



Central Community School System
Student 1:1 Device Acceptable Use Policy & Procedures
2014-2015

CCSS Device Assigned to me:

Property ID Number _____

Serial Number _____

Please retain for future reference.

Central Community School System

1:1 Device Acceptable Use Policy & Procedures

2014-2015

Central Community School System is working diligently to improve the quality and access to technology tools and resources.

Essential to this effort is a willingness by Central Community School System leadership to rethink teaching and learning. We are making an investment in infrastructure and series to better serve our staff, student, and parent populations.

The Central Community School System recognizes the important role that technology plays in our current lives and understands the importance to prepare students for careers that will continue to implement more technology in the future. While technology alone will never replace an effective teacher or good pedagogy, it can serve as a multiplier that enables a student to experience a lesson in an endless combination of ways. With the variety of technology available in the Central Community School System, we have been able to expand our curriculum to include key 21st Century skills such as accessing resources, digital collaboration with peers, creation of original content, and evaluation of information and resources.

The procedures, policies, and information within this document apply to all devices used at Central Community Schools. Teachers may set additional requirements for use in their classrooms.

Table of Contents

TITLE & OWNERSHIP	4
LICENSE AGREEMENT	4
ACCEPTABLE USE POLICY	4
LOANER POLICY	4
TECHNOLOGY COVERAGE FEE	4
USE AT SCHOOL & HOME	5
CHARGING YOUR DEVICE	5
TRANSPORTING YOUR DEVICE	6
INAPPROPRIATE USE OF DEVICE	6
USE & CARE AT HOME	6
INTERNET USE	6
END OF THE YEAR OR UNENROLLMENT FROM CCSS SCHOOL	6
PARENT RESPONSIBILITY	6
SCHOOL RESPONSIBILITY	6
EXCERPTS FROM CCSS STUDENT RIGHTS & RESPONSIBILITIES HANDBOOK	7
PARENT PERMISSION & ACKNOWLEDGEMENT FORM	10
STUDENT PLEDGE FOR 1 TO 1 USE	11
PERMISSION FORMS TO SIGN AND RETURN TO SCHOOL	12,13

1 TO 1 PROGRAM

TITLE AND OWNERSHIP

One to one devices are issued by Central Community Schools for student use throughout the school year. These devices are issued in the same manner as a school textbook or other durable supplies and equipment. The student or parent does not have ownership of the device at any time and Central Community Schools reserves the right to collect and redistribute devices as needed.

LICENSE AGREEMENT

Central Community Schools is the sole licensee of the software included with the 1 to 1 device. Any copying, modification, merging, or distribution of the software by the student, including written documents, is prohibited. The student is responsible for complying with any and all hardware, software, and service provider licensing agreements, terms of use, and applicable state, federal copyright, and other intellectual property protections. Violation of any such license, terms, and laws shall constitute a violation of this policy.

ACCEPTABLE USE POLICY

The Central Community School System adopted the Acceptable Use Policy to serve as a guideline for the expectations of students in regards to the use of technology provided by the school system. Before a student can use any technology at our school, the parent or legal guardian and the student must review and return the Student Technology Use Agreement form found in the Student Rights and Responsibilities handbook.

The use of CCSS technology resources is a privilege, not a right. The privilege of using the technology resources provided by CCSS is not transferable or extendable by students to people or groups outside the district and terminates when a student is no longer enrolled in the Central Community School System. 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 Acceptable Use Policies or Procedures named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied as set forth in the CCSS Students Rights and Responsibilities Handbook.

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

LOANER POLICY

- Any student with a device that is being repaired will be issued a loaner.
- All expectations and responsibilities apply to the loaner.

TECHNOLOGY COVERAGE FEE

- A non-refundable annual technology coverage fee of \$40 individual or \$70 per family per year is payable when the student is assigned a 1 to 1 device and will cover a variety of normal use breakages and/or some replacements.
- Each parent or guardian will sign a Parent Permission and Acknowledgement form for the specific device that their student receives for the school year.
- A payment plan can be set up if a student is unable to pay the full fee up front.
- All funds will go to the repair and general maintenance of devices.
- CCSS will provide a case for the devices which need cases for protection and must be used at all times.

- ALL damages will be investigated. Instances of misuse, loss, or negligence will be reviewed on an individual basis to determine the amount of financial responsibility and restitution that the parent or guardian may be required to pay.
- The Technology Coverage Fee will NOT cover repair the following damages:
 - Damage caused by a pet
 - Damage involving food, drink, or other liquid
 - Damage due to negligence (if device is left unsupervised, dropped or handled improperly)
 - Damage caused by service performed by an unauthorized person
 - Damage due to a part or product that has been modified to alter functionality or capability
 - Damage is cosmetic, including but not limited to scratches, dents, damage to the protective cover, broken switches and charging area that does not affect the use of the device
 - Any issue where the serial number has been removed
 - Loaning your device or charger to another student
 - Leaving your device or charger unattended will void the usage fee and the student will be responsible for paying for a replacement

USE AT SCHOOL AND HOME

If students leave their 1 to 1 device at home, they are responsible for getting the course work completed as if they had their device present. Repeat violations will result in action as detailed in the CCSS Student Rights and Responsibilities Handbook.

Expectations for Use of Device

- Students must follow guidelines set forth in the CCSS Acceptable Use Policy.
- Students must come to school with their device every day.
- Students must come to school with their device charged.
- Keep the device secure and damage free.
- Do not loan device or charger to others.
- Keep device in protective covering at all times.
- Do not leave device unattended.
- Do not eat or drink in close proximity to the device.
- Do not place the device on the floor or in a sitting area such as a couch or chair.
- Do not leave the device on the edge of a desk or table.
- Do not leave the device outside.
- Intermittent device safety usage checks shall be conducted to ensure that devices are properly used.

It is important that you know where your 1 to 1 device is at all times. Any devices left behind or unattended will be taken to the administrative office. Students who misplace devices will be required to pick up the device and have a conference with a staff member regarding the importance of accountability of their 1 to 1 device.

CHARGING AND PREPARATION FOR CLASS

It is each student's responsibility to charge his or her 1 to 1 device each night before school. It is also the responsibility of students to bring their 1 to 1 device each day and be prepared for class. Loaner devices and chargers may not be available for students who do not have their supplies and equipment.

TRANSPORTING YOUR DEVICE

Moving Between Classes - Students who are moving between classes are expected to pack their 1 to 1 devices into their book bags during class exchanges.

INAPPROPRIATE USE OF DEVICE

It is the responsibility of each student to use their issued device in an acceptable way. Students must follow the Technology Use Policy and must adhere to the expectations of each teacher regarding the use of their device in a classroom environment. Students may at no time download any material without teacher permission.

USE AND CARE AT HOME

Students are issued a 1 to 1 device for the majority of the school year and are expected to take the device home each day. Students are encouraged to use their device at home for assignments.

INTERNET USE

Students who have wireless internet connections at home are permitted to use the Internet at home. Students who use 1 to 1 devices at home are still obligated to adhere to the Technology Use Agreement. Students who violate this agreement may lose Internet capability.

Students may also connect to free wireless providers such as McDonald's, local libraries, or coffee houses. Internet provider, Cox Communications, also offers a discounted Internet service to low income students. Contact Cox if you would like to learn more about this service.

<https://everyoneon.org/get-connected/offers>

END OF THE YEAR OR UNENROLLMENT FROM A CCSS SCHOOL

If a student fails to return the 1 to 1 device at the end of the school year or upon termination of enrollment at a CCSS school, he or she is subject to financial liability until the device is returned or associated fees are received. The student will pay the replacement cost of the device. **Failure to return the 1 to 1 device within 5 working days after un-enrollment from a CCSS school will result in a theft report being filed with the East Baton Rouge Sheriff's Department.** Furthermore, the student will be responsible for any damage to the device as outlined in the District's 1 to 1 Acceptable Use Policy and Procedures and must return the device and accessories to the CCSS school in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the device.

PARENT RESPONSIBILITY

Should parents or guardians want their student to opt out of having a 1 to 1 device, the parents will need to sign a form indicating this and understand that their student is still responsible for meeting the course requirements.

SCHOOL RESPONSIBILITY

- Provide Internet access at school.
- Provide Internet blocking of inappropriate materials, as able, while utilizing CCSS Internet.
- Provide network data storage areas. These will be treated similar to school lockers. CCSS reserves the rights to review, monitor, and restrict information stored on or transmitted via CCSS owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research, academically related activities, and help ensure student compliance of the acceptable use policy.

STUDENT POLICIES AND GUIDELINES FOR NETWORK AND INTERNET ACCESS

The Central Community School System recognizes the role of educational technology in using innovative approaches to teaching and learning. It provides new ways that educators and students access and transmit information, share ideas, and contact others. School use of network resources and the Internet is for educational purposes. Adherence to policies and guidelines is required for continued access to technological resources.

A. E-Mail and Telecommunications

In general, any student use of networks and telecommunication resources must be for educational purposes. School system rules for student communication also apply in the online environment. Students must respect and adhere to the rules of Central Community School System.

Students must adhere to the following rules:

1. Login and use network resources only with their student account
2. Logoff and close applications immediately after completing work to prevent unauthorized use of the user ID.
3. Not use email, chat rooms, net meeting rooms, and other forms of direct electronic communication including instant messaging systems unless authorized by the system and directly supervised by a teacher.
4. Obey school system rules prohibiting indecent, vulgar, lewd, slanderous, abusive, threatening, sexually harassing, or terrorizing language.
5. These rules apply to all forms of electronic communications. The student, parent, or guardian shall sign an Acceptable Use of Networks and Telecommunications Agreement prior to any email account being issued.
6. Not distribute private information about themselves or others.
7. Not send spam, chain letters, or other mass unsolicited mailings.
8. Not view, use, or copy passwords to which they are not authorized.

B. Networks and Internet Use

Student shall adhere to the following rules:

1. Use Internet search engines and/or other Internet tools only under the direction and supervision of Teachers
2. Observe copyright laws, citing the source of information accessed over the Internet using a standard system as directed by the teacher or librarian
3. Not intentionally access, transmit, copy, or create material that is illegal
4. Not access material that is obscene, stolen, or illegally copied, including, but not limited to music, games, and movies
5. Not intentionally access, transmit, copy, or create any materials or visual depictions on school district networks or the Internet that are indecent, vulgar, lewd, slanderous, abusive, threatening, harassing, terrorizing, or harmful to minors
6. Not attempt to gain unauthorized access, including so-called "hacking" or otherwise compromise any computer or network security
7. Not engage in any illegal activities on the Internet, including willfully introducing a computer virus, worm, or other harmful program to the network
8. Not download and install any file-sharing program that bypasses the system filtering device
9. Not use technology resources to further other acts that are criminal or violate the school or district code of conduct
10. Not make any purchase on the Internet while using school equipment or Internet service

C. Students who may inadvertently access a site that is pornographic, obscene, or harmful to minors shall immediately disconnect from the site and inform the teacher. The system does not condone any illegal or inappropriate activities and will not be responsible for such use by students. The system does not guarantee

the right to use the Internet. At its sole discretion without notice, cause, or reason, the system reserves the right to suspend or terminate the privilege of any individual.

D. All school and system rules apply to the Internet much the same as they do in the classroom, elsewhere on school grounds, or at school functions. Network administrators and school personnel may review student e-mail messages at any time or track student navigation of the Network or Internet.

E. In accordance with existing rules and procedures as stipulated in Central Community School System policy, any violation of this policy may result in the loss of access to the Internet through the Central Community School System network. Additional disciplinary action for students will be determined administratively. It might include applicable law enforcement agencies when necessary. The superintendent or his designee is authorized to make adjustments to the technology policy as necessary.

ELECTRONIC COMMUNICATIONS BY STUDENTS

The Central Community School Board shall require that all communications by students be appropriate and in accordance with state law. All electronic or any other communications by students at any time shall be related to educational services and limited to information that is school related or is acceptable to both teacher and parent. All electronic communication, including electronic mail, by a student enrolled at CCSS, shall be for educational services provided by CCSS. CCSS shall prohibit the use of all such system means to electronically communicate for purposes not related to such educational services. Any electronic communication made by a student enrolled at CCSS or received by an employee of CCSS and not related to educational services, shall be reported to the Principal or his designee for immediate investigation. Records of any such reported communication shall be maintained by the principal or his designee for a period of at least one (1) year.

A. Electronic communication includes any direct communication facilitated by voice or text-based telecommunication devices, or both, computers, as well as those devices that facilitate indirect communication using an intermediate method, including but not limited to internet-based social networks. It shall also include transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature in whole or in part by wire, radio, electromagnetic, photoelectric, or photo-optical system and pertains to both personal and School Board issued devices.

B. Electronic mail – the transmission of text-based information or communication by use of the internet, computers, a facsimile machine, a pager, a cellular telephone, a video recorder, or any other electronic device or means sent to a person identified by a unique address or address number and received by that person.

C. Computers – pertains to any and all computers.

D. Social networks – locations on the internet where users may interact with other users – examples are Facebook, MySpace, YouTube, and other social networks sites available on the internet.

E. Improper or inappropriate communications – any communication between employee and student, regardless of who initiates the communication, that may be viewed as derogatory, sexual or lewd in content, threatening or harassing, discriminatory, simple fraternization, or suggestive in nature.

NOTIFICATION

The School Board shall ensure that at the beginning of each school year each student, and parent, or other person responsible for a student's attendance, be notified of the provisions of this policy and any related procedures or practices regarding communications. The parent or other person responsible for a student's attendance shall also be notified of his/her right to request that his/her child not be contacted through electronic communication by CCSS unless the purpose of such communication is directly related to the child's educational services.

INAPPROPRIATE COMMUNICATIONS

It is the intent of the Central Community School Board to make all employees and students aware of the expectations and procedures for CCSS regarding proper use of all telecommunication devices and computers if used to communicate with one another. The policy is not intended to limit the use of technology as an effective teaching tool. In addition to reporting communication to or from students not made through the means provided by CCSS, students must report to their principal or designee any communication that may be construed as inappropriate.

VIOLATIONS

A. Any violation of this policy shall be immediately investigated by the principal or his designee. The investigation shall include dates, the name of the person reporting the allegation, and the specific allegation made.

B. The principal or his designee shall meet with the accused to document his/her response to the allegation. The employee shall be required to cooperate fully with the investigation.

C. All information of the investigation shall be provided to the Superintendent or his designee.

D. Students that are in violation to this policy or procedure may be recommendation for expulsion and a hearing conducted by Director of Student Services.

Excerpt taken from the 2014-2015 CCSS STUDENT HANDBOOK

Central Community School System 1:1 Program Parent Permission and Acknowledgment Form

My signature below identifies that I have read and understand the Central Community School System 1 to 1 Acceptable Use Policy and Procedures and discussed the material with my student.

I understand **my initials on the appropriate statement** below identify how my student is to participate in the CCSS 1:1 program. *(Please choose one of the two options.)*

_____ I **provide permission** for my child to participate in the CCSS 1:1 program. I am aware that the provided device is owned by the Central Community School System. I am aware that the care and responsibility of the device as outlined in the CCSS 1 to 1 Acceptable Use Policy and Procedures document, both in and out of school, lies with my student. I understand that a non-refundable usage fee of \$40 is due per year for my student's device (\$70 maximum for a family). I understand that the first repair will cost me nothing if my student's device requires repair. I understand that I am responsible for parts and labor if my student's device requires subsequent repairs. I understand that current market replacement cost (approximately \$1000) of the device is due if my student's device is lost or stolen and there is no verifiable proof of theft (forced entry). Cables and AC adaptors will be replaced, if broken. Any lost accessories will be replaced at the cost to the student.

ADDITIONAL INFORMATION: In cases of theft, vandalism, fire, and other criminal acts, a police report **MUST be filed by the student's parent or legal guardian.** A copy of the official report must be provided to the CCSS Principal's office.

_____ I **DO NOT** provide permission to participate in the CCSS 1:1 program. I want my child to complete course work through use of pen and paper. I understand that my child is responsible for the completion of all assignments.

Student's Name _____
(Please Print)

Parent's Name _____
(Please Print)

Parent/Guardian Signature _____

Date _____

Parent Email Address _____

School: _____ **Grade:** _____

Central Community School System Student Pledge for 1 to 1 Device Use

1. I will take care of my device as identified in the Central Community School System 1 to 1 Acceptable Use Policy and Procedures.
2. I will never leave the device unattended and understand that if found at school, I will be subject to discipline.
3. I understand the 1 to 1 device is my responsibility and I will not loan it to other individuals.
4. I will know where the device is at all times.
5. I will bring a charged device to school daily.
6. I will keep food and beverages away from my 1 to 1 device since they may cause damage to the device.
7. I will not disassemble any part of my 1 to 1 device or attempt any repairs, nor will I take it anywhere outside of CCSS for any sort of repair.
8. If my 1 to 1 device is damaged, lost, or stolen I will pay the associated fees.
9. I will use the 1 to 1 device in ways that are responsible, appropriate, educational, and meet CCSS expectations.
10. I will not deface the CCSS device identifiers on my 1 to 1 device.
11. I understand that my 1 to 1 device is subject to inspection at any time, without notice and remains the property of the CCSS District. I will provide the device password to staff, immediately upon request.
12. I will follow the policies outlined in the 1 to 1 Acceptable Use Policy and Procedures while at school, as well as outside the school day.
13. I understand that inappropriate content found on the device is subject to disciplinary action.
14. I will file a police report in case of theft, fire, or vandalism.
15. I will be responsible for all fees due to damage or loss caused by neglect or abuse.
16. I agree to return the District device, power cords, AC adaptor and any other accessories in good working condition.

I agree to the stipulations set forth in the above documents including the CCSS 1 to 1 Acceptable Use Policy and Procedures, Parent Permission Form, and the Student Pledge for 1 to 1 Device Use.

Student Name (Please Print): _____

Student Signature: _____ Date: _____

Parent Name (Please Print): _____

Parent Email Address: _____

Parent Signature: _____

School: _____ Grade: _____

Individual school 1 to 1 computers and accessories must be returned to Central Community School System at the end of each school year. Students who graduate early, withdraw, are expelled, or terminate enrollment at CCSS for any other reason must return their 1 to 1 computer on the date of termination.