Computer Technology Use Guidelines Rantoul City Schools Students Acceptable Use And Internet Safety Policy and Guidelines

PURPOSE: Rantoul City Schools (RCS) may provide and assign students a laptop computer for use at school as a means to promote achievement and provide flexible learning opportunities. This policy provides guidelines and information about district expectations for students who are being issued these one-to-one (1:1) computing devices. In addition to this policy, the use of any district-provided technology or network also requires students to abide by the RCS Acceptable Use Guidelines as stated in the Student Code of Conduct. Additional rules may be added as necessary and will become a part of this policy.

Our expectation and belief is that students will responsibly use district technology and that they understand the appropriate and acceptable use of both the technology and district network resources. We also expect that students will make a good faith effort to keep their district-issued devices safe, secure and in good working order. Our policies and procedures include the following specific responsibilities and restrictions.

RESPONSIBILITIES

The student **WILL**:

- Adhere to these guidelines each time the device is used.
- Use responsible, ethical, and polite language in all communications avoiding profanity, obscenity and offensive or inflammatory speech.
- Report ALL cyber bullying, including personal attacks or threats toward anyone made while using either district owned or personally owned technology, to responsible school personnel.
- Respect the Internet filtering and security measures included on the laptop. Note: All student 1:1 computing devices are configured so that Internet content is filtered at school.
- Back up important data files regularly. Note: RCS may need to restore a 1:1 device to factory settings. Students will be notified of this maintenance in advance. All student files not backed up to server storage space or other storage media may be lost during the restoring process. Students should ask for assistance if they do not know how to backup files.
- Use technology for school-related purposes only during the instructional day while refraining from use related to commercial or political purposes.
- Follow copyright laws and fair use guidelines and only download or import music, video or other content that students are authorized or legally permitted to reproduce or use.
- Make available for inspection by an administrator or teacher any messages or files sent or received to or from any Internet location using district technology. Note: Files stored and information accessed, downloaded or transferred on district-owned technology are not private insofar as they may be viewed, monitored or archived by the district at any time.

RESTRICTIONS

The student **WILL NOT**:

- 1. Mark, deface, or place stickers on the laptop and/or cases without prior approval from responsible school personnel.
- 2. Reveal or post identifying personal information, files or communications to unknown persons through email or other means through the Internet.
- 3. Attempt to override, bypass or otherwise change the Internet filtering software, device settings, or network configurations.
- 4. Attempt access to networks and other technologies beyond their authorized access. This includes attempts to use another person's account and/or password or access secured wireless networks.
- 5. Share passwords or attempt to discover passwords. Note: Sharing a password is not permitted and could make you subject to disciplinary action and liable for the actions of others if problems arise with unauthorized use.

1 of 3 Revised 07/23/20

- 6. Download and/or install any programs, files, or games from the Internet or other sources onto any district- owned technology. Note: This includes the intentional introduction of computer viruses and other malicious software.
- 7. Tamper with computer hardware or software, attempt unauthorized entry into computers, and/or vandalize or destroy the computer or computer files. Intentional or negligent damage to computers or software may result in criminal charges.
- 8. Attempt to locate, view, share, or store any materials that are unacceptable in a school setting. Note: This includes but is not limited to images, sounds, music, video, language, and other material that are pornographic, obscene, graphically violent, or vulgar. The criteria for acceptability is demonstrated in the types of material made available to students by administrators, teachers, and the school media center. It is the responsibility of the student to verify the appropriateness of material with responsible school personnel prior to locating, viewing, sharing, or storing questionable material.

In addition to the specific requirements and restrictions detailed above, it is expected that students and families will apply common sense to the care and maintenance of district-provided 1:1 technology. In order to keep the devices secure and damage free, please follow these additional guidelines:

- Do not loan your 1:1 device or charger and cords.
- Do not leave the 1:1 device unattended at any time.
- Do not eat or drink while using the 1:1 device or have food or drinks in close proximity.
- Keep your 1:1 device away from precarious locations like table edges, floors, or seats.
- Do not stack objects on top of your 1:1 device, leave it outside, or use near water such as a pool.

Despite these safeguards, we understand there is always a risk that a district-provided 1:1 device may be damaged, lost or stolen. If a parent/guardian would like to purchase private insurance, they may. Also, a parent/guardian may choose to purchase a more protective case for the device than the standard case issued by the school district.

RCS is not responsible for any loss resulting from use of district-issued technology and makes no guarantees that the technology or the district network systems that support student use will be available at all times. By signing this policy you agree to abide by the conditions listed above and assume responsibility for the care and proper use of RCS district- issued device, and you understand that failure to honor the terms of this Policy, access to 1:1 device, the Internet, and technology may result in damage reimbursement fines and disciplinary actions per the Student Code of Conduct.

2 of 3 Revised 07/23/20

RCS Student 1:1 Device Guidelines Parent/Guardian and Student Signature Page

Your student is being provided a Device and charger, both in good working condition. Acceptance of the equipment indicates the student's and parent/guardian's acceptance of responsibility to care for the equipment and ensure that it is kept secure and functional, as expressed below.

This equipment remains at all times the property of Rantoul City School District #137 and is temporarily loaned. If the equipment is not returned when due, the student's account will be charged for the value of the Device.

While using the Device, the student is expected to abide by the school policies as well as local, state, and federal laws. Additionally, the student is expected to treat the Device with care by, for example, not dropping it, not getting it wet, not leaving it outdoors, not eating or drinking while using it, and not leaving it in an unsecured location where it may become damaged or stolen.

If the Device becomes damaged or lost due to accident, neglect, or intent, the family is liable for the cost of the Device. Should the Device become damaged or stolen, you must notify the District immediately by contacting your student's school/principal.

Should you have any technical issues with your Device you may contact your student's school/principal.

I am aware of and understand the RCS Student 1:1 Device Guidelines. I also understand that, as stated in Rantoul City Schools' policy, the Rantoul City Schools' Computer Access and Internet Policy must be followed.

- This device is accepted As-Is and no additional software is to be installed.
- If there is damage to or an issue with the device, please inform the appropriate personnel at your school building.
- Families are responsible for this device and any charges due to damage, loss, or theft.
- Damages to the 1:1 device may result in repair/replacement costs and disciplinary actions per the Student Code of Conduct.

Listed in the table below are the estimated repair/replacement costs.

Loss, Deliberate Damage, or Neglect	IPAD	Chromebook	HotSpot	
Replacement of Device	\$299.00	\$200.00	\$139.00	
Broken Screen	\$119.00	\$75.00	NA	
Replacement of Charging Cord	\$10.00	\$50	NA	
Keyboard and Touchpad	NA	\$40	NA	

Student's Name:		Student ID #:	
, , ,	understand that I am being issued a late safety and security of the device.	:1 device for the school year and accept full	
Student Signature:		Date:	
, , ,	understand that my student is being in the safety and security of the device.	ssued a 1:1 device for the school year and accep	ot full
Parent/Guardian Sig	gnature:	Date:	
Office Use Only	Device (CB or IP) ID #:	Issued by:	

3 of 3 Revised 07/23/20