Park Rapids Area Schools
Park Rapids, Minnesota

Park Rapids Area High School
Technology Handbook

District 309 Mission Statement
The Mission of Independent School District 309 (a partnership of communities) is to:
work together to prepare today’s learners for tomorrow’s challenges,
through: sharing of ideas and acceptance of diversity, efficient use of resources, including staff,
finances, curriculum, physical plant, technology, and area wide support services,
thereby providing for maximum academic and personal growth.
Dear Parent(s)/Guardian(s),

Technology has become an essential part of education; To be able to live, learn, and work successfully in our information-rich society, students must be able to utilize a variety of technology tools effectively. Empowering students to control and be at the center of their learning, Park Rapids Area High School allows high school students to use personal technology devices for educational use during their school day. With many students owning mobile computing devices and frequently using these devices for their school work while at home, the district has recognized the need to allow high school students to utilize their own technology in a more seamless way at school.

Students will be given the option to bring their own technology again this year. Please note that personally owned devices are a supplement to the technology already accessible to students while at school. BYOT is an optional program and parents are not required to purchase a device for their child. Park Rapids High School will be adding more Chromebooks and laptops for students to access.

Each teacher will discuss with his/her students the expected plan for technology. Many classrooms, particularly AP classes, may require students to use a device in class daily. The use of technology to access educational material should be considered a privilege. When respected, technology will benefit the learning environment as a whole. When abused, technology privileges will be taken away.

The digital natives at Park Rapids High School grades 9-12 will now have the tools to shape their own education in once unimagined ways. Students and parents are encouraged to read the following policy and discuss the parameters with each other.

Please read and sign the Park Rapids Area Schools Technology Handbook with your child. This form must be turned in to your child’s school before using any technology, including personal devices on the school wifi.

Sincerely,

Administrative Team
Overview
The Park Rapids Area School District is committed to preparing our students to succeed in the changing societal landscape. It is essential that the District provide our students with the 21st century skills that they need to be self-directed learners. We believe that exceptional teaching and learning include the effective use of technology to best prepare each student for the world in which they will live. To accomplish this vision, the District has a Technology Program as described below.

Acceptable technology devices include: laptop computers, Chromebooks, Netbooks, iPads, and tablets. Technology devices must be able to access web-based resources, including StudentVue and the Google suite of tools.

The following requirements and guidelines apply to the Technology Program.

I. Student Responsibilities
   A. Students are expected to use the technology appropriately for educational purposes.
   B. Students are expected to have their technology device in school each day with a fully charged battery. A limited number of loaners may be available on a first-come, first-serve basis. Forgetting a device or having a dead battery will not be accepted as a reason for failing to complete work or turn in assignments. Charging stations are not available in school. Repeated failure to bring the device to school or failing to charge the battery may result in consequences for the student.
   C. Students are responsible for being informed of their assignments by subscribing to the calendars of their teachers.
   D. Students are responsible to download to the device any necessary documents and/or materials from the teachers' websites. If a family does not have wireless access at home, students must do this before school, during the school day, or after school.
   E. The presence of inappropriate music, photos, videos, or other material may result in the seizure of the device by administration and/or other disciplinary actions. Such action may require a parent/guardian to pick up the device and verify that it is not returned to school until the offending material has been removed.
   F. Tech staff are not responsible for saving, restoring or backing up documents, music or photos that students may be storing on either school-owned or privately-owned devices.
   G. Students are encouraged to store documents, worksheets, notes and other files on their Google Drive, iCloud, Dropbox, or other cloud-based account. Students must be responsible for backing up or saving all work to other media.
   H. Students are discouraged from printing and encouraged to use email and cloud-storage solutions. Limited printing will be available in the media center.
   I. All personal devices used on school property may be subject to search by tech staff at any time.

II. Parent Expectations
   A. The District asks for the parents’ support in communicating with their children about the standards of appropriate content and helping to monitor the use of the technology at home.
   B. Parents are responsible for filling out and signing the Technology Agreement form and the Internet Acceptable Use Policy Form.
   C. If necessary, parents are expected to assist their child and fill out any forms needed to report theft or damage.
D. Parents are encouraged to become familiar with the device used by their child and help ensure the use of the technology to track their child's progress. Student management software (StudentVue and ParentVue) allows parents and students to view teachers' assignment calendars, track homework, and monitor progress toward coursework completion.

III. General Care Instructions

A. *School-owned devices* must be kept in the protective cases at all times if provided. It is recommended that sturdy cases be used with all privately owned devices.

B. Students should never put weight on the *devices*, stack items on top of them or wedge them tightly into a backpack or case. Technology devices should not be used as a folder to carry other items, particularly any sharp or pointed items such as pens or pencils.

C. Liquids, food and other debris can damage *devices*. *All devices* should be closed in cases and away from food and liquids when students are eating.

D. Battery life is shortened by using Wi-Fi, bluetooth, a high screen brightness, and video. Students should learn to manage these settings and apps to improve battery performance.

IV. Security and Theft Prevention

A. Students are responsible for the security of their own device at all times. Laptops, Chromebooks or tablets should never be left unsecured. When not with the student, technology should be secured or stored in a locked location out of view. During after-school activities and/or away events, students are still responsible for securing their technology equipment.

B. Students should maintain the privacy of their own personal information. Password security for network systems should be maintained, as should the privacy of locker combinations. It is the responsibility of the student to keep his or her information secure.

V. Damage and Repair

A. Park Rapids Area Schools are not responsible for the damage or hardware issues of any privately-owned technology.

B. Damage or hardware issues of school-owned devices must be reported immediately by calling 218-237-6440 or 218-255-3645.

C. Students/parents are responsible for the full cost of any willful, negligent or intentional damage to any school-owned technology device. Failure to pay for willful, negligent or intentional damage may result in legal consequences.

D. Theft must be reported immediately to the high school principal’s office. School personnel may assist in tracking down a device, but may not be held responsible.

E. Students are strongly encouraged to take advantage of tracking software and security software on personally-owned devices.

VI. Connecting to the District Network

A. A student wifi network is available for all student devices, whether school-owned or student-owned. Student devices must remain on the Student portion of the school’s network.

B. The district utilizes an Internet content filter that is in compliance with the federally mandated Children’s Internet Protection Act (CIPA). While on premises, all technology will enforce filtering for illegal and obscene content.
VII. Home Internet Connectivity

Technology has transformed the way we do business, receive healthcare and communicate with others, and yet close to 1 in 4 American homes do not have an Internet connection, and 1 in 5 Americans do not use the Internet.

EveryoneOn is a national nonprofit working to eliminate the digital divide by making high-speed, low-cost Internet service available to all unconnected Americans

For more information, visit: http://EveryoneOn.org
**PRAHS Technology Agreement**

**Student Responsibilities**
1. I agree to abide by the Park Rapids School District Acceptable Use Policies and Procedures in parent/student handbook and abide by all local, state and federal law.
2. I agree that the use of District technology is a privilege and that I am responsible for the proper care of any technology that is assigned to me as well as any other district technology I am allowed to use.
3. I agree to keep all accounts and passwords assigned to me secure and will not share these with any other students. This includes passwords for email and network access.
4. I agree that I will never share personal information over the internet. In addition, if am asked for personal information or harassed in any way, I agree to report it to my parents, teacher or staff member.
5. I agree that I will not install, download or otherwise utilize any software not authorized by the District Technology Department.
6. I will not remove programs of files from school technology devices.
7. I will honor my family’s values when using the school technology equipment.
8. I will treat all devices with care by not dropping it, leaving it outdoors or using with food or drink nearby.

9. I agree that email (or any other computer communication) should be used only for appropriate, legitimate and responsible communication.
10. I will keep my own technology protected with a case or sleeve at all times.
11. I will not deface school technology, decorate (such as stickers, markers, etc.) or modify the serial # or Park Rapids Property sticker.

**Parent Responsibilities**
1. I will supervise my student’s use of the technology at home.
2. I will discuss our family’s values and expectations regarding the use of the internet and email at home and will supervise my student’s use of internet and email.
3. I will not attempt to repair any school device, nor will I attempt to clean it with anything other than a soft cloth.
4. I will report to the school any problems with the school technology.
5. I will not load or delete any software from any school technology.
6. I will make sure my student recharges battery on his/her personal device nightly.

My signature and that of my parent/guardian, acknowledges receipt of the *Park Rapids Area High School Technology Handbook* and agreement to abide by the terms of the Technology program.

Student Signature ____________________________________  Print Name __________________________________________

Date ______________  Current Grade _____  Expected Graduation Year ________

Parent Signature ____________________________________________________________________________________ Date: _______________