permission, authorization or identification documents
14. Obtaining copies of, or modifying files, data or passwords belonging to other users on the network
15. Knowingly placing a computer virus on a computer or network
16. Attempting to access or accessing sites blocked by the district Internet filtering system
17. Downloading music, games, images, videos, or other media without the permission of a teacher
18. Sending or forwarding social or non-school related email
19. Attempts to defeat or bypass the district's Internet filter
20. Deleting browser history
21. Using electronic resources for individual profit or gain; for product advertisement; for political action or political activities; or for excessive personal use
22. Making use of the electronic resources in a manner that serves to disrupt the use of the network by others
23. Unauthorized downloading or installing software
24. Modification to school browser settings or any other techniques, designed to avoid being blocked from inappropriate content or to conceal Internet activity

Device Security

Laptop or iPad Security

Security is in place on the Laptop or iPad to prevent certain activities. These include downloading or installing software on the laptop or iPads, removing software, changing system settings, etc.

Internet Filtering

Ignite Achievement Academy maintains an Internet filtering software package. This program automatically filters all student access to the Internet.

Damaged Equipment

Accidental Damage vs Negligence

Accidents do happen. There is a difference, however, between an accident and negligence. The difference between an accident and negligence is a discipline issue, not a difference in financial consequences. Damages caused due to a student's failure to follow the guidelines set forth in this handbook will be deemed negligent.

Lost/Stolen Equipment

Lost Equipment

Reporting Process

If any equipment is lost, the student or parent must report it to the school immediately. Students can let a teacher or administrator know, and the staff member will assist him/her. If it is reported that a student has not brought the device to school for an extended period of time, the school will consider the device to be lost and could charge the student's account for full replacement of the device and its related equipment.

Financial Responsibility

The circumstances of each situation involving lost equipment will be investigated. Students/parents will be held financially responsible for any lost equipment. After investigation, if a laptop or iPad is deemed lost, the school will make a determination regarding a replacement device.

Stolen Equipment

Reporting Process

If equipment is stolen, the school must be notified, and a police report must be filed immediately. A copy of the police report must be provided to the school by the student or parent in a timely manner.

Financial Responsibility

Students/parents will be held financially responsible and will be billed for full replacement costs for stolen equipment. Remember, it is the parent's/student's responsibility to report the theft to the proper police and school authorities immediately upon incident. After investigation, if a laptop or iPad is deemed stolen, the school will make a determination regarding a replacement device.

Replacement and Repair Costs

Reporting Process

If equipment is stolen, the school must be notified, and a police report must be filed immediately. A copy of the police report must be provided to the school by the student or parent in a timely manner. The School reserves the right to deny coverage in the event of abuse of the theft/burglary/robbery coverage. Students will be issued financial obligations forms if any of the following occurs:

Terms and Conditions of the Computing Device Agreement:

Student access to computers is one way that Ignite Achievement Academy enhances the learning opportunities for our students. Use of the devices is a privilege. Students who use a computing device at school are expected to follow Ignite Achievement Academy’s policies, procedures and practices. These are available in hardcopy and on the school web site. It is imperative that the device the student is issued be maintained and handled in a responsible way.

Manufacturer	Description	Cost (with labor)
Chrome book	Power cord	49.98
Chrome book	Battery	66.65
	Screen	251.66
	Camera	63.16
	Hinge	79.98
	Keyboard/touch pad	133.30
	Laptop Bag	45.00
	Headphones	19.99
	Hotspot	250.00
* All prices include actual parts and labor		
* Prices are subject to change depending on availability and industry pricing adjustments.		

APPENDICES

A. E-LEARNING DAYS and EXPECTATIONS

E-learning allows Ignite Achievement to extend learning into the home and keep everyone safe during emergency closures. Considering the Covid-19 pandemic Ignite Achievement Academy is ensuring that all scholars and staff are prepared for extended school closures.

Schoology is a Learning Management System (e-Learning) that integrates many facets of education into one platform. Schoology allows the capabilities beyond grading and attendance for our learning community. Ignite Achievement Academy educators can create an engaging and stimulating atmosphere via virtual learning now with the Schoology.

At the core of Schoology, all educators in our school can create their own virtual platform for students to receive the following: instruction, guides and resources, assignments and assessments, and other forms of direct delivery instruction. With the guidance from the IAA Technology Department, our teachers that have been trained to use current tools such as Microsoft Office 365 to create content, can now use that information to upload and/or embed our core curriculum and associated tools into Schoology

Educators have the capability not just to create resources but to share their content across several levels of education. In other words, any educators at any level in our school can collaborate with any teacher to provide a complete classroom experience online. We strive to provide excellence by focusing of skills that will prepare or student for College and Career Preparedness.

What can I do to make sure my student is successful with their E-Learning Day(s)?

Our number one goal with E-Learning Learning is to make sure your child continues to learn and is safe. With a new process, there will be many things your student can share about their learning and demonstrate success, but there will also be some areas of improvement for the whole system. When students return to school, there will be an opportunity for the home and students to share, strengths and needs improvement, about the E- Learning Day(s).

How will my students get the E-Learning Learning assignments that they need to complete at home?

Teachers will have lessons for your student loaded in Schoology, our learning management system for students. Prior to the start of school (or leaving the school building, students will receive the necessary resources to complete their work at home. Students who are English Language Learners/Special education will receive additional materials and supports.

Students, grades K-6, will be able to use Google Docs to create and edit documents.

How many lessons will my student need to complete?

Students will be required to complete the lessons that are assigned from the teacher for the day. All assignments will be stored in Schoology.

Kindergarten-5th Grade: Students in grades K-5 will receive take-home devices. The day will be broken up and scholars will be required per the Indiana Department of Education to take part in at least 5 instructional hours a day. School work will be a combination of synchronous (live with class) learning opportunities and asynchronous learning opportunities (working on their own) Lessons will include the following content areas: ELA, Math, Science, Social Studies. It will also include electives, SEL curriculum, and there will be days and times for community meetings, morning circles, etc. Students are required to attend all sessions.

* Students who are English Language Learners/Special Education will receive a packet with additional resources and supports.

Grade 6: Students in grades 6 will receive take-home devices. The day will be broken up and scholars will be required per the Indiana Department of Education to take part in at least 6 instructional hours a day. School work will be a combination of synchronous (live with class) learning opportunities and asynchronous learning opportunities (working on their own) Lessons will include the following content areas: ELA, Math, Science, Social Studies. It will also include electives, SEL curriculum, and there will be days and times for community meetings, morning circles, etc. Students are required to attend all sessions.

* Students who are English Language Learners/Special Education will receive a packet with additional resources and supports.

The schedule will be as follows:

E-Learning Schedule: Grades K-4

Time	Scholar (Mon, Tues, Thurs, Fri)	Scholar (Wed)
8:00 - 8:30	Mediation/ Morning Meeting	
8:30 - 9:00	Live Session: Teacher-Directed Reading Instruction	10 min Academic Conferencing with Homeroom Teacher (1 on 1 tutoring with Instructional Assistants & SPED assistants)
9:00 - 10:00	Kindergarten & 1st grade Elective Independent Work Time (2-4)	
10:00 - 10:45	Pre Recorded Video Word Study & Writers Workshop	
10:45 - 11:00	Pre Recorded Read Aloud	
11:00 - 12:00	Live Session: Small Group Reading Instruction w/Breakout Sessions	
12:00 - 12:45	Lunch/ Mid-day meditation	
12:45 - 1:00	Math Fact Fluency	Staff PD

1:00 - 1:45	2nd and 3rd grade Elective Independent Work Time (K,1,4)	Scholars Work On Moby Max & Receive 1 on 1 tutoring
1:45 - 2:15	Live Session: Teacher Directed Math Instruction	
2:15 - 3:00	4th grade Elective Independent Work Time (K-3)	
3:00 - 4:00	Small Group Math Instruction w/ Break Out Session	Weekly SEL Lesson

E-Learning Schedule: Grades 5&6

Time	Scholar (Mon, Tues, Thurs, Fri)	Scholar (Wed)
8:00 - 8:30	Meditation/ Morning Meeting	
8:30 - 9:00	Live Session: Block 1	10 min Academic Conferencing with Homeroom Teacher (1 on 1 tutoring with Instructional Assistants & SPED assistants)
9:00 - 9:30	Watch Pre Recorded Videos/ Independent Work Time	
10:00 - 10:30	Live Session: Block 2	
10:30 - 11:10	Electives	
11:10 - 12:00	1 on 1/ Small Group Tutoring Sessions	
12:00 - 12:45	Lunch/ Midday Meditation	
12:45 - 1:00	Math Fact Fluency	Staff PD Scholars Work On Moby Max & Receive 1 on 1 tutoring
1:00 - 1:45	Watch Pre Recorded Videos/Independent Work Time	
1:45 - 2:15	Live Session: Block 3	
2:00 - 2:30	Watch Pre Recorded Videos/Independent Work Time	
2:30 - 3:30	1 on 1/Small Group Tutoring Sessions	

3:30 - 4:00	EOD Restorative Circle w/ Homeroom	Weekly SEL Lesson
-------------	------------------------------------	-------------------

How can we work with the teacher?

Students will participate in live (synchronous) learning opportunities with their teachers and peers throughout the day. Teachers will be available throughout the day via virtual office hours

During these hours, our teachers will be accessible through a line of communication and be available for feedback, discussion and for grading of student work via Schoology

What is my student’s responsibility? How long do the students have to complete the lesson(s) assigned on E-Learning Learning Days?

Students are expected to complete the lesson(s) assigned by their teachers daily. E-Learning Learning days are about extending learning outside of the school building and not stopping instruction. Teachers will enter grades into Schoology after 5 days of instruction. Students will have FIVE school days to complete any make up work after the work is assigned.

Attendance: Students must participate daily to be counted present for the day. **Students who fail to participate will be counted as absent for the day and subject to the same attendance policies outlined in the Ignite Achievement Academy Family Handbook.** If the parent(guarding) has an extenuating circumstance that prevents the student from participating or if the student is ill, the school must be notified right away.

Who do I contact for support?

Contact your student’s teacher for any questions or concerns regarding lesson content. All technical questions should be sent to our IT service department. Parents/Students may call the support helpdesk from 8am-8pm Monday-Friday. The number to call is 317-602-1911. Emails to helpdesk can also be sent at any time to helpdesk@igniteindy.org

B. Digital Code of Conduct

Proper behavior, as it relates to the use of technology, is no different than proper behavior in all other aspects of district activities. All users are expected to use the district technology resources in a legal, responsible, ethical, and polite manner. The digital citizenship guidelines are intended to clarify those expectations as they apply to computer and network usage and are consistent with the Elizabeth Public School Board policy on use of technology resources in instruction. A student who knowingly violates any portion of the digital citizenship expectations will be subject to suspension of access and/or revocation of privileges on the district’s system and will be subject to disciplinary action in accordance with the school district disciplinary handbook.

Students will practice responsible use of digital information regarding intellectual property, including complying with software licenses, copyright laws, and all other state and federal laws governing intellectual property. Students will practice safe and appropriate online

behavior including using professional etiquette while communicating online. Improper use of district technology resources is prohibited including, but not limited to:

- using racist, profane, pornographic, sexually oriented, or obscene language or materials
- attempting to send or sending anonymous messages of any kind
- using the network to access inappropriate and/or harmful materials
- bypassing the district's security measures to access sites that are filtered on the district network
- encrypting communications so as to avoid security review or monitoring by the system administrator
- using the network to provide addresses or other personal information that others may use inappropriately
- purposely engaging in activity that may harass, threaten, defame, slander, libel, malign, or abuse another (individual or group)
- forgery or attempted forgery of electronic messages; attempts to read, delete, copy, or modify the electronic mail of other system users or deliberate interference with the ability of other system users to send/receive electronic mail
- using the network for illegal purposes, in support of illegal activities, or for any other activity prohibited by district policy or guidelines

Students will use the technology resources in a positive and responsible manner that promotes creativity, innovation, collaboration, communication, critical thinking, and problem solving. Improper use of the district's technology resources is prohibited including, but not limited to:

- using the network for political activity, financial gain, or commercial activity
- attempting to harm or harming equipment, materials, or data
- changing any computer configurations and/or settings
- installing software, including freeware and file sharing services, without permission from permission from the director of technology or his/her designee
- streaming media, such as radio, games, video, etc., for non-educational purposes
- proxy sites - bypassing or attempting to bypass the filtering device by using sites such as, but not limited to, proxy sites on the district's electronic communications system
- running security programs or utilities that reveal or exploit weaknesses in the security of a system such as password cracking programs, packet sniffers, or port scanners or any other non-approved programs on district technology resources
- otherwise engaging in acts against the aims and purposes of the district as specified in its governing documents or in rules, regulations, and procedures adopted from time to time

Students will understand the negative impact of inappropriate technology use including online bullying and harassment, hacking, intentional virus setting, invasion of privacy, and piracy of materials such as software, music, video, and other media.

Students will log in to the school network using their own login credentials. Account information and passwords, or similar information used for identification and authorization purposes, must be kept private. Passwords should not be

written down and left in a location other may find it. The individual in whose name a system account is issued will be responsible at all times for its proper use.

Students will use technology resources cautiously to prevent damage.

Students are asked to conserve the school's technology resources (such as network bandwidth and storage) by limiting usage to educational purposes. System users must not degrade the performance of school technology resources (i.e., streaming video, streaming audio, and Internet radio), deprive an authorized district user access to a district resource, obtain extra resources beyond those allocated, or circumvent district computer security measures.

Creative credit and copyright - students have the right to protect their own creative works. Additionally, students must exercise academic integrity in a fair and legal manner when using other people's creative works. Failure to appropriately cite ideas or work other than your own will result in adverse academic and behavioral action. Academic integrity protects against the following:

- Cheating is fabricating written assignments; giving or receiving aid to another student without the consent of the instructor on tests, quizzes, assignments, or exams; or accessing unauthorized teacher's editions or answer keys. Cheating also includes the use of technology such as computers, phones, cameras, or any other device that provides access to unauthorized information related to graded course material, tests, quizzes, assignments, or examinations.
- Double assignments are also a form of cheating. This is defined as an assignment that is used to fulfill the requirements of more than one course without prior approval from all involved instructors.
- Colluding is allowing one's work to be copied or submitted by another student. This applies to individual as well as group work where the students are given individual grades. It also applies to work that is transferred electronically and then submitted by another student. Joint student projects where information is combined for a final product submission are acceptable.
- Plagiarizing is the act of presenting the ideas or works of another person as one's own. This includes presenting information, ideas, phrasing, words, artwork, music, figures, diagrams, graphs, song lyrics, films, maps, illustrations, data, computer programs, emails, CDs, and electronic files from the Internet. All of these must be acknowledged with the proper documentation. The instructor or the school links should be consulted for proper citation practices. All assignments submitted to instructors should contain the proper citation. Plagiarism occurs when a student does one of the following: fails to cite borrowed, quoted, or paraphrased material, even by accident; deliberately intends to deceive through lack of citation; or uses strings of words from a cited source without indicating these words are not his/her own (attempted paraphrase without quotations, even if there is a correct citation).

C. Acceptable Use for Technology –Electronic Mobile Device Contract

Students must sign the Acceptable Use for Technology –Electronic Mobile Device Contract every year.

School Name: _____ Serial # _____

Student Name: _____

_____ Grade Level: _____

Student ID: _____ Make/Model: _____

Asset Tag #: _____

I understand, and pledge, that:

- I will take good care of my Electronic Mobile Device.
- I will always secure or have in my possession my Electronic Mobile Device.
- I will recognize that the Electronic Mobile Device is for my use only.
- I will know where my Electronic Mobile Device is at all times.
- I will charge my Electronic Mobile Device’s battery daily.
- I will keep food and beverages away from my Electronic Mobile Device since they may cause damage to the device.
- I will not disassemble any part of my Electronic Mobile Device or attempt any repairs or modifications.
- I will protect my Electronic Mobile Device by only carrying it while in the case provided.
- I will use my Electronic Mobile Device in ways that are appropriate, meet Ignite Achievement Academy’s expectations and are educational.
- I will not place decorations (such as stickers, markers, etc.) on the Electronic Mobile Device.
- I will not deface the serial number.
- I will turn my computer off and back on once a day
- I understand that my Electronic Mobile Device is subject to inspection at any time without notice and remains the property of the Ignite Achievement Academy.
- I will follow the policies outlined in this regulation while at school, as well as outside the School day.
- I agree to immediately notify School Administration and IT department upon occurrence of any loss to, damage to, or malfunctioning of any part of the mobile device for any reason.
- If it becomes a necessity due to loss or theft, I understand that a tracking system may be enabled to identify the location of the mobile device. This program will only be utilized to find devices that have been reported lost/stolen.
- I agree to return the mobile device on the date specified below in the same condition in which it was issued. Failure to return the Electronic Mobile Device will result in a theft report being filed with the Indianapolis Public School Police department.

Students are expected to return the computer in the same condition in which it was issued. While normal wear and tear will be taken into consideration, students who have mistreated the equipment will be subject to fines. Students/Parents will be issued financial obligations forms if any of the following occurs:

Manufacturer	Description	Cost (with labor)
Chrome book	Power cord	49.98
Chrome book	Battery	66.65
	Screen	251.66
	Camera	63.16
	Hinge	79.98
	Keyboard/touch pad	133.30

	Laptop Bag	45.00
	Headphones	19.99
	Hotspot	250.00
* All prices include actual parts and labor * Prices are subject to change depending on availability and industry pricing adjustments.		

By checking the first box and signing below, the student and the student’s parent or guardian acknowledges and agrees to the terms of use set forth above. Additionally, the student and the student’s parent or guardian agree that the student’s use of the Electronic Device is a privilege and acknowledge the student’s responsibility to protect and safeguard the Electronic Device and to return the same in good condition and repair.

____ I agree to the stipulations set forth in the above document including the Acceptable Use of Technology – Electronic Mobile Device Regulation and the Student Pledge for Electronic Mobile Device Use.

____ I wish to opt out of participating in the Electronic Mobile Device Project. I understand that I will not have access to a District owned Electronic Mobile Device at school or at home.

Mobile Device Return Date: _____

Student Signature and Date: _____

Parent Name/Guardian (Please Print): _____

Parent/Guardian Signature and Date: _____

