

Regulation

SCHOOL FURNISHED ELECTRONIC DEVICE:
DISTRIBUTION AND ACCEPTABLE USE

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COMPUTER DISTRIBUTION AND ACCEPTABLE USE (regulation continued)**RECEIVING YOUR COMPUTER AND CHECK-IN**Receiving Your School Furnished Electronic Device

Parents and students must sign and return copies of the *Protection Plan*, *Student Pledge*, and *Acceptable Use Policy* documents before the school owned device can be issued. The Protection Plan outlines the requirements for obtaining the electronic device. In addition, parents and students must participate in a 1:1 training program.

Check-In

School furnished electronic devices must be returned during the final week of school during student checkout so they can be examined for serviceability. If a student transfers out of the school district during the school year, the school furnished electronic device must be returned at that time.

Check-In Fines

School furnished electronic device and accessories must be returned to Technology Services at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at school for any other reason must return their school furnished electronic device on the date of termination. If a student fails to return the device at the end of the school year or upon termination of enrollment, that student will be subject to criminal prosecution or civil liability. The student will also pay the cost of the device, or, if applicable, any insurance deductible. Failure to return the school furnished electronic device will result in a theft report being filed with the police department.

Any student issued a school furnished electronic device will be responsible for any damage to it, consistent with the district's Protection Plan and must return the electronic device and accessories in satisfactory condition. The student will be charged a fee for any needed repairs not covered by the Protection Plan, not to exceed the replacement cost.

Recording Technology and School Furnished Electronic Devices

The district may furnish students with electronic devices such as laptop computers, tablets, notebooks, or other electronic devices. When a student is furnished with an electronic device the district shall provide the student with written or electronic notification that the electronic device may record or collect information on the student's activity or the student's use of the device if the electronic device is equipped with a camera, global positioning system, or other feature capable of recording or collecting information on the student's activity or use of the device. The notification shall also include a statement that the district shall not use any of the capabilities in a manner that would violate the privacy rights of the student or any individual residing with the student. The parent or guardian of the student furnished an electronic device shall acknowledge receipt of the notification. The district shall retain the acknowledgement as long as the student retains the use of the electronic device.

Failure to provide the required notification shall be subject to a fine of \$250 per student, per incident. If imposed, the fine shall be remitted to the Department of Education, and shall be deposited in a fund that shall be used to provide laptop or other portable computer equipment to at-risk pupils.

TAKING CARE OF YOUR ELECTRONIC EQUIPMENT

Students are responsible for the general care of the school furnished electronic device they have been issued by the school. School furnished electronic devices that are broken or fail to work properly must be taken to the Technology Department for an evaluation of the equipment no later than one school day after the incident.

General Precautions

- A. The computer device is school property, and all users will follow this policy and the Acceptable Use Policy for technology;

COMPUTER DISTRIBUTION AND ACCEPTABLE USE (regulation continued)

- B. Only use a clean, soft cloth to clean the screen, no cleansers of any type;
- C. Cords and cables must be inserted carefully into the computer device to prevent damage;
- D. The school furnished electronic device and case must remain free of any writing, drawing, stickers, or labels that are not the property of the Haworth Public School District;
- E. School furnished electronic device must never be left in an unlocked locker, unlocked car or any unsupervised area;
- F. Students are responsible for keeping the battery charged and computer ready for school each day;
- G. Students must keep their school furnished electronic device in the protective case, provided by the school, at all times.

Carrying Computers

Protective cases with sufficient padding shall be provided to protect the device from normal treatment and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

- A. School furnished electronic devices must always be within the protective case;
- B. Some carrying cases (i.e. backpacks) can hold other objects (such as folders and workbooks), but these must be kept to a minimum to avoid placing too much pressure and weight on the computer screen.

Screen Care

Computer screens can be damaged if subjected to rough treatment. The **screens are particularly sensitive to damage** from excessive pressure on the screen:

- A. Do not lean on the top of the electronic device when it is closed;
- B. Do not place anything near the electronic device that could put pressure on the screen;
- C. Do not place anything in the carrying case that will press against the cover;
- D. Clean the screen with a soft, dry cloth or anti-static cloth. Use of harsh chemicals WILL damage the screen;
- E. Do not "bump" the electronic devices against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

USING YOUR COMPUTER AT SCHOOL

The school furnished electronic device is intended for use at school each day. In addition to teacher expectations for the use of the school furnished electronic device, school messages, announcements, calendars and schedules, may be accessed using the computer. Students must be responsible in bringing the school furnished electronic device charged and ready to use in all classes, unless specifically instructed not to do so by the teacher.

Computers Left at Home

If students leave their school furnished electronic device at home, they are responsible for completing missed coursework. If a student repeatedly (FIVE or more times as determined by any staff member) leaves the school furnished electronic device at home, the student may be subjected to loss of credit for work missed and for being unprepared and may result in temporary or permanent loss of the electronic device privilege.

COMPUTER DISTRIBUTION AND ACCEPTABLE USE (regulation continued)Computer Undergoing Repair

When equipment is available, students may be issued a replacement electronic device when theirs requires repair.

Charging the Battery

School furnished electronic devices must be brought to school each day in a charged and ready condition. Students need to charge their device each evening. Repeat violations (minimum of three days – not consecutively) of this policy may result in a loss of credit for being unprepared and/or temporary or permanent loss of their computer device privilege.

Screensavers

- A. Inappropriate media may not be used as a screensaver or background photo;
- B. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, tobacco, and gang related symbols or pictures will result in disciplinary actions;
- C. Passwords are not to be used.

Sound, Music, Games or Programs

- A. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes;
- B. Music is allowed on the school furnished electronic device and can be used at the discretion of the teacher;
- C. Internet games have no educational value and are not allowed on the school furnished electronic device. If game apps are installed, it will be with the Technology Team's staff approval.

Printing

Printing will be available with the computer on a very limited basis.

Home Internet Access

Students are allowed to set up a wireless network on the school furnished electronic device which will assist them with the use of the device while at home. Printing at home will require a wireless printer, proper, and the correct application. Parents/guardians are responsible to monitor internet use at home.

MANAGING YOUR FILES AND SAVING YOUR WORKSaving to the Electronic Device

Students may save work to the school furnished electronic device on a limited basis. Storage space will be available on the school furnished electronic device – but it will NOT be backed up in case of re-imaging. Students will have access to the district network to save work. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. School furnished electronic device malfunctions are not an acceptable excuse for not submitting work.

COMPUTER DISTRIBUTION AND ACCEPTABLE USE (regulation continued)Network Connectivity

The school district makes no guarantee that the network will be up and running 100% of the time. In the event that the network is down, the district will not be responsible for lost or missing data.

SOFTWARE ON COMPUTERSOriginally Installed Software

The software/applications originally installed by the school district must remain on the school furnished electronic device in usable condition and be easily accessible at all times. The school may add software applications for use in a particular course. The licenses for this software require that the software be deleted from the school furnished electronic device at the completion of the course. Periodic checks of the school furnished electronic device will be made to ensure that students have not removed required applications.

Inspection

Students may be selected at random to provide their school furnished electronic device for inspection.

Procedure for Re-loading Software

If technical difficulties occur or illegal software or unauthorized applications are discovered, the school furnished electronic device will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image.

Software Upgrades

Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in their school furnished electronic device for periodic updates and synching.

PROTECTING AND STORING YOUR COMPUTERComputer Identification

Student computers will be labeled in the manner specified by the school. School furnished electronic devices can be identified in the following ways:

- A. Record of serial number and correlated asset tag.

Storing your Computer

When students are not using their school furnished electronic device, they should be stored in their school-issued lockers. The [Haworth Public](#) School District recommends that the students use the lock provided on his or her school-issued locker to secure and store their school furnished electronic device. Nothing should be placed on top of the school furnished electronic device when stored in their locker. Students are encouraged to take their school furnished electronic device home every day after school, regardless of whether or not they are needed. If a student needs a secure place to store the school furnished electronic device, it may be checked into the Main Office.

Do NOT leave your school furnished electronic device in a place that is experiencing extreme hot or cold conditions (i.e. car in summer or winter). Extreme heat will damage the unit itself. Extreme cold will cause severe screen damage.

COMPUTER DISTRIBUTION AND ACCEPTABLE USE (regulation continued)School Furnished Electronic Device Left in Unsupervised Areas

Under no circumstances should school furnished electronic devices be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, locker rooms, library, unlocked classrooms, dressing rooms and hallways. Any school furnished electronic device left in these areas is in danger of being stolen. If a school furnished electronic device is found in an unsupervised area, it will be taken to the Technology Office, Main Office or Computer Lab. Violations may result in loss of the school furnished electronic device privileges and/or other privileges.

REPAIRING OR REPLACING YOUR COMPUTERSchool District Protection

The [Haworth Public](#) School District Protection Plan is required to cover computer repairs or replacement in the event of theft, loss, accidental damage, or maintenance. The protection cost and limitations will be set annually for each school furnished electronic device. Also, high school students and their parent/guardian will be required to attend orientation training at [Haworth Public](#) School before they will be allowed to check out a computer.

Claims

All protection plan claims for accidental damage and maintenance must be reported and filed with the high school office within one school day. In cases of theft, loss, or vandalism, students or parents must file a police or fire report and bring a copy of the report to the Chief School Administrator's office before a computer can be replaced with the School District Protection Plan.

COST OF REPAIRS

Students will be responsible for damages to their school furnished electronic devices including, but not limited to, broken screens, cracked plastic pieces, inoperability, etc. Depending on the damage and whether the damage was accidental or due to a malfunction or maintenance issue, the School District Protection Plan would be used to cover the cost of repairs. In the case of intentional damage and/or neglect, should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value. The School District Protection Plan does not cover lost accessory items such as protective sleeves and cables. Lost items such as sleeves and cables will be charged the actual replacement cost.

SCHOOL DISTRICT COMPUTER PROTECTION PLAN

The school district recognizes that with the implementation of the Technology Initiative, there is a need to protect the investment by both the district and the student/parent. The following outlines the School District Protection Plan.

Parent Name (please print): _____

Parent Signature: _____

Date: _____

COMPUTER DISTRIBUTION AND ACCEPTABLE USE (regulation continued)**ACCEPTABLE USE**Purpose

Technology is essential for completion of the curriculum – all technology is to be used for appropriate curricular use only and following these guidelines for acceptable use. To support its commitment to providing avenues of access to information available, the district's system of electronic communication shall include access to the Internet for students and staff.

Limitation of Liability

The Internet constitutes an unregulated collection of resources that changes constantly, so it is not possible to totally predict or control the resources that users may locate. The board cannot guarantee the accuracy of the information or the appropriateness of materials that a user may encounter. Furthermore, the board shall not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. Nor shall the board be responsible for financial obligations arising through the unauthorized use of the system.

District Rights and Responsibilities

The computer system is the property of the district, and all computer software and hardware belong to it. Therefore, the district retains the right to monitor all access to and use of the Internet.

The board designates the chief school administrator (CSA) as the coordinator of the district system. The CSA shall recommend to the board of education qualified staff persons to ensure provision of individual and class accounts necessary for access to the Internet, designation of quotas for disk usage on the system, establishment of a virus protection process and coordination of other activities as required to maintain the system.

Access to the System

This acceptable use policy shall govern all use of the system. Sanctions for student misuse of the system shall be included in the disciplinary code for students, as set out in regulations for policy 5131 Conduct/Discipline. Employee misuse may result in appropriate discipline in accordance with the collective bargaining agreement and applicable laws and regulations.

The board shall ensure the acquisition and installation of blocking/filtering software to deny access to certain areas of the Internet.

World Wide Web

All students and employees of the board shall have access to the Web through the district's networked or stand-alone computers. An agreement shall be required.

District Web Site

The board authorizes the CSA to establish and maintain a district web site. The purpose of the web site is to inform the district educational community of district programs, policies and practices.

COMPUTER DISTRIBUTION AND ACCEPTABLE USE (regulation continued)

Classes may also establish web sites that include information on the activities of that school or class. The building principal shall oversee these web sites.

The CSA shall publish and disseminate guidelines on acceptable material for these web sites. The chief school administrator shall also ensure that district and school web sites do not disclose personally identifiable information about students without prior written consent from parents/guardians. Consent shall be obtained on the form developed by the state department of education. "Personally identifiable information" refers to student names, photos, addresses, e-mail addresses, phone numbers and locations and times of class trips.

Parental Notification and Responsibility

The CSA shall ensure that parents/guardians are notified about the district network and the rules governing its use. Parents/guardians shall sign an agreement to allow their child(ren) to have an individual account.

Student Safety Practices

Students shall not post personal contact information about themselves or others, nor shall students engage in any kind of personal contact with individuals they meet online. Attempts at contact from such individuals shall be reported immediately to the staff person monitoring that child's access to the Internet. Personal contact information includes but is not limited to names, home/school/work addresses, telephone numbers, or personal photographs.

Prohibited Activities

- A. Users shall not attempt to gain unauthorized access (hacking) to the district system or to any other computer system through the district system, nor shall they go beyond their authorized access. This includes attempting to log in through another individual's account or accessing another's files;
- B. Users shall not deliberately attempt to disrupt the district's computer system performance or destroy data by spreading computer viruses, worms, "Trojan Horses," trap door program codes or any similar product that can damage computer systems, firewalls, servers or network system;
- C. Users shall not use the district system to engage in illegal activities;
- D. Users shall not access material that is profane or obscene, that advocates illegal acts, or that advocates violence or hate. Inadvertent access to such material should be reported immediately to the supervising staff person;
- E. Users shall not plagiarize material that is available on the Internet. Plagiarism is presenting another's ideas/words as one's own;
- F. Users shall not infringe on copyrighted material and shall follow all dictates of copyright law and the applicable policies of this district;
- G. Users shall not engage in any action that violates existing board policy or public law;
- H. Users shall not access chat rooms, sites selling term papers, book reports and other forms of student work;
- I. Users shall not access internet/computer games that are not educationally appropriate;
- J. Users shall not change installed computer settings nor installed provisioning/filtering profiles;
- K. Users shall not download unauthorized applications;
- L. Users shall not send spam – sending mass or inappropriate emails;

COMPUTER DISTRIBUTION AND ACCEPTABLE USE (regulation continued)

- M. Users shall not access the school's Internet/email accounts for financial or commercial gain or for any illegal activity;
- N. Users shall not give out personal information for non-educational reasons;
- O. Users shall not participate in credit card fraud, electronic forgery or other forms of illegal behavior;
- P. Users shall not bypass the school web filter through a web proxy or any other means;
- Q. The student may not use any devices to record, transmit or post photos or video of any person without their knowledge and consent. Images, video, and audio files recorded at school may not be transmitted or posted at any time, without the expressed permission of a district faculty member.

Prohibited Language

Prohibited language applies to public messages, private messages, and material posted on web pages:

- A. Users shall not send or receive messages that contain obscene, profane, lewd, vulgar, rude, inflammatory, or threatening language.
- B. Users shall not use the system to spread messages that can reasonably be interpreted as harassing, discriminatory or defamatory or that violate the Haworth Public School HIB policy.

System Security

Users are responsible for their accounts and should take all reasonable precautions to prevent unauthorized access to them. In no case should a user provide his/her password to another individual.

Users shall immediately notify the supervising staff person or data processing department if they detect a possible security problem. Users shall not access the system solely for the purpose of searching for security vulnerabilities.

Users shall not install or download software or other applications without permission of the supervising staff person.

Users shall follow all district virus protection procedures when installing or downloading approved software.

System Limits

Users shall access the system only for educational, professional or career development activities. This applies to discussion group mail lists, instant message services and participation in Internet conversations.

Users shall check e-mail frequently and delete messages promptly.

Privacy Rights

Users shall respect the privacy of messages that they receive and refrain from reposting messages without the approval of the sender.

Users shall not publish private information about another individual.

Parent/Guardian Responsibilities

Parents/guardians agree to discuss the values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.

COMPUTER DISTRIBUTION AND ACCEPTABLE USE (regulation continued)School Responsibilities

- A. School will provide Internet and email access to its students.
- B. School will provide Internet blocking and/or filters as necessary for the prevention of access to inappropriate materials as required by CIPA/COPPA.
- C. School will provide network data storage areas. These will be treated similar to school lockers. The school district reserves the right to review, monitor, and restrict information stored on or transmitted via school owned equipment and to investigate inappropriate use of resources.
- D. School will provide staff guidance to aid students in doing research and help assure student compliance of the Acceptable Use Policy.

Student Responsibilities

- A. Students will use computer/devices in a responsible and ethical manner.
- B. Students will obey general school rules concerning behavior and communication that apply to computer use.
- C. Students will use all technology resources in an appropriate manner so as not to damage school equipment. This "damage" includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions cause by the student's own negligence, errors or omissions. Use of any information obtained via the school district's designated Internet system is at your own risk. The school district specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- D. Students will help the school district protect its computer system/devices by contacting an administrator about any security problems they may encounter.
- E. Students will monitor all activity on their account(s).
- F. Students should always turn off and secure their computer after they are done working to protect their work and information.
- G. If a student receives email containing inappropriate or abusive language or if the subject matter is questionable, the student is required to print a copy and turn it in to the office.
- H. Students will return their computer to Technology Services at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at school for any other reason must return the school furnished electronic device on the date of termination.

Care

Students are responsible for maintaining their individual computers and keeping them in good working order. Students will be responsible for damages to their computers:

- A. The computer battery must be charged and ready for school each day.
- B. Only labels or stickers approved by the Haworth Public School District may be applied to the computer.

COMPUTER DISTRIBUTION AND ACCEPTABLE USE (regulation continued)

- C. The computer cases furnished by the school district must be returned with only normal wear and no alterations to avoid paying a sleeve replacement fee.
- D. School issued computers that malfunction or are damaged must be reported to Tech Services within one school day. The school district will be responsible for repairing school-issued computers that malfunction. Computers that have been intentionally damaged from student misuse or neglect will be repaired with the cost being borne by the student. Students will be responsible for the entire cost of repairs to computers that are damaged intentionally or be responsible for full replacement cost.
- E. School issued computers that are stolen, lost, or vandalized must be reported immediately to the Office and the Police Department.
- F. Technology Services will assist students with maintenance of software and updates for approved student/family owned devices. Any hardware costs due to breakage or malfunction to student/family owned devices shall be the responsibility of the parent/guardian.

Legal Propriety

Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.

Plagiarism is a violation of the student handbook. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text, as set by the Haworth Public School Cheating/Plagiarism Policy located in the Haworth Public School Student Handbook.

Use or possession or hacking software is strictly prohibited and violators will be subject to disciplinary action. Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action by the district.

Student Discipline

If a student violates any part of the above policy, he or she will be subject to consequences as listed in the Acceptable Use Policy and Student Handbook.

I have read, or have had read to me, and have discussed the Acceptable Use Agreement and agree to use the network in an appropriate and responsible manner.

Student Name (please print): _____

Student Signature: _____ Date: _____

I have read and discussed the Acceptable Use Agreement with my student and give the district permission to provide Internet access to my student.

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____ Date: _____

COMPUTER DISTRIBUTION AND ACCEPTABLE USE (regulation continued)**SCHOOL DISTRICT STUDENT PLEDGE FOR COMPUTER USE**

1. I will take good care of my computer.
2. I will never leave my computer unattended.
3. I will never loan out my computer to other individuals.
4. I will know where my computer is at all times.
5. I will keep my computer's battery charged and ready when school is in session.
6. I will keep food and beverages away from my computer since they may cause damage to the device.
7. I will not disassemble any part of my computer or attempt any repairs.
8. I will protect my computer by only carrying it while in the case provided.
9. I will use my computer in ways that are appropriate, meet school district expectations, and are educational.
10. I will not place unapproved decorations (such as stickers, markers, etc.) on my computer or provided case; I will not deface the serial number computer sticker on any computer.
11. I understand that my computer is subject to inspection at any time without notice and remains the property of the [Haworth Public](#) School District.
12. I will follow the policies outlined in the *computer Handbook* and the *Acceptable Use Policy* while at school, as well as outside the school day.
13. I will file a police report in case of theft, vandalism, and other acts covered by insurance as well as report to the [Haworth Public](#) School District.
14. I will be responsible for all damage or loss caused by neglect or abuse.
15. I agree to return the computer and any issued accessories including case and power cords in good working condition.

COMPUTER DISTRIBUTION AND ACCEPTABLE USE (regulation continued)

16. I agree to the stipulations set forth in the above documents including the *Technology Policies, Procedures and Information*, the *Acceptable Use Policy*, the *Protection Plan*, and the *Student Pledge for Technology Use*.

Student Name (please print): _____

Student Signature: _____ Date: _____

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____ Date: _____

The School furnished electronic device and accessories must be returned to the district at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, terminate enrollment at school, or for any other reason, must return their computer on the date of termination.

Adopted: 10/20/15