

# North Putnam Community School Corporation

## Responsible Use Policy and Student/Parent Agreement

This Technology Responsible Use Policy is intended to promote responsible use and protect students and the school corporation from liability resulting from any misuse of the school-issued device. Technology, on or off-campus, must be used in accordance with the mission and philosophy of North Putnam Community School Corporation as well as the rules stated in the Student Handbook. These rules apply to all school computers, all school-provided electronic devices, regardless of where they are used, all uses of school servers, and Internet access and networks regardless of how they are accessed. Teachers may set additional requirements for use in their respective classes.

All technology equipment issued by the district remains the property of North Putnam Community School Corporation at all times. Therefore, there is no assumption of privacy. North Putnam Community School Corporation reserves the right to inspect student devices at any time during the school year. Misuse of the device may result in disciplinary action.

Above all, the technology is provided for educational purposes, and the policies governing the use of the device support its academic use.

### **Digital Citizenship**

North Putnam Community School Corporation aims to educate holistically, developing students to become lifelong learners and productive members of society. In a growing digital society, NPCSC strives to prepare every student to be a positive digital contributor and a responsible digital citizen, focusing on Internet safety, privacy and security, creative credit and copyright, cyberbullying, and online reputation.

### **Responsible Use of Technology**

It is important that users understand their responsibilities and conduct themselves as responsible learners at all times. The following statements represent the students' agreement about the responsible use of technology:

#### ***I Will:***

- Bring any school-issued device to school fully charged each day.
- Follow NPCSC and building policies, rules, and regulations.
- Be a responsible Digital Citizen.
  - Keep private information private. (Password and identity are not to be shared with anyone other than parents/guardians.)
  - Treat others with respect both online and offline.
  - Use the device for school-related purposes.
  - Credit my sources when I am using other people's information, images, or other material.
  - Respect the work of other students and not copy, alter or damage work that is not mine.
- Use cords, cables, and external ports with care.
- Keep any school-issued device protected from poor weather, secured and attended to all times, and always inside of the school-issued case.
- Use school technology and resources only for educational purposes.

#### ***I Will Not:***

- Share my password with others.
- Place food or drink on or near any device.
- Store the device at home near pets or liquids.

- Place stickers, labels or any drawings on the device or case.
- Place heavy objects on top of the device. i.e. textbook, backpack, etc.
- Trade or swap my device with any other students.
- Access or attempt to access other people's files, private communications, schoolwork, programs, or resources without their permission.
- Use inappropriate language or pictures.
- Use any form of electronic communication to harass, intimidate, ridicule, or otherwise harm others.
- Take pictures and/or record audio/video without the consent of a staff member.
- Search for, possess, forward, send, read, view, or copy inappropriate pictures or information.
- Damage, change, or tamper with the hardware or network in any way.
- Use any other personal electronic devices, including cell phones, without specific approval from teachers or administrators.

### **Transporting Devices**

- Each student that is issued a device will also be issued a protective case that must be used at all times.
- Each student must transport devices with care and inside the issued carrying case.
- Do not place textbooks on the device or inside the issued carrying case.
- Do not stuff the device/case in a book bag; extreme pressure on the device can cause permanent damage to the screen and other components.
- Never open the device by pushing on the touch screen.
- Never pick up the device with the screen open.
- Never leave the device in a car or bus. (Extreme temperatures can damage the battery.)

### **Liability**

The parent/guardian/student is responsible for the cost to repair and/or replace the device, case, or USB charging cable/charger if the property is:

- not returned
- damaged
- lost
- stolen

### **Personal Safety**

- Users should recognize that communicating on the Internet brings associated risks.
- Users should carefully safeguard their personal information and that of others.
- Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without parental and/or teacher permission.
- Students should never agree to meet someone they meet online in real life.
- If the user sees a message, comment, image, or anything else online that makes him/ her concerned for his/her personal safety, it should be brought to the attention of school personnel or a parent immediately.

### **Media & Games**

- Inappropriate media may not be used as backgrounds or as a profile picture. The presence of such media will result in disciplinary action.
- School technology is not intended to be a gaming device. Students should use their devices for educational purposes only.

## **Using School-Issued Devices Outside of School**

- Wi-Fi connection at home is encouraged but not mandatory.
- All content is filtered by the NPCSC network no matter the location or time of day.
- All expectations and policies apply to school-issued devices no matter the location or time of day.

## **Privacy**

- There is no expectation of privacy. Students should have no expectation of confidentiality or privacy with respect to any usage of a device, regardless of whether that use is for school-related purposes or not, other than as specifically provided by law. NPCSC may, without prior notice or consent, log, supervise, access, view, monitor, and record use of a student device at any time for any reason related to the operation of the district. Teachers, school administrators, and the Technology Department may run usage reports as deemed necessary. Parents and guardians are highly recommended to continue to monitor their student's device usage at home. Working together as a team, we can ensure that all students remain safe and are using devices to leverage the best educational experience available.
- Students may be selected at random to provide the school-issued device for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into school.
- NPCSC balances the educational value of online resources with any privacy concerns that they may present. On occasion, NPCSC and NPCSC staff may leverage necessary online educational resources, such as *G Suite for Education*, that collect basic information, such as a student's first and last name and school-issued email address, based on the provider's policy and practices of safeguarding such information.

## **Restrictions & Limitations**

- All devices have content filtering installed which will apply outside of school as well. (For example, if a student cannot access a social media site like Facebook at school, they will not be able to access it at home either.)
- NPCSC and Five Star Technology Solutions' personnel have the authority to run access reports for every device.

## **Damaged/Lost/Stolen Devices**

- Users must report any damaged, lost, or stolen devices to school authorities.
- Users must bring damaged devices to the school's designated area.
- The device case distributed to students is specifically designed to protect the device. Damaged devices that are not in a district-issued case may result in becoming the financial responsibility of the student/parent.
- Students may be responsible for the full cost of technology for intentional or malicious damage.

## **Chromebook Device Repair/Replacement Fee**

- Parents will pay an annual damage waiver to cover the repair/replacement of the device should an accident occur that damages the device. There also will be a deductible associated with accidental repair/replacement. Exact costs will be communicated to parents each school year.

## **Progressive Technology Consequences**

- Low-level, first time infractions will receive lesser consequences than infractions that are repetitive or more serious in nature. Each technology usage infraction will be evaluated by staff and consequences will align with the progressive discipline options located in the student handbook.