District Technology Acceptable Use Policy

Lincoln Consolidated School District agrees to allow the student to use the district's technology to access the Internet under the following terms and conditions:

1. **Conditional Privilege:** The student's use of the district's access to the internet/computer is a privilege conditioned on the student's abiding to this agreement. No student may use the district's technology unless the student and his/her parent or guardian have read and signed this agreement.

2. **Acceptable Use:** The Student agrees that he/she will use the District's devices and internet access during the instructional day for educational purposes only. In using the internet, the student agrees to obey all federal and state laws and regulations. The Student also agrees to abide by any internet use rules instituted at the student's school or class, whether those rules are written or oral.

3. **Misuse of the District's access to the internet includes, but is not limited to, the following:**

- Using the internet during the instructional day for other than educational purposes;
- Gaining intentional access or maintaining access to materials which are "harmful to minors" as defined by Arkansas law or school faculty and staff;
- Using the internet for any illegal activity, including computer hacking and copyright or intellectual property law violations;
- Making unauthorized copies of computer software;
- Accessing "chat lines" unless authorized by the instructor for a class activity directly supervised by a staff member;
- Using abusive or profane language in private messages on the system; or using the system to harass, insult, or verbally attack others;
- Using encryption software;
- Wasteful use of limited resources provided by the school including paper;
- Causing congestion of the network through lengthy downloads of files;
- Vandalizing, deleting, or reading data of another user;
- Obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;
- Gaining or attempting to gain unauthorized access to resources or files;
- Identifying oneself with another person's name or password or using an account or password of another user without proper authorization;
- Divulging personally identifying information about himself/herself or anyone else either on the internet, email, or other social media. Personally identifying information includes full names, address, and phone number, etc...
- Using the network for financial or commercial gain without district permission;
- Theft or vandalism of data, equipment, or intellectual property;
- Attempting to gain access or gaining access to student records, grades, or files;
- Introducing a virus to, or otherwise improperly tampering with the system;
- Degrading or disrupting equipment or system performance;
- Creating a web page or associating a web page with the school or school district without proper authorization;
- Providing access to the District's internet to unauthorized individuals;
- Failing to obey school or classroom internet use rules;
- Taking part in any activity related to internet use which creates a clear and present danger of substantial disruption of the orderly operation of the district or any of its schools;
- Installing or downloading software on district computers without prior approval of technology director or his/her designee.

4. **Liability for debts:** Students and their cosigners shall be liable for any and all costs (debts) incurred through the student's use of the computers or the Internet including penalties for copyright violations. This also includes the loss, theft, and/or damage of the students assigned laptop, desktop, tablet, charger, and/or other computer accessories.

5. **No Guarantees:** The District will make good faith efforts to protect children from improper or harmful matter which may be on the internet. At the same time, in signing the computer use agreement, the parent and student recognize that the District makes no guarantees about preventing improper access to such materials on the part of the student, and the student is completely liable for any inappropriate use on any device owned by the school.

GENERAL CARE OF THE LAPTOPS

- Treat the laptop with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby
- Honor your family's values when using the internet. Parents will discuss family values and expectations regarding the use of the internet at home. Parents will supervise their child's use of the laptop at home.
- If the computer is damaged or not working properly, it must be turned in to the Technology Department for repair or replacement. Parents/guardians and students are not authorized to attempt repairs themselves, or contract with any other individual or business for the repair of the laptop.
- Keep your laptop closed when transporting it.
- Protect the display by carefully closing the lid when moving the laptop.
- Do not leave your laptop in an unsecured area.
- Do not loan the laptop to anyone.
- Protect the laptop by unplugging the power supply and other peripherals when transporting the laptop.
- When transporting their laptop to and from school, students should always be sure it is placed in some type of protective cover. Students are expected to treat their laptop with care and respect. The computer and case are the property of Lincoln Consolidated School District, and should be kept clean and free of marks at all times.
- Students should not use their laptop while walking, on the bus, or otherwise being transported. Laptops should only be used while they are on a flat, stable surface such as a table.
- Students should protect their laptop from extreme heat or cold. Laptops should never be left in a car, even if the car is locked.
- Computers should be protected from the weather, water or other liquid, food, and pets. Students should never eat or drink while using their laptop, or use their laptop near others who are eating and drinking.
- Heavy objects should never be placed or stacked on top of your laptop. This includes books, musical instruments, sports equipment, etc.
- Students should use care when plugging in their power cord or phone cord and when using their CD ROM drive.
- Computers should never be placed in a carrying case while they are turned on. The computer should either be turned off or in "sleep" mode. In addition, computers should not be placed on or under soft items such as pillows, chairs or sofa cushions, or blankets. This will cause the computer to overheat, and will result in damage to the computer.

GENERAL USE OF LAPTOPS/COMPUTERS AND NETWORK

Lincoln Consolidated School District fully expects that all members of the school community will use their school owned device in a responsible, appropriate, and legal manner. Use the following regulations as a guide when working with the District's technology and/or network.

- Follow the District Technology Acceptable Use Policy when using the internet at home or at school.

- Any inappropriate or careless use of a computer should be reported to a teacher or other staff member immediately.
- Students must immediately report theft or damage to a teacher and to the Technology Department. For hardware and software problems, students must take their laptop to the Technology Department.
- Do not load software from CD's or the internet unless you have permission from a teacher.
- Students must not interact with any digital media that is legally rated for a higher age range than the student, or any digital media that is determined inappropriate by any Lincoln School faculty and/or staff.
- Do not remove programs or files from the laptop.
- Do not give personal information when using the internet.
- During school hours the school's internet connection should be used only for research or information gathering that is directly related to academic assignments or extracurricular projects supervised by the District's faculty and/or staff.
- E-mail (or any other computer communication) should be used only for legitimate and responsible communication between students, faculty, and the outside world. Rude, abusive, threatening, or otherwise inappropriate language is not permitted.
- Students should access only those files that belong to them or which they are certain they have permission to use. Students are expected to follow all copyright laws.
- Students will not download copyrighted material to a school-owned computer unless part of a class project and under the supervision of the teacher.
- Files stored within the school computer systems (both personal devices and file servers) shall be limited to those relating to formal school courses or activities. Games, commercial software, videos, or graphic files that are not for a school project or formal activity should not be stored on the school computer systems.
- Students shall notify their teacher immediately if they accidentally access an inappropriate site.
- Students shall always protect their user account by logging off when not at their computer.
- Each device is assigned to an individual student. Students shall never "swap" their device with another student. Devices should be in a student's possession or secured at all times.
- Students shall never share their password with another student. Passwords should always be kept confidential.
- Students shall never attempt to "hack" into any device or computer system, or engage in unauthorized use of the network.
- All users must never maliciously damage or steal school technology equipment or electronic data.
- All users must never change the settings of school-supplied software.
- The use of chat rooms or instant messaging systems or free email on the internet is prohibited.
- The students may only use the email account and chat software that is set up by the District.
- School owned devices should never be kept in backpacks or bags with other heavy items such as books or other devices.
- Placing stickers or anything with an adhesive, writing or drawing on, engraving or otherwise defacing the laptop or carrying case are not allowed and will result in loss of privileges and disciplinary consequences.

DAILY PREPARATION TASKS

1. Recharge the laptop battery every night. If you are unable to recharge it yourself, check the laptop in to the Technology Department for recharging before leaving school for the day.

2. Bring the laptop to school every day and have it ready to work at the beginning of each class.

3. Students who do not have permission to take their laptop home may pick up their laptop in the designated teacher's room or technology office each morning, and are required to return their laptop at the end of each day.

USING THE COMPUTER FOR INTERNET AND E-MAIL

Students and parents/guardians understand that Lincoln Consolidated School District does not have control over information found on the internet. While every attempt is made to block access from inappropriate material and monitor computer activities, the student is ultimately responsible for the usage of any school owned device. It is the parent/guardian's responsibility to supervise the information that a student is accessing from the internet while at home.

Students should be aware that internet access and e-mail, and other media that are accessed, created or stored on their computers are the sole property of the District. The District has the right to review these items for appropriateness, and to limit or revoke a student's access to them at any time, and for any reason.

NO EXPECTATION OF PRIVACY

The student and parent/guardians agree that if the student uses the internet through the district's access or using school owned technology, that the student waives any right of privacy the student may have for such use. The student and the parent/guardian agree that the district may monitor the student's use of the district's internet access and may also examine all system activities the student participates in, including but not limited to e-mail, voice, and video transmissions, to ensure proper use of the system. The district may share such transmissions with anyone, including the student's parents/guardians, school administration, and local law enforcement.

LOSS, THEFT, & DAMAGES TO DEVICES

The cost of the lost, stolen, or damaged device will be based on the actual cost of repair/replacement. The following are estimated costs of MacBook and Chromebook repairs, and these are subject to change throughout the year based on market value of the parts themselves.

Apple Macbook Air

- Full Replacement - $1000
- Screen - $150
- Liquid Damage - $150
- TrackPad - $50
- Charger - $50

Google Chromebook

- Full Replacement - $300
- Screen - $70
- Keyboard/touchpad - $50
- Charger - $40

Any disciplinary actions can be taken, at the discretion of the building level disciplinarian, for any occurrence or technology misuse.

INTENTIONAL DAMAGE OR LOSS: The full cost of repair. Student loses device privileges until the financial obligations are taken care of and a campus committee devises a plan for the student's possible further use of the equipment. Administration and the technology department shall determine whether damage to the computer was intentional.

If your school owned device has been lost or stolen then you should report it to the school Administration and/or technology department, and a police report will be filed for the missing device. The student and parent/guardian is responsible for replacing any lost or stolen items if school Administration and the technology department determine that the item is missing due to user negligence.

Students and parents/guardians agree to pay ALL fines (Library, Lunch, Tech, textbooks, etc.) before receiving school owned technology.

DEVICE INSURANCE PROGRAM: Students and parents can participate in the Device Insurance Program. Enrollment will cost $25 per year, and will cover one damage incident for the entire school year. If a damage incident does occur, students and parents can pay another $25 to renew the insurance on their device for the remainder of the current school year.

If a student participates in the Device Insurance Program, then they will be eligible to purchase their device at a reduced price when they graduate. This reduced price will be determined by the Technology Department, and will take previous damages, number of years in the program, and current market value into consideration when determining the price.

CHROMEBOOKS: Students that graduate with Chromebooks (not Macbooks) will get to keep their device if the following conditions have been met.

- Participated in the Device Insurance Program for 4 years
- Never had a damage incident
- Holds no outstanding balances throughout the district

CONSEQUENCES OF INAPPROPRIATE USE

The use of any district technology is a privilege and not a right. Students are expected to use their computer in accordance with the District Technology Acceptable Use Policy and any applicable laws. Students violating the District Technology Acceptable Use Policy are subject to disciplinary action up to and including out of school suspension or expulsion depending on the frequency and severity of the incident in addition to loss of device privileges. Students assigned to OSS (Out-of-School Suspension) for whatever reason will turn in any school owned technology. Students withdrawing from school will also be required to turn in any school owned technology.

Students who leave the District and fail to check in their laptops and related equipment will have felony theft charges filed against them immediately upon the District's knowledge of such an event. The District will prosecute the occurrence to the fullest extent of the law.