

Goshen County School District

1:1 and In Home Technology Use Agreement

PURPOSE

GCSD #1 will assign a laptop device to each student (grades K-12) The purpose of 1:1 or In Home implementation is to support: delivery of classroom material electronically; career or college readiness; allow access to all course material; reduce missing assignments due to absences (student or teacher); to increase instructional time available due to less logging in/out; and to increase on-task time during the school day.

POLICY GUIDELINES

This document provides guidelines and information about expectations for students who are issued a 1:1 or In Home computing device. Additional rules may be added as necessary and will become part of this policy. The expectation and belief at GCSD#1 is that the students will:

- Respectfully and responsibly use district technology.
- Understand and demonstrate the appropriate and acceptable use of the technology.
- Understand and demonstrate the appropriate and acceptable use of district network resources.
- Make a good faith effort to keep their district-issued devices safe, secure and in good working order.

RESPONSIBILITIES

The student will:

1. Adhere to the written guidelines in this document and the district proper use policy (Annual Student Internet User Agreement and Parental Permission Form) each time the device is used.
2. If appropriate, check-out the device for use at home by following the established check-out procedure.
3. Use appropriate language in all communications.
4. Refrain from the use of profanity, obscenity and offensive or inflammatory speech. Cyber bullying, including personal attacks or threats toward anyone, or about anyone, while using either the district owned or personally owned technology is to be reported to adult school personnel. Communication should be conducted in a responsible and ethical manner.
5. Respect the Internet filtering and security measures included on the device. All 1:1 or In Home computing devices are configured so that the Internet content is filtered both when the student is at school, or using the device at home.
6. Back up all important data files regularly.
7. Only use technology for school-related purposes. Refrain from use related to personal, commercial or political purposes.
8. Follow copyright laws and fair use guidelines. Only download or import music, video, pictures, or other content that students are authorized and legally permitted to reproduce or use for school related work.
9. Make available for inspection by an administrator or teacher any messages and/or files that have either been sent to or received from Internet locations using district technology. Files stored and information accessed, downloaded or transferred on district-owned technology are not private and may be viewed, monitored, or archived by the district at any time.
10. Transport computer turned off, with the screen closed, in a protective case if available.
11. Clean the screen with a soft, dry microfiber or anti-static cloth as requested.
12. Carry the laptop by the bottom of the keyboard, not the screen. Avoid touching the screen as these devices do not have touch-screen capability.
13. Make sure all district id tags remain on the outside and inside of the device.
14. Return the device, carrying case and charger (if one has been checked-out to you) upon the end of the check out period.

RESTRICTIONS

The student will not:

1. Mark, deface or place stickers on the device. School issued carrying cases are not to be personalized.
2. Reveal or post personally identifiable information, files or communications to unknown persons through e-mail or other means available through the internet.
3. Attempt to, or actually do, bypass or otherwise change the internet filtering software, device settings or network configurations.
4. Attempt to gain access to networks and/or other technologies beyond their authorized access. This includes, but not limited to, attempts to use another person's account and/or password; or access secured wireless networks.

5. Share passwords or attempt to discover passwords. 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. Tamper with computer hardware or software.
7. Attempt to gain unauthorized entry into computers.
8. Vandalize or destroy the computer or computer files. Intentional or negligent damage to the computers or software may result in criminal charges.
9. Attempt to locate, view, share, or store any materials that are inappropriate in a school setting. This includes, but is not limited to pornographic, obscene, graphically violent or vulgar images, sounds, music, language, video or other materials. The criteria for acceptability is demonstrated in the types of material made available to students by administrators, teachers and the school media center.
10. Modify or remove the GCSD #1 asset tab or the manufacturer's serial number and model number tag.
11. Download and/or install any programs, files, games from the Internet or other sources onto any district-owned technology. This includes the intentional introduction of computer viruses and/or other malicious software.

In addition to the specific responsibilities and restrictions detailed above, it is expected that the students will apply common sense to the care and maintenance of district-provided technology.

In order to keep devices secure and damage free, please follow these additional guidelines:

- You are responsible for the device, charger (if checked out), cords, school-owned cases, etc. Do not loan any of these items to anyone else. (You are still responsible for any/all damages occurred while "loaned" to someone.)
- While a properly designed case affords some protection, there are still many fragile components that can easily be damaged by dropping, twisting or crushing the device.
- Do not eat or drink while using the 1:1 or In Home device or have food and/or drinks in close proximity. Any liquid spilled on the device may very well cause damage (often irreparable) to the device.
- Keep your 1:1 or In Home devices away from table edges, floors, seats or around pets.
- Don't not stack objects on top of your device.
- Devices should not be left outside, inside a vehicle, or near water.
- Devices should not be exposed to extreme temperatures (hot or cold) or weather (rain, snow, heat).
- Do not store or transport papers or other materials between the screen and keyboard.

MANAGING YOUR FILES & SAVING YOUR WORK

Students will save all files and work in either GCSD #1 Office 365, and/or Google Classroom file space. As a result, the student will be able to access his or her school work from any computer or Internet capable device that has Internet access. GCSD #1 makes no guarantee that their Internet will up and running 100% of the time. The district will not be responsible for lost or missing data.

COMPUTER DAMAGES

If a computer is damaged, the student is to notify their teacher immediately. If a student damages a computer due to negligence, the student will be responsible for paying repair costs determined by GCSD #1 technology staff, up to the full cost of a replacement device. Examples of negligence include, but are not limited to:

1. Leaving equipment unattended or unsecured.
2. "Loaning" the device to others.
3. Using equipment in an unsafe manner.
4. Ignoring common sense guidelines described above.

* Repair costs caused by stealing, hiding, "borrowing without permission", etc. will be charged to, and paid by, the offending person/people.

** A student who does not have a computer due to damage may be allowed a sub computer depending on availability and reason for loss.

*** If the device charger or carrying case is damaged or lost, the student is responsible for replacement costs.

Access to GCSD #1 provided 1:1 or In Home devices and network is to be considered a privilege that must be earned and kept. A student's technology privileges may be suspended and/or revoked permanently due to neglect damage to the device, inappropriate use of the device that fails to comply with the GCSD #1 technology agreements outlined above, or violates the Annual GCSD #1 Student Internet Agreement.

POSSIBLE INFRACTION	POSSIBLE CONSEQUENCES
Being Off-Task (including but not limited to):	Teacher Responsibility: - Classroom procedures to minimize off-task behavior

<ul style="list-style-type: none"> - Having tabs open that are not directly related to the current classwork - Being on incorrect sites - Working on a different class's assignments without teacher approval - Playing music, games or videos instead of doing class work - Other 	<ul style="list-style-type: none"> - Repeated off-task behavior will be handled according to TMS policy: <ol style="list-style-type: none"> 1. Talk to the student 2. Talk to the student – call parents 3. Discipline referral to the office
<p>Not Following Instructions (examples include):</p> <ul style="list-style-type: none"> - Not shutting down device or closing lid when requested - Not closing unauthorized tabs or apps when requested - Other requests not followed 	<p>Teacher Responsibility:</p> <ul style="list-style-type: none"> - Classroom procedures to Follow Instructions - Repeatedly Not Following Instructions will be handled according to TMS policy: <ol style="list-style-type: none"> 1. Talk to the student 2. Talk to the student – call parents 3. Discipline referral to the office
<p>Being Unprepared:</p> <ul style="list-style-type: none"> - Device not properly charged first thing in the morning if the student had it checked out the night before - No computer brought to class - Other 	<p>Teacher Responsibility:</p> <ul style="list-style-type: none"> - Lack of computer to complete assignments (student still responsible for the work – will make it up at a later time) - Alternative paper/pencil task could be assigned at teacher discretion. - Assigned to “Flex” and/or “Success Club”
<p>Misuse of Internet:</p> <ul style="list-style-type: none"> - Downloading music/video/games - Copyright violations - Illegal file-sharing sites - Inappropriate websites - Other 	<p>Teacher Responsibility to report/enforce:</p> <ul style="list-style-type: none"> - Removal of items from drives - School procedure for plagiarism - Short term removal of Internet privileges - Repeated offenses may result in loss of technology privileges for up to a year
<p>Misuse of School District E-Mail:</p> <ul style="list-style-type: none"> - Cyber bullying - Inappropriate Images - Other 	<p>Teacher Responsibility to report/enforce:</p> <ul style="list-style-type: none"> - District policy for bullying will be enforced. - Short term removal of Internet privileges - Repeated offenses may result in loss of technology privileges for up to a year
<p>Disrespect for Property:</p> <ul style="list-style-type: none"> - Intentional damage to property - Damaged or lost charger - Stealing someone else's computer - “Borrowing” someone else's computer - “Loaning” your computer to someone else - Other 	<p>Student Responsibility to report/enforce:</p> <ul style="list-style-type: none"> - Replacement of items at current costs as determined by GCSD #1 Technology Department - Short term removal of Internet privileges - Repeated offenses may result in loss of technology privileges for up to a year