

## East Sac County Computer Use Handbook 2014-15

### “Appropriate Use of Computers, Computer-Like Equipment, Computer Network Systems, and the Internet”

Access to the district’s technology, computer network, and Internet shall be available to all students and staff within the district. Access is a privilege, not a right. Each student and staff member must have a signed Acceptable Use Agreement on file prior to having access to and using the district computers, computer-like equipment, computer network, and the Internet.

Every school supplied computer and/or computer-like equipment in the district having school Internet access shall not be operated unless Internet access from the computer is subject to technology protection measures (i.e. filtering software). The technology protection measure employed by the district shall be designed and operated with the intent to ensure that students are not accessing inappropriate sites that have visual depictions that include obscenity, pornography, or are otherwise harmful to minors.

The Internet is provided for the purposes of obtaining educational resources for school use. Students will be monitored in computer labs, media centers and classrooms. Elementary students will be directly supervised, while middle and high school students will have supervised and independent use of the Internet. Students who do not use the Internet for the educational purposes in which it is intended may lose Internet access and as a result will be subject to appropriate consequences.

The use of the district’s technology shall be for educational purposes only. Students and staff members shall only engage in appropriate, ethical, and legal utilization of the district’s technology devices. The following rules provide guidance to students and staff for the appropriate use of the district’s technology. The district’s Administration will determine what constitutes inappropriate use and their decision will be final. Inappropriate use of the district’s computers/technology includes, but is not limited to a violation of the following:

#### **Computer Responsible Use**

- Students will not make or disseminate offensive or harassing statements or use offensive or harassing language including discrimination of others based on age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference or belief, socioeconomic statute, or familial status. Do not swear, use vulgarities or any other inappropriate language.
- Students will not use the district’s computers/technology to participate in illegal activities. Illegal activities include, but are not limited to, gambling, fraud, and pornography.
- Students will not disable or circumvent or attempt to disable or circumvent filtering software.
- Students will not vandalize the district’s technology or its computer network systems. Vandalism is defined as any attempt to harm, modify, deface or destroy physical

computer equipment (ex. laptops, Kindle, iPad, desktops) or the computer network and any attempt to harm or destroy data stored on the district's computer equipment, computer-like equipment, or the computer network, or the data of another user.

- Students will not use the network in such a way that you would disrupt the use of the network by other users or would waste system resources (e.g. listening to Internet radio, unnecessary printing, or staying on the network longer than is necessary to obtain needed information).
- Students will not plagiarize information accessed through the district's computer, computer-like equipment, computer network system, and/or the Internet. Students and staff shall obtain permission from appropriate parties prior to using copyrighted material that is accessed through the district's computer, network systems and/or the internet. The East Sac County plagiarism policy will be enforced.

### **Legal and Ethical Use Policies**

- The district has the right, but not the duty, to monitor any and all aspects of its computers, computer-like equipments, computer network systems and Internet access including, but not limited to, monitoring sites students and staff visit on the Internet and reviewing e-mail. The Administration and the Technology Coordinator shall have both the authority and right to examine all computer and computer-like equipment and Internet activity including any logs, data, e-mail, computer disks, and/or other computer related records of any user of the system. Students and staff waive any right to privacy in anything they create, store, send, disseminate or receive on the district's computers, computer-like equipment and computer network systems, including the Internet.
- File-sharing and File-sharing Programs: The installation and/or use of any Internet-based file-sharing tools is explicitly prohibited. File-sharing programs and protocols like BitTorrent, Limewire, Kazaa, Acquisition, BearShare, and others may not be used to facilitate the illegal sharing of copyrighted material (music, video and images).
- Legal file-sharing programs such as Dropbox and Google Docs may be used for sharing of class assignments between students and teachers.

### **Students Eligible for 1:1 Laptop Program**

Full time East Sac County High School students will be issued a laptop at the start of each school year. Students enrolled in the East Sac County Alternative School are not eligible to receive a laptop. Alternative Education students will have laptops provided within the Alternative Education classroom. Students who enter the Alternative School mid-year will be required to turn in their laptop to the High School office before entering that program.

### **Responsibility for Electronic Data:**

The student is solely responsible for any data stored on the computer. It is the sole responsibility of the student to backup such data as necessary. East Sac County will not provide a means for

backup beyond providing the school's server (ie. student's H: drive).

**Allowable Customizations:**

- The Student *is permitted* to alter or add files to customize the assigned computer to their own working styles (i.e. background screens, default icons, and other system enhancements). All customizations of computers need to be school appropriate. Presence of guns, weapons, adult material, inappropriate language, alcohol, drugs, or gang-related symbols will result in disciplinary action and/or loss of device privileges.
- The Student *is NOT permitted* to alter, etch, or add any non-removable stickers to the Computer such as skins. Hard plastic removable computer covers and keyboard skins *are permitted* but must be purchased at student's expense.

**Responsibility for Damage:**

The Student is responsible for maintaining a 100% working computer at all times. The Student shall use reasonable care to ensure that the Computer is not damaged. In the event of damage not covered by the warranty, East Sac County CSD reserves the right to charge the Student and Parent the full cost for repair or replacement when damage occurs due to gross negligence as determined by administration. Examples of gross negligence include, but are not limited to:

- Leaving equipment unattended and unlocked. This includes damage or loss resulting from an unattended and unlocked laptop while at school.
- Lending equipment to anyone other than one's parents/guardians.
- Using equipment in an unsafe environment.
- Using equipment in an unsafe manner.
- Leaving equipment in extreme cold or hot temperatures (ex. car)
- Laptops left unattended may be confiscated by faculty or staff as a protection against theft and turned into the High School office. Unattended and unlocked equipment, if stolen, even at school, will be the student's responsibility.

All students are required to return the computer at the end of the school year in the same working condition with all accessories issued. If any accessories (power cord, computer bag) are lost during the school year, the student is financially responsible for replacement.

**Responsibility for Loss:**

In the event the Computer is lost or stolen, the Student and Parent may be billed the full cost of replacement.

**Actions Required in the Event of Damage or Loss:**

Report the problem immediately to the Technology Coordinator or High School Office. If the Computer is stolen or vandalized while not at an East Sac County sponsored event, the Parent shall file a police report.

**Insurance for broken equipment:**

School insurance will cover all repairs of broken equipment in cases of accidents or mechanical failure. Breakage that occurs due to student vandalism or negligence may result in student paying for repairs.

### **Substitution of Equipment:**

In the event the computer is inoperable, East Sac County has a limited number of spare laptops for use while the computer is repaired or replaced. However, there is no guarantee a loaner will be available at all times. Students are allowed to take a loaned laptop home for school work. The school's insurance covers a student while using a loaned laptop. The Student may NOT opt to keep a broken computer to avoid using the computer in class due to loss or damage. Please note that if a student forgets to bring the computer or power adapter to school, a substitute will not be provided.

### **Recommended Care of Laptops:**

#### **Carrying Device**

Laptops must be in the carrying case provided by the school when moving outside of classroom.

- Carrying cases should not hold other objects. Folders, workbooks, etc. should be carried separately to avoid placing excessive pressure and weight on the device screen.
- Laptop cases may be personalized with anything non-permanent (i.e. keychain, ribbons, luggage tag) but the school ID tag must remain on the bag at all times.

#### **Care of Device at Home**

- Charge the device fully each night.
- Store the device on a desk or table - never on the floor.
- Protect the device from: Extreme heat or cold - food and drinks - small children - pets.
- Never leave the device in a vehicle - especially in extreme cold or heat.
- In case of theft, an official police report will be required.