

# **Technology Acceptable Use Policy**

## **STUDENT COMPUTER AND INTERNET USE RULES**

### **McSwain Union Elementary School District**

As used herein, the term “Computer[s]” refers to any desktop, laptop, Chromebook, iPad or other mobile computing device owned or issued by the McSwain Union Elementary School District to any student for school and/or home use. The term “Privately-Owned Computer[s]” refers to any privately-owned desktop, laptop, or other mobile computing device. The term “Computer Services” refers to the School District’s network or Internet connections used to access school or Internet-based information. All students are responsible for their actions and activities involving Computers and/or Computer Services, and for their Computer files, passwords and accounts. These rules provide general guidance concerning the use of the Computers and/or Computer Services and examples of prohibited uses. The rules do not attempt to describe every possible prohibited activity; students, parents and school staff who have questions about whether a particular activity is prohibited are encouraged to contact the District Office or the Information Technology Department. These rules apply to all Computers and/or school Computer Services regardless of how they are accessed.

#### **A. Acceptable Use**

1. McSwain Union Elementary School District Computers are provided for educational purposes and research consistent with McSwain’s educational mission, curriculum and instructional goals.
2. Students must comply with all Board policies, school rules and expectations concerning student conduct and communications when using Computers and/or Computer Services, whether on or off school property.
3. Students also must comply with all specific instructions from school staff and volunteers when using the Computers and/or Computer Services.

#### **B. Prohibited Uses**

Unacceptable uses of Computers and/or Computer Services include, but are not limited to, the following:

1. **Accessing or Communicating Inappropriate Materials** - Students may not access, submit, post, publish, forward, download, scan or display defamatory, abusive, obscene, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying and/or illegal materials, images (still or video) or messages.
2. **Illegal Activities** - Students may not use Computers and/or Computer Services for any illegal activity or in violation of any Board policy/procedure or school rules. McSwain Union Elementary School District assumes no responsibility for illegal activities of students while using Computers and/or Computer Services.
3. **Violating Copyrights or Software Licenses** - Students may not copy, download or share any type of copyrighted materials (including music or films) without the owner’s permission; or copy or download software without the express authorization of Technology Staff except as expressly provided below in connection with the district’s 1:1 mobile devices. Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties. The school district assumes no responsibility for copyright or licensing violations by students.
4. **Downloading “Apps” from Authorized Sources/Authority of School Staff to Search** - Students may download apps onto mobile devices issued by the District provided that those apps do not violate the other provisions of this section regarding “Prohibited Uses” and provided they are downloaded from a school-authorized source. In the event school staff discovers inappropriate materials on a student device, the device may be confiscated and the materials removed without student permission, even if it means the loss of student purchased material, and appropriate restrictions may be placed on the student’s future Computer use. The school staff also has the right to confiscate or search Computers at any time with or without cause as part of an effort to deter violations of these rules and to confiscate and search Privately-

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Owned Computers on school grounds upon reasonable suspicion of a violation of this "Prohibited Uses" section.

**5. Plagiarism** - Students may not represent as their own work any materials obtained on the Internet (such as term papers, articles, music, etc). When Internet sources are used in student work, the author, publisher and web site must be identified.

**6. Use for Non-School Purposes** - Using Computers and/or Computer Services for any personal reasons not connected with the educational program or school assignments is permissible so long as those uses do not constitute a violation of the "Prohibited Uses" section of these rules and/or are not interfering with the educational purpose of these devices by the student or others.

**7. Misuse of Passwords/Unauthorized Access** - Students may not share passwords, use other users' passwords, access or use other users' accounts, or attempt to circumvent the network security systems and/or Computer Services.

**8. Malicious Use/Vandalism** - Students may not engage in any malicious use, disruption or harm to Computers and/or Computer Services, including but not limited to hacking activities, "jail breaking", and creation/uploading of computer viruses.

#### **C. Compensation for Losses, Costs and/or Damages**

The student and his/her parents are responsible for compensating the McSwain Union Elementary School District for any losses, costs or damages incurred by the school district for violations of Board policies/procedures and school rules while the student is using Computers and/or Computer Services, including the cost of investigating such violations. The school district assumes no responsibility for any unauthorized charges or costs incurred by a student while using Computer and/or Computer Services. The student and his/her parents/guardians are similarly responsible if the student takes any action with a Computer that has the purpose or effect of voiding any warranty in effect covering such Computer or of providing students access to apps that are available other than at the app source authorized for use by the school.

#### **D. Student Privacy and Safety**

A student should exercise caution, in consultation with a parent or school staff member, before revealing his/her full name, e-mail address, physical address, telephone number, social security number, or other personal information on the Internet. Students should never agree to meet people they have contacted through the Internet without parental permission. Students should inform their teacher and/or parent if they access information or messages that are dangerous, inappropriate or make them uncomfortable in any way.

#### **E. System Security**

The security of the Computers and/or Computer Services is a high priority. Any student who identifies a security problem must notify his/her teacher, supervisor, or system administrator immediately. The student shall not demonstrate the problem to others or access unauthorized material.

#### **F. Information Sharing/Care, Damage, Loss and Theft**

**1. Care of and Responsibility for Damage to Computers.** Students and their families are responsible for the proper care of Computers at all times, whether on or off school property, including costs associated with repairing or replacing the Computer. Parents should be aware that they are responsible for any costs associated with loss, theft or damage to a Computer issued to their child.

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**2. Computer Loss or Theft and Loss or Theft Prevention.** If a Computer is lost or stolen, the loss or theft must be reported to the teacher and/or building administrator immediately. Additionally, if a Computer is stolen, a report should be made to the local police and the school technology coordinator immediately. With respect to the District-owned mobile devices, students must keep activated at all times the service that allows those Computers to be located remotely and must establish and keep activated at all times a security code which will prevent others from accessing the content and services of the Computers.

#### **G. Responsibility for the Chromebook**

Students are solely responsible for the Chromebooks issued to them and must adhere to the following:

1. Students must comply with the District's Use of Technology Policy and all other District policies and procedures when using their Chromebooks, regardless of where and when that use occurs (e.g., at home/at school, before/after school, during the school year/summer).
2. Students must bring their Chromebooks to school every day and make sure they are fully charged. (Note: A fully charged District Chromebook should last at least 8 hours.)
3. Students must treat their devices with care and never leave them in an unsecured location.
4. Students must keep their devices in a protective case or backpack when traveling.
5. Students must promptly report any problems with their Chromebooks to their teacher.
6. Students may not remove or interfere with the serial number and other identification tags on their Chromebooks.
7. Students may not attempt to remove or change the physical structure of their Chromebooks, including the keys screen cover or plastic casing.
8. Students may not attempt to install or run any operating system on their Chromebooks other than the Chrome OS operating system supported by the District.
9. Students must keep their devices clean and must not touch the screen with anything (e.g., finger, pen, pencil, etc.) other than computer screen cleaners designated for such use.

#### **H. Miscellaneous Issues.**

**1. Confiscation/Restriction of Privileges/Disciplinary Action.** Violation of policies or rules governing the use of Computers and/or Computer Services, or any careless use of a Computer may result in a student's Computer being confiscated and/or a student only being allowed to use the Computer under the direct supervision of school staff. The student will also be subject to disciplinary action for any violations of Board policies/procedures or school rules

**2. Parent Access to Student Computer Passwords.** Upon request, parents may have access to their child's login password, codes, or keys. Parents are responsible for supervising their child's use of the Computer and Internet access when in use at home.

**3. Use of Computers by Others.** Computers may only be used by the student to whom it is issued or by any family members assisting them with their educational work and consistent with the educational purpose of these Computers. All use of Computers by all persons must comply with the school's Student Computer and Internet Use Policy and Rules.

**4. Return of Computers.** Computers must be returned in acceptable working order at the end of the school year or whenever requested by school staff. Students will also be required to turn in Computers before the end of the school year, at which time they will be inventoried, updated as needed, and subjected to search for materials in violation of this policy.

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**I. Additional Rules for Use of Privately-Owned Computers by Students**

1. Students are permitted to use Privately-Owned Computers in school provided that they comply with the policy and rules governing Computer and Internet Use, there is a suitable educational basis for the request, and the demands on the school district's network or staff are reasonable. In addition, if requested, the student must provide to the technology department such information as IP addresses and login passwords as to enable enforcement of all policies and rules regarding use of Computer Services.
2. Technology Staff has the authority to determine whether use of a student's Privately-Owned Computer would place an undue burden on or could interfere with Computer Services.
3. The student is responsible for proper care of his/her Privately-Owned Computer including any costs of repair, replacement or any modifications needed to use Computer Services at school.
4. The school district is not responsible for damage, loss or theft of any Privately- Owned Computers.
5. Students have no expectation of privacy in their use of Computer Services while using a Privately-Owned Computer at school.
6. Violation of any Board policies, administrative procedures or school rules involving a student's use of Computer Services or a Privately-Owned Computer may result in the revocation of the privilege of using the Privately-Owned Computer at school and/or disciplinary action.
7. The school district may seize any Privately-Owned Computer used by a student in school without authorization as required by these rules and the contents of the Privately-Owned Computer may be searched in accordance with applicable laws and policies. The Privately-Owned Computer will be returned to the owner when it is no longer needed for investigatory or evidentiary purposes.

**Student print name:**

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**Student signature:**

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**Date:**

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**Parent Signature:**

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**Date:**

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