

## **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.

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.

