



# MILLINGTON MUNICIPAL SCHOOLS

**TECHNOLOGY  
HANDBOOK**



## ***Millington Municipal School's Technology Department***

The Mission of the Millington Municipal School District is to provide a safe environment that allows teachers to maximize the educational experience for each child. Upon exiting Millington Municipal Schools, every student will be prepared to face the challenges with confidence and the ability to succeed.

The MMSD Technology Department's mission is to support students by providing top-notch instruction and resources. We believe technology is crucial for modern learning. Our goal is to use research-based practices to engage students and help them develop fully. We see technology as a tool to enhance education, not the ultimate goal. We aim to spark creativity and a love for learning in students, offering a safe digital environment for exploration. Our hope is to inspire lifelong learning and thinking. Thank you for trusting us with your child's education.

The policies, procedures and information within this document apply to all student devices used in Millington Municipal School District, including any other devices considered by the District office to come under this policy.



## Contents

<b>1</b>	<b>- Receiving the Learning Device and Learning Device Check-in</b>	<b>5</b>
1.1	- Device Check-out/Assignment	5
1.2	- Learning device Check-in	5
<b>2</b>	<b>- Responsible Use and Digital Citizenship</b>	<b>6</b>
2.1	- Responsibility of the Student	6
2.2	- Responsibility of the Parent/Guardian	7
2.3	- Responsibility of the School/District	7
2.4	- Prohibited Use	8
2.5	- Legal Propriety	9
2.6	- Discipline	9
<b>3</b>	<b>- Protecting our Shared Investment</b>	<b>10</b>
3.1	- General Use and Precautions	10
3.2	- Transporting the Device	11
3.3	- Screen Care	11
<b>4</b>	<b>- Using the Learning Device</b>	<b>11</b>
4.1	- Student Responsibility in Device Preparation	11
4.2	- Device Repair, Loss, Theft, and Maintenance	12
4.3	- Device Settings and Configuration	12
4.4	- Music, Games, Apps and Entertainment	12
<b>5</b>	<b>- File and Content Management</b>	<b>13</b>
5.1	- Saving Files	13
5.2	- Network Connectivity	13
<b>6</b>	<b>- Software Offerings and Use</b>	<b>13</b>
6.1	- District Installed Software	13
6.2	- Expectation of Privacy and Inspection	13
6.3	- Procedure for Reinstalling Software	14
6.4	- Software Upgrades and System Maintenance	14
6.5	- Google/O365	14
6.6	- Location Services	14
6.7	- Responsible Use	14
<b>7</b>	<b>- Device Repair or Replacement</b>	<b>15</b>
7.1	- Family Responsibility	15



7.2	- Damage .....	15
7.3	- Lost or Stolen Devices .....	15
Appendix A: Forms .....		17



## **1 - Receiving the Learning Device and Learning Device Check-in**

### **1.1 - Device Check-out/Assignment**

All students will receive a learning device during the school year. Devices will be assigned and distributed during the first few weeks of school or upon their availability. Millington Municipal Schools reserves the right to delay device assignment and distributions for any reason during the first nine weeks of the school year.

Learning devices will be distributed to students upon the completion and approval of student registration.

*\* Parents and students should review all forms presented in the Skyward Registration portal and seek clarification for questions or sections not understood.*

### **1.2 - Learning device Check-in**

Learning Device return/check-in will occur in stages during the last few weeks of the school year. Devices will be assessed for damage during the check-in procedure. If the learning device is not returned in normal operating condition, statements of student/parental financial responsibility may be issued before the last day of class on an individual, as needed basis by school administration or his/her designee. Students should back-up any files or content that they wish to save to their cloud storage. Millington Municipal Schools reserves the right to make any changes or delete software or files at any time. It is important that students keep their files and content backed up to district provided cloud storage.

If a student withdraws or is placed on a long-term suspension from Millington Municipal Schools, it is the responsibility of the parent and student to return any learning device issued within five (5) days of withdrawal. If the learning device is not returned to the school from which the student has withdrawn within five (5) days, a theft report will be filed with the City of Millington Police Department. Transcripts and transfer grades will not be issued to the student until the learning device has been returned or paid for.



## 2 - Responsible Use and Digital Citizenship

### 2.1 - Responsibility of the Student

It is the responsibility of the student to practice good digital citizenship at all times while using any technology and/or the Internet. Students should care for any learning device that is issued or loaned to them during their educational tenure within the Millington Municipal Schools. Failure to adhere to the Responsible Use Agreement or the evidence of any misuse or misappropriation of a learning device will result in consequences including, but not limited to: learning device revocation, suspension of network accessibility, limited access to learning devices, limited access to network resources and Internet privileges, detention, ISS, OSS or any consequence building level administration sees fit. Millington Municipal School students will be held responsible to:

- Read, understand, and follow the MMSD Responsible Use Policy for Use of the Internet and Internet Safety 4.406.
- Use learning devices, computers, and other technology devices in a responsible and ethical manner.
- Obey general school rules concerning behavior and communication that applies to learning device/computer use.
- Use technology resources in an appropriate manner that does not result in informational damage that includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the student's own negligence, errors or omissions. Use of any information obtained via the MMSD designated Internet System is at the student's own risk. MMSD specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Secure learning devices against loss or theft.
- Help MMSD District protect our computer system/device by contacting an administrator about any security problems they may encounter.
- Monitor all activity on their account(s) and report suspicious activity to a teacher immediately.
- Secure their learning device after they are done working to protect their work and information. Securing the learning device includes storing the device out of sight and in a restricted access location.
- If a student should receive email containing inappropriate or abusive language or if the subject matter is questionable, he/she is asked to inform a teacher and delete it from his/her learning device.



- Refrain from plagiarizing works they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were your own.
- Respect the rights of copyright owners.
- Maintain the learning device in good working order.
- Report malfunctioning, damaged, lost, or stolen learning device immediately to a teacher or administrator.

## 2.2 - Responsibility of the Parent/Guardian

- Talk to your children about values and the standards that should be followed on the use of the Internet, just as you do on the use of all media information sources such as television, telephones, movies, etc.
- During registration or other scheduled times, you are required to receive necessary information regarding the 1:1 program.

## 2.3 - Responsibility of the School/District

- Provide Internet access at school.
- Provide each student a filtered and monitored academic email account (username@mmsdstudent.org).
- Filter inappropriate materials while students are using the MMSD network or non-school network.
- Provide data storage areas (i.e. Cloud Drive Storage). MMSD reserves the rights to review, monitor, and restrict information stored on or transmitted via MMSD District owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance and professional development to aid students in doing research in academically related activities and help ensure student compliance of the Responsible Use Policy.
- Repair learning devices that malfunction.



## 2.4 - Prohibited Use

Prohibited use and actions include any action that violates existing MMSD Board Policy or public law. At MMSD, these actions shall be divided into three tiers of severity, each with their own set of consequences.

### Tier 1 Offenses

- Playing Internet/computer games when class is in session without permission.
- Changing of learning device settings with the intention of subverting school safety policies (exceptions include personal settings such as font size, brightness, etc.)
- Distributing personal information, for any reason other than academics, over the Internet is prohibited. This includes, but is not limited to, setting up Internet accounts including those necessary for chat rooms, personal email, etc.

### Tier 2 Offenses

- Illegal installation or transmission of copyrighted materials.
- Use of outside data disks or external attachments to subvert school safety policies.
- Spamming/sending mass or inappropriate emails or other communications.
- Bypassing the MMSD web filter through a web proxy, phone tethering, and any other means.
- Use of the school's Internet/email accounts for financial or commercial gain or for any illegal activity.
- If using the MMSD device on a non-MMSD provided network, use of websites and information that violate school policies is prohibited.

### Tier 3 Offenses

- Consuming or distributing offensive, profane, threatening, pornographic, obscene, harassing, demeaning, or sexually explicit materials.
- Taking and/or distributing photos, recordings or videos of faculty, staff or students without their knowledge or for reasons that could be harmful, hurtful or degrading.





- Gaining access without permission to other students' accounts, files, and/or data.
- Use of anonymous and/or false communications to mislead, harm, bully, or harass another person.
- Vandalism of school equipment. This includes any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components.
- Bullying as defined in MMSD Board Policy 6.304, Student Discrimination, Harassment, Bullying, and Cyber-Bullying

## 2.5 - Legal Propriety

- Students must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If a student is unsure, he/she should ask a teacher or parent.
- Plagiarism is a violation of Federal Law and MMSD Policy. Credit must be given to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited, and violators are subject to discipline as referred to in the MMSD Board Policy 4.406, Responsible Use Policy for Use of the Internet and Internet Safety. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

## 2.6 - Discipline

MMSD administration reserves the right to assign discipline based on the severity of the student's action. Violations of general student behavior policies will be subject to appropriate disciplinary actions.

If a student violates any part of these rules, policies and procedures, his/her behavior will be considered contradictory to the standards/guidelines and at a minimum, he/she will be placed on the following disciplinary steps pursuant to the tier of their offense:



#### Tier 1 Offenses

- These are considered minor offenses and/or offenses of the classroom environment and will be handled on a teacher-by-teacher basis consistent with their own classroom policies. Discipline can range from a warning up to and including an administrative referral. Parental contact is encouraged for repeat offenses.

#### Tier 2 Offenses

- These are considered breaches of technology protocol. Discipline will be handled by the school. A referral should be written by a teacher.

#### Tier 3 Offenses

- These are the most serious offenses. A disciplinary referral will be completed when one of these offenses occurs. Disciplinary action will be taken by MMSD administration.

### **3 - Protecting our Shared Investment**

#### **3.1 - General Use and Precautions**

The learning device is school property, and all users will follow these procedures as well as the MMSD Board Policy 4.406, Responsible Use Policy for Use of the Internet and Internet Safety

- Cords and cables should be inserted and disconnected carefully to prevent damage to the learning device. Cords, cables, and earphones should always be kept with the device.
- Learning devices must never be left out in the open.
- Students are responsible for keeping their learning device's battery charged and ready for school each day.
- Only labels or stickers approved by the MMSD Technology Department may be applied to the learning device.
- Students should not remove or cover any of the cases, screen protectors, labels, or stickers attached by MMSD. This includes placing stickers on the covers of the devices.
- Learning devices should be kept away from younger siblings/children.
- Learning devices should be kept away from pets.



### 3.2 - Transporting the Device

#### For Learning Devices

Students will be responsible for safely transporting the learning device. A padded backpack or protective sleeve is highly recommended. Stickers or other markings placed directly on the device, or the school issued cover will be considered damage and the parents will be liable for the repairs.

### 3.3 - Screen Care

The learning devices' screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure.

- Do not lean on the top of the learning device when it is closed.
- Do not place anything near the learning device that could put pressure on the device.
- Do not place anything inside a closed learning device to avoid placing too much pressure and/or weight on the learning device screen.
- Clean the screen with only a soft, dry cloth or anti-static cloth; no cleansers of any type.
- Do not "bump" the learning device against lockers, walls, car doors, floors, etc. as this could cause damage and eventually break the screen.

## 4 - **Using the Learning Device**

### 4.1 - Student Responsibility in Device Preparation

Learning devices are intended for use at school each day. In addition to teacher expectations for learning device use, students may access school information such as announcements, calendars, grades, and schedules on the school website or through various applications / software. Students must be responsible to bring their learning device to all classes, every day.

- Learning devices must be brought to school each day in a fully charged condition. Students need to charge their learning devices each evening.  
\*Students should be careful about leaving a charging learning device hooked up at school as these are easily forgotten and often left behind.



#### 4.2 - Device Repair, Loss, Theft, and Maintenance

- If a learning device repair/service will take longer than two (2) days, a loaner learning device may be issued by technology, subject to availability.
- Millington Municipal Schools will cover device damage repairs for all MMSD 1:1 learning devices when the damage is deemed accidental. This includes, but is not limited to drops, spills, cracked screens, damaged keyboards. Millington Municipal Schools will not be responsible for loss of any 1:1 learning device, stylus, hotspot, or charger and the student and/or parent will be financially responsible to cover the cost of the replacement. If a MMSD device is stolen, a police report must be filed, and report number given to the MMSD Technology Department in order to not incur financial responsibility. This applies only to MMSD 1:1 learning devices.

#### 4.3 - Device Settings and Configuration

- Any media deemed inappropriate by MMSD faculty/staff may not be used as a background photo.
- Unauthorized pictures/images of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures are prohibited and will result in disciplinary actions.

#### 4.4 - Music, Games, Apps and Entertainment

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Music is allowed on the learning device and can be used at the discretion of the teacher.
- Students are responsible for having earphones/earbuds at all times (provided by the guardian).
- Students are **NOT** permitted to use personal iTunes/Google/Microsoft accounts to download applications, music, movies and games.



## 5 - File and Content Management

### 5.1 - Saving Files

Students should save work to the District provided cloud account. Students may also e-mail documents to themselves for storage within their email inbox. Storage space will be available on the learning device – BUT it will NOT be backed up in the case of re-imaging. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Device malfunctions are not an acceptable excuse for not submitting work.

### 5.2 - Network Connectivity

MMSD makes every effort to ensure that the network is up and running 100% of the time. However, in the rare case that the network is down, the District will not be responsible for lost or missing data.

It is a violation of the Responsible Use Policy to use applications that bypass MMSD Proxies and filtering or to participate in unethical hacking. Repeat violations may result in disciplinary action as detailed in section 2.6 Discipline.

## 6 - Software Offerings and Use

### 6.1 - District Installed Software

The software apps originally installed by MMSD must remain on the learning device in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular course. The licenses for this software require that the software be deleted from learning devices at the completion of the course. Periodic checks of devices will be made to ensure that students have not removed required apps. Repeat violations may result in action as detailed in section 2.6 Discipline.

### 6.2 - Expectation of Privacy and Inspection

There is **not** an expectation of privacy as it relates to MMSD learning devices and student usage. MMSD reserves the right at any time to view or capture the content or use of a learning device. Students could be selected at random to provide their learning device for inspection. If a student's device is requested for an inspection, passwords to unlock the learning device must be provided. MMSD reserves the right to confiscate the learning device for any reason at any time if inappropriate materials are found on the learning device or if suspicious activity is suspected.



### 6.3 - Procedure for Reinstalling Software

If technical difficulties occur, the learning device may need to be restored from a District backup. \*The school/District does not accept responsibility for the loss of any personal software or documents deleted due to a re-format and/or re-image.

### 6.4 - Software Upgrades and System Maintenance

Upgraded versions of licensed software/apps are available from time to time. Students may be required to check in their learning devices or accept prompted operating system/app commands for periodic updates and syncing.

### 6.5 - Google/O365

Students will be issued a managed MMSD school Google/O365 account that will be used to individually track and update their learning device. Students may not use a personal iTunes, Google or Microsoft account to download apps, music, and games.

### 6.6 - Location Services

If a device is lost or stolen, the student will work with MMSD staff and the Millington Police Department to identify the location of the device for recovery. This includes providing access to all accounts to assist with identifying the location of the learning device.

### 6.7 - Responsible Use

The use of MMSD District technology resources is a privilege, not a right. The privilege of using the technology resources provided by MMSD is not transferable or extendable by students to people or groups outside the district and terminates when a student is no longer enrolled in a MMSD school. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this document, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.



## **7 - Device Repair or Replacement**

### **7.1 - Family Responsibility**

MMSD provides learning devices to students to enhance their education. It is incumbent upon parents to stress to their children how important it is to take care of these tools while in their possession. MMSD has established a nominal fine structure. All fines must be paid directly to the school.

#### **Learning Device Fines**

- Lost/Stolen AC charger - \$50
- Lost/Stolen Device Cover - \$50
- Lost/Stolen 1:1 Device - \$499
- Lost/Stolen Stylus - \$36
- Lost/Stolen HotSpot - \$100
- Lost/Stolen Hotspot Charger - \$15

### **7.2 - Damage**

If a learning device becomes intentionally damaged due to student negligence, the student should report the damage to their teacher and the teacher will in turn report that to the MMSD Technology Department. The student will have five (5) school days from the date of report to submit the fine. Failure to pay the damaged device fine may result in a hold being placed on transcripts, grades, and/or diplomas.

If a repair/service will take longer than two (2) days, a loaner learning device may be issued, subject to availability.

### **7.3 - Lost or Stolen Devices**

In the event the learning device is lost or stolen, the student/parents should follow the steps below as appropriate. The school will notify the MMSD Technology Department. A loaner learning device may be issued, subject to availability.

#### **Learning Device Lost While Out of School**

Parent will immediately notify the school and MMSD Technology staff will assist with an electronic search. The parent should continue to search at home. If after three (3)



days the learning device cannot be located, the parent will be responsible for the cost of a replacement.

#### Learning Device Stolen While Out of School

Parent will immediately notify the appropriate police department and obtain a copy of the police report. A copy of the police report must be submitted to the school within 5 days. Failure to do so will result in a theft report being filed with the Millington Police Department.

#### Learning Device Lost or Stolen While at School

The student will immediately notify his/her teacher or building level administration who will inform the School Resource Officer. A report will be filed with the Millington Police Department and a copy will be provided to the main office.

After the appropriate police report is filed, a replacement learning device will be issued. *\*\*More than two (2) instances of a missing learning device will result in loss of privilege and a replacement will **NOT** be issued.*

\*NOTE: You will need the serial number in order to file your police report. This can be obtained from School Administration.





## Appendix A: Forms

### **Millington Municipal Schools Acceptable Use/Email/Media/EduApps**

\_\_\_\_\_ has permission to independently access the Internet (3rd grade and older).

During the school year, staff of Millington Municipal Schools may interview, photograph, or videotape students for purposes such as public presentations about the school or the district; school yearbooks; class projects; or for publication on school or district websites and social media. The photographs, interviews, or video recordings may be of groups of students or individual students. School Staff will adhere to Board Policy 4.407 regarding privacy standards.

Millington Municipal Schools has permission to publish \_\_\_\_\_ image, likeness, or work on the Internet or in print publications (i.e. yearbooks).

Millington Municipal Schools will adhere to Board Policy 6.604 in allowing media access to students. School administrators shall be authorized to grant permission and set parameters for media access to students in their respective schools. The media may interview, and photograph students involved in instructional programs and school activities including athletic events. Such media access shall not be unduly disruptive and shall comply with Board Policy.

Millington Municipal Schools has permission to allow media coverage of \_\_\_\_\_.

Students will be assigned an email account unless expressly declined by the parent or guardian. It is STRONGLY encouraged to allow email access for your child. If you, the parent or guardian, opts to not allow email access, students will still be held accountable for all assignments and projects that are assigned by their teacher in conjunction with their enrolled class even if email access is required to complete a project or assignment. \_\_\_\_\_ has permission to have and access district email for educational purposes only.

\_\_\_\_\_ has permission to have and access district Google and Microsoft Apps for Education for educational purposes only.