

Red Oak Community School District Technology Acceptable Use Policy

Introduction

Because 21st century skills are a vital part of the school district curriculum and management of district business, appropriate technologies will be made available to employees and students. These resources include access to the Internet and other network files or accounts by using computers or other digital devices that may or may not be owned by the district. Appropriate and equitable use of the Internet will allow employees and students to access resources unavailable through outdated means.

Students will be able to access the Internet through their assigned device. Individual student accounts and electronic mail addresses may be issued to students. Students may be permitted to use district-issued email addresses and Internet-based collaboration software to send and receive messages at school.

The Internet can provide a vast collection of educational resources for students and employees. It is a global network which makes it impossible to control all available information. Because information appears, disappears and changes constantly, it is not possible to predict or control what students may locate. The school district makes no guarantees as to the accuracy of information received on the Internet. Although students will be under teacher supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students might encounter information which may not be of educational value. Student Internet records and access records are confidential records treated like other student records. Students' Internet activities will be monitored by the school district to ensure students are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography or are harmful to minors. The school district will use technology protection measures to protect students from inappropriate access, including sites that include obscenity, child pornography or are harmful to minors.

The school district will monitor the online activities of students and will educate students about appropriate online behavior, including interacting on social networking sites and chat rooms. Students will also be educated on cyberbullying, including awareness and response. Employees will provide age appropriate training for students who use the Internet. The training provided will be designed to promote the school district's commitment to:

- The standards and acceptable use of Internet services as set forth in the Internet Safety Policy;
- Student safety with regard to:
 - safety on the Internet;
 - appropriate behavior while on online, on social networking Web sites, and
 - in chat rooms; and
 - cyberbullying awareness and response.
- Compliance with the E-rate requirements of the Children's Internet Protection Act

In this digital age, student records, assignments, and on-line classes are often available via the Internet. Red Oak Community School District will implement appropriate security measures to ensure that data is available only to those who have valid reason to access the data. It is the responsibility of parents, students, and district staff to keep passwords confidential and change passwords periodically.

Employee, Student, and Parent/Guardian Agreements

All employees, students and parents are expected to read the Red Oak Community School District Technology Acceptable Use Policy. All employees are required to sign the Red Oak Community School District Employee Technology Usage Agreement.

Parents/guardians of all students under the age of 18 are required to sign the Red Oak Community School District Student Access Release and Authorization Agreement before students will be granted access to the district's technology resources. This will be available upon registration. If for any reason, a parent or guardian does not want his/her student to have Internet access, then he/she must notify the district in writing. If access is removed at any time, the agreement must be resubmitted. Students in grades 6-12 will sign a form acknowledging they have read and understand the Internet Acceptable Use policy and regulations, that they will comply with the policy and regulations, and that they understand the consequences for violation of policy or regulations.

Students and parents of students who are provided a laptop through the One to One program must read the Student/Parent Laptop Handbook. A signed Laptop Computer Use Agreement must be on file with the District Technology Director prior to that student receiving a laptop computer.

Ownership

Access to computing resources is a privilege, not a right and the privilege can be suspended immediately without notice. All user accounts issued by the district are considered property of the district. The district allows users to access some or all of these resources for the reasons listed in this policy. These user guidelines extend beyond the school district's physical building, such as school issued email accounts, hardware, or software used when off the school district's property. Staff members or students will not retain proprietary rights related to the materials designed or created by such user if district hardware/software is used unless those rights are transferred to the user.

Network access, Internet access, and hardware are provided to support the educational goals set forth by the Board of Directors and to contribute to efficient management of district business. The district has the responsibility to maintain the integrity, operation, and availability of its hardware and network for access and use. The district does not guarantee user privacy or system reliability. It is not liable for loss or corruption of data resulting from using district-owned hardware or network resources.

Occasionally, through routine monitoring or maintenance, duly authorized personnel have authority to access individual files or data. Users should not expect that anything stored on school computers or networks will be private. Software may be used to monitor computer usage, system information, and remotely observe and manage network technology.

Electronic Communication

Electronic forms of communication have become the norm in many aspects of the educational process and management of a school. This includes, but is not limited to email, certain social media, discussion boards, and blogs. The Red Oak Community School District will grant email and other accounts to staff members and students as needed. These accounts are owned by the district and can be terminated at any time. Students will have their accounts disabled upon graduation or on their last day of enrollment at Red Oak Community Schools. Staff members leaving the district will have their accounts disabled as of their final contract day unless other arrangements are made.

In compliance with federal law, this policy will be maintained at least five years beyond the termination of funding under the Children's Internet Protection Act (CIPA) or E-rate.

Red Oak Community School District

ROCSD Student 1:1 Technology Handbook

The Red Oak Community School District is pleased to make available a variety of technologies to district students and staff through local and wide area network services. These include, but are not restricted to: devices, software, and wireless internet access. We believe these services will provide exciting learning opportunities and unique resources to our students.

Please read this entire section carefully.

This agreement is made effective upon receipt of the device, between the Red Oak Community School District (ROCSD), the student receiving the device, and his/her parent(s) or legal guardian. The student and parent(s)/guardian, in consideration of being provided a device, software, and related materials for use while the student is at Red Oak Community School District, hereby agree as follows:

OWNERSHIP AND EQUIPMENT

Ownership

- The District provides a device, protective carrying case, AC adapter, and other miscellaneous technology. ROCSD will retain records of serial numbers of equipment provided. Students are not permitted to bring their own device for classroom use.
- This equipment is, and at all times remains, the property of Red Oak Community School District and is lent to the student for educational purposes only for the academic school year.
- The District reserves the right to collect and/or inspect the device at any time, including via electronic remote access; and to alter, add, or delete installed software or hardware.
- Parent(s)/Guardian may request the device remain on school property at all times by waiving the right for their student(s) to take the device home. This can be done at any time throughout the school year by signing a waiver.
- Devices may be required to be kept on school premises if the student fails to abide by the ROCSD Standards of Use and Care. (Determined by School Administration and Director of Technology)
- Students leaving the school district prior to the official end of the school year are expected to return the device and all accessories to office personnel or the

ROCS D Technology Department. Any device not returned will be considered stolen property and law enforcement agencies will be notified.

Substitution of Equipment

- If the device is damaged or inoperable as a result of student negligence, a replacement may not be immediately issued.
- A limited amount of replacement devices will be available if the device is damaged or inoperable outside of the student's control.
- If the student forgets to bring the device and/or the AC adapter to school, a substitute will not be provided. Students may be allowed by office staff to contact their parent(s)/guardian to have their device delivered to the school. Academic consequences, similar to those applicable to forgotten or incomplete work, may be enforced.

DAMAGE OR LOSS OF EQUIPMENT

Responsibility for Damage

- Damage to District devices is to be reported to the ROCS D Technology Department immediately.

Accidental damage to District devices

- The first accidental incident in a school year will not result in a fee.
- Students will be charged \$25.00 for the second incident.
- Students will be charged \$50.00 for each additional incident.

This scale will reset every school year.

Intentional damage/gross negligence to District Devices:

ROCS D reserves the right to charge the student and parent/guardian for intentional and/or gross negligence damage to District devices. Intentional damage to the device and/or accessories is equivalent to vandalism or property damage and will be subject to disciplinary action and referral to law enforcement.

- All incidents - full cost of repair/replacement

Definitions of gross negligence include but are not limited to:

- Leaving equipment unattended and/or unlocked. This includes damage or loss resulting from an unattended or unlocked device at school.
- Intentionally damaging or defacing student devices or accessories (this includes, but is not limited to: removal of keys or physically altering devices)
- Intentionally being irresponsible with student devices or accessories (this includes not carrying the device in a district-provided carrying case)
- Removing ROCSD identifiable labels
- Lending equipment to others
- Using equipment in an unsafe manner

All fees will be entered in Infinite Campus and can be paid online or in person with building secretaries.

Responsibility for Loss

In the event the device, AC adapter, and/or carrying case is lost or stolen, the student and parent/guardian will be billed for the full cost of replacement. Fees will be assessed at market value for the replacement.

Lost, stolen, or vandalized devices are to be reported to the Director of Technology immediately.

In the event the device is lost, stolen, or vandalized outside of ROCSD property or a ROCSD sponsored event, the parent/guardian shall file a police report.

ROCSD has the authority to waive the charge if the cause of damage or loss is determined to be beyond the student's control and is considered accidental.

STANDARDS FOR PROPER DEVICE USE AND CARE

This document is an important addendum to the *Technology Acceptable Use Policy*. You are expected to follow all of the specific guidelines listed in this document and take any additional common-sense precautions to protect your assigned device. Loss or damage resulting from failure to abide by the details below may result in full financial responsibility.

Your Responsibilities

- Students are responsible for bringing the device and AC adapter to school each day. (Substitutes will not be provided)
- Devices, carrying cases, and AC adapters must remain free of writing, drawing, stickers, tape, and covers.
- Students are responsible for keeping devices secure at all times. (Locked in a locker or another suitable place). This includes during athletic events, practices, and trips.
- Students or parent(s)/guardians may not take district-owned devices to an outside computer service for any type of repair or maintenance.

General Care

- Do not eat or drink near your device.
- Do not pick up or hold the device by the screen. The screen may become cracked if you touch the screen too hard with any object.
- Avoid using the charger in any situation where you or another person is likely to trip over the cord.
- Do not place your device on uneven surfaces or edges of desks where they might be subject to an accidental fall.
- Devices should not be left on the floor where they could be stepped on, or within the reach of small children or pets.
- Do not expose your device to excessive heat or cold. (Do not store in vehicles overnight).

Screen Care

- The device screen can be easily damaged if the proper care is not taken.
- Never leave any object on the keyboard, including pens, pencils, and earbuds.
- Screens can be cleaned with a soft, dry anti-static cloth or with a screen cleaner designed specifically for touchscreens.

Carrying the device

- Students are **required** to carry the device inside the school-issued carrying case. There will be no exceptions for carrying the device inside a backpack.
- Do not store objects such as pens, pencils, and earbuds within the carrying case.

ACCEPTABLE USE GUIDELINES

The primary goal of ROCSD's available technology is to enrich the learning that takes place in and out of classrooms. However, certain legal and ethical restrictions apply. The following is a list of rules and guidelines that govern the use of ROCSD devices and network resources.

Network resources refers to all aspects of ROCSD's owned or leased equipment including computing devices, printers, scanners and other peripherals, email systems, Internet services, servers, network files and folders, and all other technology-related equipment and services. These rules apply to any use of ROCSD's network resources whether this access occurs while on or off campus.

Students may not use network resources for the following:

- To create, send, access, or download material that is abusive, hateful, harassing, or sexually explicit;
- To illegally download copyrighted music, video, and images;
- To alter, add, or delete any files that affect the configuration of a school device
- To conduct any commercial business;
- To conduct any illegal activity, this includes adhering to copyright laws;
- To access the data or account of another user (altering files of another user is considered vandalism);
- To attempt to hack or bypass infrastructure security for accounts, passwords, or other security measures put in place by the ROCSD Technology Department;
- To send or forward email commonly known as "SPAM", Unsolicited Commercial Emails, or "Junk Mail";
- To post anonymous messages.

Privacy and Safety

- Do not share passwords.
 - Students are not permitted to sign into other student accounts. Attempts to do so will result in disciplinary action.
- Do not post or share sensitive information (phone numbers, addresses, credit cards, and social security numbers) with anyone on the Internet.
- Storage is not guaranteed to be private or confidential as all network resources are property of the Red Oak Community School District.
- Inappropriate media may not be used as a screensaver or background.

- The presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang-related symbols, or pictures is prohibited and will result in disciplinary action.

Monitoring

- ROCSD uses a wide variety of monitoring solutions adhering to the federally mandated Children's Internet Protection Act (CIPA). All devices, regardless of physical location (in or out of school), will have all internet activity protected, logged, and monitored by authorized District personnel.
- Security, web filtering, and classroom management software have been installed to monitor and protect students. Any evidence of attempting to circumvent the firewall or bypass these security systems, in or out of school, will result in disciplinary action.

File Sharing and File Sharing Programs

- The installation and/or use of any Internet-based file-sharing tools are explicitly prohibited. File-sharing programs and protocols like BitTorrent, Limewire, Kazaa, Acquisition, and others may not be used to facilitate the illegal sharing of copyright material (music, video, and images).

Ethical and Educational Use

- Use or possession of hacking software is strictly prohibited and violators will be subject to disciplinary action. Violation of applicable State or Federal law will result in criminal prosecution or disciplinary action by the District.
- Students are only permitted to log into their devices using their ROCSD account. The devices are configured to prohibit the use of personal Google accounts.
- Access to ROCSD technology is a privilege and not a right. Each student will be required to follow the Acceptable Use Policy.
- Any attempt to alter data, the configuration of a device, or the files of another user will be considered an act of vandalism and subject to disciplinary action in accordance with this technology handbook and other applicable school policies.

Legal Issues and Jurisdiction

Because the ROCSD owns and operates the equipment and software that compose our network resources, the school is obligated to take steps to ensure that all facilities are used legally. Hence any illegal use of network resources is prohibited. All content created, sent, accessed, or downloaded on any part of ROCSD's network resources is subject to the rules stated in the Technology Acceptable Use Policy. School personnel monitor our accounts, devices, and network infrastructure and have the authority to investigate electronic incidents even if they happen after hours and outside of school. As the owners of our network resources, including the email system, the school administration reserves the right, if needed, and at its discretion, to remotely access, open, examine, and/or delete electronic files that violate the Acceptable Use Policy.

Disclaimer

ROCSD does not have control of the information on the Internet or incoming email, nor does it provide any technical barriers to account holders accessing the full range of information available. Sites accessible via the Internet may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal, or otherwise inconsistent with the mission of the Red Oak Community School District. While ROCSD's intent is to make Internet access available for educational goals and objectives, account holders will have the ability to access other materials as well. At ROCSD, we expect students to obey the Acceptable Use Policy when using the Internet. Students found in violation of the policy may be subject to disciplinary action.

In addition, ROCSD account holders take full responsibility for their access to ROCSD's network, resources, and the Internet. Specifically, ROCSD makes no warranties with respect to school network resources nor does it take responsibility for:

- The content of any device or information received by an account holder.
- The costs, liability, or damages incurred as a result of access to school network resources or the internet.
- Any consequences of service interruptions.