POUNCE

PA²NTHER

Learning

TABLE OF CONTENTS

Dear Students, Parents, and Guardians:

The Knob Noster R-VIII School District is dedicated to ensuring that our students are digitally literate and engaged 21st century learners. Our mission is student success and graduates who are highly successful and well equipped to pursue their goals and contribute as global citizens. In providing students with the tools and training that will enable them to think critically and creatively, communicate effectively, and participate in problem-based and collaborative learning, we are giving them the life skills they need to become productive adults and leaders in our local and global communities.

One important step in achieving this goal is teaching the skill and proper use of technology. College and career readiness requires that our students be proficient in the use of mobile technologies. More and more, employers expect potential employees to have digital literacy skills before they enter the workplace. Today's students are already avid consumers of technology and do not know what it was like to live without an iPhone, internet, or mobile world. We must now instruct them to be equally adept at using these technologies to learn, produce, and collaborate ideas.

With this in mind, we, at the Knob Noster R-VIII School District, are excited to continue our 1:1 initiative by going District wide with "Pounce," a 1 to Anytime, Anywhere Learning initiative. This program will provide all students Kindergarten through 12th grade with a mobile device. It is our vision that learners have the opportunities and experiences needed while in school to prepare them to perform at the highest level in their chosen career paths. We strive to provide these experiences in a learning environment that is safe, secure, nurturing, and engaging.

Mobile learning devices greatly increase opportunities for student learning to take place, providing support to both students and teachers as the classroom is transformed and learning moves beyond the textbook and school walls. These devices will ensure our vision of Anytime, Anywhere Learning is capable. A^2 Learning gives students constant access to information and educational tools. Learning no longer ends when a student walks from the classroom. Students now have the ability to continue their inquiry and pursue their interests outside of the school day.

We realize that this 1: Anytime, Anywhere Learning environment would not be possible without the support and encouragement of our board of education and school community. On behalf of our students and staff, we want to thank you for partnering with us as we move to make our vision of anytime, anywhere learning a reality. You are helping to build on a proud past and ensure a bright future for our students.

Sincerely,

Jerrod Wheeler, Ed.D.

Superintendent

OVERVIEW

Knob Noster R-VIII School District is committed to preparing students to be successful citizens in a global community. By providing a mobile device to all students in Kindergarten – 12th grade.

1:Anytime, Anywhere Learning allows students to access information, think critically, problem solve, collaborate, and create while learning to safely, ethically, and effectively utilize 21st century tools. Many students in grades 3-12 have the opportunity to continue learning outside of school by taking their mobile device home each day. K-2 devices will be sent home at a later date. This provides access to instructional programs, files, and schoolwork both at school and home. This handbook outlines the expectations for student use while providing both students and parents/guardians with procedures for appropriate use, care of, and security of the mobile device.

RECEIVING A MOBILE DEVICE

Knob Noster R-VIII School District will issue each student a mobile device when the Mobile Device Agreement Form is signed by both the student and the parent/guardian.

RETURNING A MOBILE DEVICE

- At the completion of the school year, students are required to return their mobile device, charging equipment, and any other district-issued accessories on or before the date designated by school administration.
- If a student withdraws from or transfers to another school within the district, the device and all accessories must be returned to the current school no later than the student's last day at that school.
- If a student does not return his/her mobile device prior to leaving school, at the completion of the school year, or at any time designated by school or district administration, they may be subject to legal action or criminal prosecution. Additionally, the student may be held liable for replacement costs of the device and accessories.

MOBILE DEVICE IDENTIFICATION

Only district-applied identification labels (i.e., Knob Noster R-VIII School District asset number/serial number) are permitted on mobile devices, and accessories. Students may not remove or cover the district labels or identifying stickers on the mobile device and/or accessories. Writings, drawings, stickers, labels, or any other form of personalization on the device is prohibited.

GENERAL CARE OF THE MOBILE DEVICE:

Each student is responsible for the general care of his/her assigned mobile device.

- No mobile device casing is 100% effective in preventing damage; students should take proper care of the device at all times. The case on the mobile device is not to be removed by anyone other than school technology personnel. Students may elect to purchase their own device carrying bag. However, carrying bags must be designed specifically for tablet/laptop use.

- Screen damage often occurs when pressure is applied to the screen. When in transition, the devices should be closed and not carried by their screen.
- If the mobile device screen requires cleaning, only a clean, dry, microfiber cloth should be used. The use of cleansers of any type is prohibited. The device must be turned in to the school technology staff if additional cleaning is required.
- Cords and cables should be carefully inserted/removed from device to prevent damage.
- Mobile devices should not be used in areas which may lead to damage or theft.
- When using the power cord, the cord should not be left in areas that may be a tripping hazard.
- Students should never attempt to repair, reconfigure or reset the device. Any attempt to tamper with the internal components of the device will be considered damage.
- Student mobile devices in need of repair must be reported to the technology staff immediately. Technical support is only available during school hours.
- Mobile devices may need updating throughout the school year. Students are required to turn in their mobile devices when requested by school administration or technology staff. Students are responsible for making sure files are backed up.

SECURITY OF THE MOBILE DEVICE

Students are responsible for the security of their mobile device at all times, both on and off district property. Devices should never be left unsecured. All unsecured mobile devices will be confiscated by staff and disciplinary actions may be taken.

GENERAL USE OF THE MOBILE DEVICE

- Students are required to bring their mobile devices to school each day fully charged. Students who leave mobile devices at home will be required to complete alternate assignments as determined by the teacher. Students may be subject to disciplinary action for repeatedly failing to bring the mobile device to school.
- Each student is responsible for all usage of and content stored on the device issued to them.
- Students are not permitted to lend their device or accessories to anyone or borrow another student's mobile device or accessories.
- Student devices are subject to routine monitoring by teachers, administrators, and technology staff. Users shall have no expectation of privacy while using the mobile device. Teachers, school administration and/or technology staff may conduct an individual search of a student's mobile device, including any content stored on or communication conducted using the device.
- Students are responsible for maintaining the security of all usernames and passwords issued to them. Account usernames and passwords are never to be shared with anyone other than a teacher, school administrator, or technology staff. This includes network, software, and web based application usernames and passwords.

DAMAGE, LOSS, AND THEFT

- If the mobile device is lost or stolen during the school day, the student is required to contact a teacher or school administrator immediately.
- If a mobile device is stolen outside of school, the student or parent/guardian is required to file a police report immediately. After filing a police report, the student or parent/guardian shall notify school administration and submit a copy of the police report. Failure to report a lost or stolen device within one week may result in a student being held financially responsible for replacement of device.
- If a mobile device is lost outside of school, the student or parent/guardian is required to notify school administration immediately. Failure to report a lost or stolen device within one week may result in a student being held financially responsible for replacement of device.
- All attempts to recover a lost or stolen device will be done by school administration or law enforcement. Students or parents shall never attempt to recover a stolen device.
- The student and/or parent/guardian is responsible for compensating the school district for repairs or replacement costs due to damage, loss, negligence, misuse and/or violating the Mobile Device Student/Parent Handbook or Acceptable Use Policy for Technology.
- A list of replacement costs is included in Appendix B of this handbook. (For Damage or AUP violations)

STUDENT EXPECTATIONS FOR RESPONSIBLE AND ETHICAL USE

Students should understand the rules and expectations that apply to non-technology related conduct and communication also govern the student use of technology.

Students are expected to:

- Understand that they are responsible for the care, content, and usage of the mobile device and all accessories issued to them.
- Bring the mobile device to school fully charged each day.
- Follow all procedures of enrollment and security setup for identification of the mobile device.
- Use the mobile device in ways that are appropriate and educational.
- Understand that the mobile device is the property of Knob Noster R-VIII School District and is subject to inspection at any time without notice.
- Keep the mobile device away from food, beverages, sinks, water fountains or any other area that may cause damage to the device.
- When in transition, the device must be closed and not carried by the screen.
- Follow all procedures for reporting a lost, stolen, or damaged device as outlined in this handbook.
- Engage in positive discussions while using communicative and collaborative technology.
- Alert a teacher if he/she sees threatening, inappropriate, or harmful content online.
- Be cautious to protect the safety of themselves and others.
- Return the mobile device and accessories to school when requested by the school or district.

- Understand that they are responsible for the repair and replacement costs due to damage, loss, negligence, misuse and/or violating Mobile Device Student/Parent Handbook or Acceptable Use Policy for Technology.
- Understand that the use of the mobile device is a privilege and can be taken away at any time

Students may NOT:

- Use school technologies in a way that could be personally, emotionally, or physically harmful.
- Lend their mobile device or accessories to anyone or borrow another student's mobile device or accessories.
- Remove any district labels or identifying stickers on the mobile device and/or accessories.
- Attempt to repair, reconfigure or reset the mobile device.
- Modify or change settings on the device in an effort to circumvent the district's content filters; this includes proxy software and websites.
- Attempt to install any software that is not approved by the Knob Noster R-VIII School District.
- Place drawings, stickers, labels, or any other forms of personalization on the device.
- Share their network or application usernames or passwords with anyone other than a teacher, school administrator, or technology staff.
- Attempt to photograph or find inappropriate or dangerous images or content including drugs, alcohol, gangs, weapons, and/or pornography (real or cartoon).
- Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- Post personally-identifying information about themselves or others.
- Use school technologies for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, servers, or content that isn't intended for their use.
- Use the mobile device to cheat on any assignments.
- Engage in inappropriate communications with others online

VIOLATIONS OF THIS POLICY

Violations of this policy will be handled in accordance with Knob Noster R-VIII School District's Student Discipline Code of Conduct. Disciplinary repercussions include but are not limited to:

- Suspension of network, technology, or mobile device privileges
- Notification to parents
- Detention, suspension, or expulsion from school and school-related activities
- Legal action and/or prosecution

PARENT/GUARDIAN EXPECTATIONS

In order for students to experience the benefits of 1:Anytime, Anywhere Learning, the Knob Noster R-VIII School District encourages each parent/guardian to:

- Understand that attempts to recover a stolen device will be done by school administration or law enforcement. Students or parents shall never attempt to recover a stolen device.
- Ensure their child is following the guidelines in the Mobile Device Student/Parent Handbook and Acceptable Use Policy for Technology.
- Ensure that their child returns all equipment on or before the date specified by the school administration or upon leaving the district.

When a student is using a mobile device at home:

- Monitor the child's internet use and adherence to the Acceptable Use Policy for Technology at home and school when using his/her mobile device.
- Ensure that only the student will use his/her mobile device for school-related purposes.

TITLE

Legal title to the property is with the district and shall, at all times, remain with the district. A student's right of possession and use is limited to and conditioned upon his/her full and complete compliance with Knob Noster R-VIII School District's Mobile Device Student/Parent Handbook and Acceptable Use Policy for Technology. The student is responsible for the care, use, and security of the mobile device and accessories at all times.

REPOSSESSION

Knob Noster R-VIII School District reserves the right to repossess a mobile device at any time if the student does not comply with all terms of Knob Noster R-VIII School District's Mobile Device Student/Parent Handbook and Acceptable Use Policy for Technology.

APPROPRIATION

Failure to return the property in a timely manner, as requested by school administration, will be referred to local law enforcement.

MODIFICATION TO PROGRAM

Knob Noster R-VIII School District reserves the right to modify this program or its terms at any time.

INTERNET ACCESS/FILTERING

- It is the responsibility of each student to adhere to the Mobile Device Student/Parent Handbook and Acceptable Use Policy for Technology while at home and school.
- Important note for parents: The content filtering follows the device no matter where it goes. Whether at school on our network, at home, at McDonald's, or on an airplane, access on the device is channeled back through our network filtering to ensure our students are protected.
- While this filtering solution is very effective, the district cannot guarantee that access to all inappropriate sites will be blocked.

- Knob Noster R-VIII School District is not responsible for problems suffered while on the network or internet. Use of information obtained through the internet is at the user's risk.
- Students are prohibited from modifying or changing settings on the mobile device in an effort to circumvent the district's content filter; this includes proxy software and websites.
- Knob Noster R-VIII School District will not serve as the internet service provider for student home use. For students to access the internet at home, the parent/guardian must subscribe through an internet service provider. If students do not have home internet access, there are a variety of options for connecting to the internet including, but not limited to, public libraries and public businesses that provide free Wi-Fi access to patrons. Additionally, information about low-cost broadband internet programs is outlined in Appendix C of this handbook.

LIMITATION OF LIABILITY

- While Knob Noster R-VIII School District employs filtering, safety and security mechanisms and attempts to ensure their proper function, it makes no guarantee as to its effectiveness.
- Knob Noster R-VIII School District will not be responsible, financially or otherwise, for unauthorized transactions conducted using the mobile device.

DIGITAL CITIZENSHIP CURRICULUM

- Navigating cyberbullying, privacy, safety, and other digital dilemmas are a real challenge for parents and teachers. But technology also provides incredible opportunities for students to learn, connect, create, and collaborate in ways never before imagined.
- Knob Noster Public Schools uses and encourages parents to use Common Sense Media resources to build a positive culture of digital citizenship at home and at school. Knob Noster Public Schools supports the safe and responsible use of technology with Common Sense Education's K-12 Digital Citizenship Curriculum. Teachers embed this curriculum into daily instruction to help students build skills around critical thinking, ethical discussion, and decision making.
- The Common Sense curriculum includes comprehensive resources for students, like lesson plans, student digital interactives, and assessments, as well as professional development for teachers and materials for parents to use at home with the family.
- Common Sense Media continues to expand its resources for parents, students, and educators. For more information, visit: https://www.commonsensemedia.org/

APPENDIX A: TECHNOLOGY USAGE FEE

Beginning January 1, 2017 Knob Noster Public Schools will no longer charge a technology usage fee in exchange for use of district technology, including student personal devices. The Board of Education reserves the right to reinstate a fee if, in the future, funds are needed to help sustain the program.

APPENDIX B: REPLACEMENT/REPAIR PRICING

Lenovo 300E Replacement Pricing

Item	Price
Lenovo 300E Laptop	$264.00
Screen Replacement	$75.00
Keyboard	$20.00
Charging Adapter	$22.00
USB Charging Cord	$5.00
Protective Cover (missing)	$20.00

iPad Air Replacement Pricing

Item	Price
Apple iPad Air	$299.00
Screen Replacement	$100.00
Protective Cover (missing)	$20.00
iPad Charging Adapter	$21.00
iPad USB Cable	$21.00

Various internet service providers who service the residents of Knob Noster offer low-cost broadband internet service for qualifying families. Information about the low-cost programs offered by these service providers is listed below. Please note that Knob Noster R-VIII School District is not affiliated with any of these programs. We are simply including this information to make families aware of the various low-cost internet solutions that are available. We also recommend checking with you cell phone service provider for internet service. All questions should be directed to the internet service provider and not Knob Noster R-VIII School District.

The links below list Internet Service Providers in the Knob Noster area:

https://www.inmyarea.com/internet/65336/providers

https://broadbandnow.com/Missouri/Knob-Noster?zip=65336

APPENDIX D: STUDENT ACCEPTABLE USE POLICY

Section 1. Purpose of Technology Use
The Knob Noster R-VIII School District provides technology resources to its students solely for educational purposes. Through technology, the District provides access for students and staff to resources from around the world. Expanding technologies take students and staff beyond the confines of the classroom, and provide tremendous opportunities for enhancing, extending, and rethinking the learning process. The goal in providing these resources is to promote educational excellence in the District by facilitating resource sharing, innovation, and communication with the support and supervision of parents, teachers, and support staff.

Section 2. The Opportunities and Risks of Technology Use
With access to computers and people all over the world comes the potential availability of material that may not be considered to be of educational value in the context of the school setting, or that may be harmful or disruptive. Because information on networks is transitory and diverse, the District cannot completely predict or control what users may or may not locate. The Board of Education believes that the educational value of limited access to the information, interaction, and research capabilities that technology offers outweighs the possibility that users may obtain or encounter material that is not consistent with the educational goals of the District.

In accordance with the Children's Internet Protection Act, the District installs and operates filtering software to limit users' Internet access to materials that are obscene, pornographic, harmful to children, or otherwise inappropriate, or disruptive to the educational process, notwithstanding that such software may in certain cases block access to other materials as well. At the same time, the District cannot guarantee that filtering software will in all instances successfully block access to materials deemed harmful, indecent, offensive, pornographic, or otherwise inappropriate. The use of filtering hardware/software does not negate or otherwise affect the obligations of users to abide by the terms of this policy and to refrain from accessing such inappropriate materials.

No technology is guaranteed to be error-free or totally dependable, nor is it safe when used irresponsibly. Among other matters, the District is not liable or responsible for:

1) Any information that may be lost, damaged, or unavailable due to technical, or other, difficulties;
2) The accuracy or suitability of any information that is retrieved through technology;
3) Breaches of confidentiality;
4) Defamatory material; or
5) The consequences that may come from failure to follow District policy and procedures governing the use of technology.

Section 3. Privileges and Responsibilities
The District's electronic network is part of the curriculum and is not a public forum for general use. Student users may access technology for only educational purposes. The actions of student users accessing networks through the District reflect on the School District; therefore, student users must conduct themselves accordingly by exercising good judgment and complying with this policy and any

accompanying administrative regulations and guidelines. Students are responsible for their behavior and communications using the Districts computers and networks.

Student users of technology shall:

Use or access District technology only for educational purposes
Comply with copyright laws and software licensing agreements
Understand that email and network files are not private. Network administrators may review files and communications to maintain system integrity and monitor responsible student use.
Respect the privacy rights of others.
Be responsible at all times for the proper use of technology, including proper use of access privileges, complying with all required system security identification codes, and not sharing any codes or passwords.
Maintain the integrity of technological resources from potentially damaging messages, physical abuse, or viruses. Abide by the policies and procedures of networks and systems linked by technology.

Student users of technology shall not:

Access, download, create, send or display offensive messages or pictures. Use harassing, offensive, obscene or defamatory language.
Harass or attack others;
Vandalize or damage computer equipment, systems, networks, hardware, software, data or programs;
Knowingly spread computer viruses;
Violate copyright laws or software licensing agreements;
Use others' passwords or accounts;
Misrepresent themselves or others;
Trespass in others' folders, work, or files, or gain unauthorized access to resource or entities;
Reveal their personal address or phone number, or those of other users;
Use District technology for non-school purposes or personal financial gain or to access or attempt to access restricted websites or other information unrelated to the curriculum and educational purposes of the school; and Use technology for any illegal purpose or activity.

Granting of Access:

Students may access the networks and technology resources only after submitting a signed Acceptable Use of Technology Consent Form. Parent or guardian permission is also required for minors.

Section 4. Disciplinary Actions
Violations of this policy, or any administrative regulations and guidelines governing the use of technology, may result in disciplinary action which could include loss of network access, loss of electronic device, suspension or expulsion, or other appropriate disciplinary action. Violations of local, state or federal law may subject students to prosecution by appropriate law enforcement authorities.

Section 5. No Expectation of Privacy
The District's electronic network is part of the curriculum and is not a public forum for general use. Users should not expect that email or files stored on District servers will be private. The District reserves the right to log technology use, to monitor fileserver space utilization by users, and to examine users' files and materials as needed, and at its discretion. Users must recognize that there is no assurance of confidentiality with respect to access to transmissions and files by persons outside, or from persons inside the District.

Section 6. Additional Rules/Actions
The Superintendent/Principal or his/her designee may establish regulations and guidelines, and shall take appropriate action to implement this Policy.

APPENDIX E: MOBILE DEVICE AGREEMENT & ACCEPTABLE USE OF TECHNOLOGY CONSENT FORMS

**1:Anytime, Anywhere Learning
Mobile Device Agreement Form**

PLEASE PRINT

Student's Full Name _____ Grade _____

Parent/Guardian Full Name _____

By signing below, you are agreeing to the terms and conditions outlined in the **Mobile Device Student/Parent Handbook** (www.knobnoster.k12.mo.us on the Technology page).

Student Signature: _____ Date_____

Parent/Guardian Signature: _____ Date_____

STUDENT ACCEPTABLE USE OF TECHNOLOGY CONSENT FORM

The District's electronic network is part of the curriculum and is not a public forum for general use. Please carefully read the **Acceptable Use Policy** (www.knobnoster.k12.mo.us on the Technology page). Violations may result in disciplinary action. To gain access to email and the Internet, all students must sign and return this form. Students under the age of 18 must obtain parental consent.

Student Consent
I understand that my computer use is not private and that the school district will monitor my activity on the computer system. I have read the District's **Acceptable Student Use of Technology policy and regulations** and agree to abide by these rules. I understand that violation of the policy or regulations may result in disciplinary action, including loss of technology use, suspension, or expulsion.

Student Signature _____   Date _____

Parental Consent
I have read and understand the District's **Acceptable Student Use of Technology policy and regulations**. In consideration for my child being able to use the District's electronic communications system and have access to the public networks, I hereby release the school district, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use, the system, including, without limitation, the types of damage identified in the school district's policy and administrative regulations.

_____ I give, or _____ I do not give, permission for my child to participate in the school district's electronic communications system and certify that the information contained on this form is correct.

Parent/Guardian Signature_____   Date _____