

Conneaut School District One-to-One Computing - Acceptable Use Policy

The Conneaut School District has purchased a network connected device for students for the current school year. Each student will be issued this technology with predetermined applications installed. These devices, as with all Technology resources at Conneaut School District, are provided for the purpose of supporting the educational mission of the District. The District's goal in providing these devices is to promote educational excellence: by facilitating resource sharing, innovation, research, creativity, communication, increased productivity, and mobile learning. This student-issued equipment may be referred to generally throughout this policy as device, machine or unit. In each instance, it shall refer to District-purchased network connected device provided for students' use.

Only specified grade levels within a school year will be permitted to take home assigned devices. All students designated in a grade permitted to take home devices, and their parents are required to review this document, as well as sign the accompanying agreement to protect the hardware and software inherent with this technology.

Use of these technologies is a privilege that carries responsibility and behavioral expectations consistent with all school rules and policies, including but not limited to those stated in the Parent- Student School Handbook. It is understood that members of the Conneaut School District community will use all types of computing devices on the School's network in a responsible, ethical, and legal manner at all times.

Conneaut School District retains sole right of possession of the issued devices and related equipment. The unit will be issued to students according to the guidelines set forth in this document. Conneaut School District retains the right to collect and/or inspect the device at any time, and to alter, add, or delete installed software or hardware.

1. 1:1 Technology Distribution/Check-In

1.1 Receiving Your Device

Devices and related equipment will be distributed at the beginning of the school year during a time designated by the building principal. Parents & students must sign and return the Acceptable Use Policy documents before the technology can be issued to their child.

1.2 Device Check-in

All issued technology will be returned during the final week of school.

Students who transfer, withdraw, are sent to an alternative placement, or are expelled from school during the school year, must surrender all issued equipment upon termination of enrollment.

1.3 Check-in Fines

Failure to return the issued equipment will result in a theft report being filed with the CSD Police Officer.

If a student fails to return the equipment at the end of the school year or upon termination of enrollment at Conneaut School District, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the device and related equipment. Furthermore, the student will be responsible for any damage to the issued technology and any related accessories. The student will be charged a fee for any needed

repairs, not to exceed the replacement cost.

2. Care of Devices

Students are responsible for the general care of the device they have been issued by the school. Units that are broken or fail to work properly must be taken to the Technology Office for an evaluation of the equipment as soon as the damage occurs.

2.1 General Precautions

- The device is school property and all users will follow this policy and the Conneaut School District acceptable use policy for technology.
- Cords and cables must be inserted carefully to prevent damage.
- Devices must remain free of any writing, drawing, stickers, or labels that are not the property of Conneaut School District.
- **Devices must never be left in an unlocked locker, unlocked car, school cubbie or any unsupervised area.**

2.2 Carrying Devices

The protective cases provided with the devices have sufficient padding to protect the unit from normal wear and tear and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

- Devices should always be within the protective case when carried.
- Avoid placing too much pressure and/or weight (such as folders and workbooks) on the screen.

2.3 Screen Care

Device 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 device when the lid is closed.
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth, no cleaners of any type.
- Avoid bumping the device against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

3. Daily Use of Technology

The machines are intended for use at school each day. Students must be responsible to bring their unit **fully charged** to all classes unless specifically instructed not to do so by their teacher.

3.1 Devices Left at Home

If students leave their device at home, they are responsible for getting the course work completed as if they had their tool present and may be subject to classroom repercussions for being unprepared as designated by their

teacher(s).

3.2 Unit Undergoing Repair

A replacement machine will be issued to students when their assigned device has been sent for repair.

3.3 Charging Your Machine's Battery

Devices must be brought to school each day in a **fully charged** condition. Students need to charge their machine each evening.

3.4 Home Internet Access

Students are allowed to use wireless networks outside of the District to assist them with School work.

4. MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving Work

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; therefore, students should back up all work.

4.2 Network Connectivity

Conneaut School District makes no guarantee that the school wireless network will be up and running 100% of the time.

5. SOFTWARE

5.1 Originally Installed Software

Conneaut School District will synchronize devices to contain the necessary Apps for school work. The software/Apps originally installed by Conneaut School District must remain on the unit in usable condition and be easily accessible at all times. From time to time the school may add or modify software applications for use in a particular course.

Current management software will monitor devices to ensure that students have not removed required apps.

5.2 Inspection

Conneaut School District reserves the right to monitor, record, and investigate usage by any Student suspected of violating any law, policy, or guideline. This investigation can only be initiated with the expressed permission from Conneaut's Superintendent or his/her designee. Conneaut has the right to use the information gained in this way in any discipline and/or criminal proceedings. Conneaut reserves the right to immediately and temporarily suspend the access rights of any Student suspected of violating any law, policy, or guideline.

5.3 Procedure for re-loading software

If technical difficulties occur or illegal software is discovered, the machine will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image.

5.4 Software upgrades

Upgrade versions of licensed software/Apps are available from time to time. Students may be required to check in their device to the Technology Department for periodic updates

6. ACCEPTABLE USE

The use of the Conneaut School District technology resources is a privilege, not a right. The privilege of using the technology resources provided by the school is not transferable or extendible by students to people or groups outside the school and terminates when a student is no longer enrolled in the 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 policy, privileges may be terminated, access to the school's technology resources may be denied, and the appropriate disciplinary action shall be applied. The District's Acceptable Use Policy shall be applied to student infractions.

Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

6.1 Parent/Guardian Responsibilities

Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.

6.2 School Responsibilities are to:

- Provide Internet and Email access to its students.
- Provide data storage areas through the district Learning Management System or other district file storage. These will be treated similar to school lockers. Conneaut School District reserves the right to review, monitor, and restrict information stored on or transmitted via Conneaut School District owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.

6.3 Students Responsibilities are to:

- Use computers/devices in a responsible and ethical manner.
- Obey general school rules concerning behavior and communication that apply to technology use.
- Use all technology resources in an appropriate manner so as to not damage school equipment. Damage includes, but is not limited to, the loss of data resulting from delays, non-deliveries, or service interruptions caused by the student's own negligence, errors or omissions. Use of any information obtained via Conneaut School District designated Internet System is at your own risk. Conneaut School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Help Conneaut School District protect our computer system/device by contacting an administrator about any security problems they may encounter.
- Monitor all activity on their account(s).

- Turn off and secure their devices after they are finished working to protect their work and information.
- Keep their issued device within its protective case at all times.
- Inform a teacher or administrator of any email containing inappropriate or abusive language or subject matter that is questionable.
- Immediately turn in their device if damaged or malfunctioning for replacement.
- Return their machine to the School Office at the end of each school year. Students who transfer, withdraw, are suspended or expelled, or terminate enrollment at Conneaut School District for any other reason must return their individual unit on the date of termination.

6.4 Student Activities Strictly Prohibited:

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing School policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of chat rooms, sites selling term papers, book reports and other forms of student work.
- Use of any unauthorized messaging services.
- Use of outside data disks or external attachments without prior approval from the administration.
- Changing of device settings (exceptions include personal settings such as font size and brightness).
- “Jailbreaking” of your device .
- Spamming-Sending mass or inappropriate emails.
- Gaining access to other student’s accounts, files, and/or data.
- Use of the school’s internet/E-mail accounts for financial or commercial gain or for any illegal activity.
- Use of anonymous and/or false communications.
- Use of any unauthorized social media services.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.

- Vandalism (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) of school equipment will not be allowed.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing the Conneaut School District web filter through a web proxy.
- Students are not allowed to use another student's device.

6.5 Device Care

Students will be held responsible for maintaining their individual units and keeping them in good working order.

Devices that malfunction or are damaged must be reported to the School Office. The school will be responsible for repairing units that malfunction. Machines that have been damaged from student misuse, neglect or are accidentally damaged will be repaired with insurance deductible cost being borne by the student. Students will be responsible for the entire cost of repairs to devices that are damaged intentionally.

Devices that are stolen must be reported immediately to the Office and the Police Department.

6.6 Legal Propriety

Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.

Plagiarism is a violation of the Conneaut School District Code of Conduct. Give credit 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 will be subject to the Conneaut School District Student/Parent Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action.

6.7 Student Discipline

If a student violates any part of this policy, he/she will be subject to school and or classroom disciplinary measures relative to the offense or classroom preparedness rules.

7. Protecting and Storing Devices

7.1 Device Identification

Student devices will be labeled in the manner specified by the school. Machines can be identified in the following ways:

- Serial number.
- Conneaut School District school label with barcode.

7.2 Storing Your Technology

Nothing should be placed on top of the Device. Students should take their machines home every day after school, regardless of whether or not they are needed. Devices should not be stored in a student's vehicle. If a student needs a secure place to store their machine, they may check it in for storage with the School Office.

7.3 Technology Left in Unsupervised Areas

Under no circumstances should devices be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, library, unlocked classrooms, and hallways. Any device left in these areas is in danger of being stolen. If a machine is found in an unsupervised area, it will be taken to the School Office.

8. Cost of Repairs

Students will be held responsible for ALL damage to their issued devices including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value. Lost items such as cases and cables will be charged the actual replacement cost. Students that have accidentally damaged their device more than twice during their time at CASH will be responsible for the full cost of future repairs.

Repair Cost Structure

| <u>Damage</u> | <u>Cost to Students</u> |
|--|----------------------------|
| Damaged Device (Less than 3 instances) | 50\$ |
| Damaged Device (3 or more instances) | Market Cost of Repair |
| Damaged but not in Case | Market Cost of Repair |
| Stolen Device (Police Report) | No charge to student |
| Lost Device | Market Cost of Replacement |
| Damaged/Lost Cables or Case | Market Cost of Replacement |

Conneaut School District

**1:1 Device Acceptable Use Policy
Parent/Guardian Policy**

I hereby release Conneaut School District and its personnel from any and all claims and damages of any nature arising from my child's use of, or inability to use the school technology, including but not limited to claims that may arise from the unauthorized use of the device to purchase product or services.

I understand that it is impossible for Conneaut Area School District to restrict access to all controversial materials, and I will not hold the school responsible for materials accessed on the network. I also agree to report any inappropriate device use to the school administration.

I accept full responsibility if and when my child's use of technology is not in the school setting and understand that my child is subject to the same rules and agreements while not in school.

I accept that I am responsible to pay for repair or replacement costs for damage or loss to district provided technology.

I have read and understand the information contained in this document and agree to abide by the rules set forth in this document.

I agree to the stipulations set forth in the above documents.

Student Name (Please Print): _____

Student Signature: _____ Date: _____

Parent/Guardian Name (Please Print): _____

Parent/Guardian Signature: _____ Date: _____