Regulation Code: 3225/4312/7320-A Technology Responsible Use Agreement

Caldwell County Schools Technology Responsible Use Agreement

PURPOSE: This policy provides guidelines and information about district expectations for individuals who use any Caldwell County Schools technology devices. Additional rules may be added as necessary and will become a part of this policy.

Our expectation and belief is that individuals will responsibly use district technology and that they understand the appropriate and acceptable use of both the technology and district network resources. We also expect that individuals will make a good faith effort to keep district owned devices safe, secure, and in good working order. Our policies and procedures include the following specific responsibilities and restrictions.

RESPONSIBILITIES- The individual will:

- Adhere to these guidelines each time the device is used
- Use appropriate language in all communications, refraining from the use of profanity, obscenity, and offensive or inflammatory speech.
- Refrain from cyberbullying, including personal attacks or threats toward anyone, made while using either the district-owned or personally owned technology. Cyberbullying is to be reported to responsible school personnel immediately. Communication should be conducted in a responsible and ethical manner.
- Respect the Internet filtering and security measures included on the device. All devices are configured so that the Internet content is filtered when the individual is on any school, public, or private network.
- Only use technology for school-related purposes.
- Follow copyright laws and fair use guidelines and only download or import music, video or other content that individuals are authorized or legally permitted to reproduce or use for school-related work.
- Make available for inspection by an administrator or teacher any messages or files sent or received to or from any Internet location using district technology. Files stored and information accessed, downloaded or transferred on district-owned technology are not private insofar as they may be viewed, monitored, or archived by the district at any time.
- **(If an individual is issued a device specifically to them)** Return (including the charger) the device and carrying case (if supplied) upon transferring out of school, at the end of the year, or when instructed to do so.

RESTRICTIONS - The individual will not:

- Mark, deface or place stickers on the device. School issued carrying cases may also not be personalized.
- Reveal or post identifying personal information, files or communications to unknown persons through email or other means through the Internet.
- Attempt to override, bypass or otherwise change the Internet filtering software, device settings or network configurations.

- Attempt access to networks and other technologies beyond their authorized access. This includes attempts to use another person's account and/or password or access secured wireless networks.
- 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.
- Download and/or install any programs, files or games from the internet or other sources onto any district-owned technology. This includes the intentional introduction of computer viruses and other malicious software.
- Tamper with computer hardware or software, attempt unauthorized entry into computers, and/or vandalize or destroy the computer or computer files. Intentional or negligent damage to computers or software may result in criminal charges.
- Attempt to locate, view, share or store any materials that are unacceptable 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.
- Modify or remove the CCS asset tag or the manufacturer serial number and model number tag.

In addition to the specific requirements and restrictions detailed above, it is expected that individuals will apply common sense to the care and maintenance of district owned technology. In order to keep devices secure and damage-free, please follow these additional guidelines.

- You are responsible for the device, charger, cords, school-owned case (If provided), etc. Do not loan any of these items to anyone else.
- While a properly designed case (If provided) 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 device or have food or drinks in close proximity. Any liquid spilled on the device may very well cause damage (often irreparable) to the device.
- Devices should not be left in vehicles.
- Devices should not be exposed to extreme temperatures (hot or cold) or inclement weather (rain, snow).
- Do not store or transport papers between the screen and keyboard.

COMPUTER DAMAGES

If a device is damaged, the school/Technology Department must be notified immediately. If an individual damages a device due to negligence, the individual is responsible for paying repair costs according to the repair costs determined by Caldwell County Schools Technology Department up to the full cost of a replacement device. **A replacement device will not be issued until repair costs are paid in full.**

Caldwell County Schools Technology Department reserves the right to charge the individual the full cost for repair or replacement when damage occurs due to negligence as determined by the administration.

Examples of negligence include, but are not limited to:

- Leaving equipment unattended and unsecured. This includes damage or loss resulting from an unattended and unsecured device at school.
- Lending equipment to others.
- Using equipment in an unsafe environment.

- Using equipment in an unsafe manner.
- Ignoring common sense guidelines delineated above.
- If the device charger or carrying case (If provided) is damaged or lost, the individual is responsible for replacing it.
- Access to an CCS provided device and network should be considered a privilege that must be earned and kept.
- An individual's technology privileges may be suspended due to negligent damage to the device, or inappropriate use of the device that fails to comply with the CCS technology agreements outlined in this document.

Replacement Item	Cost
Charger	$40
Non Touch Screen	$40
Touch Screen	$140
Keyboard	$60
New Chromebook	$250
New Windows Laptop	$849
Wifi Hotspot	$285
Hotspot Charger	$20

*Prices subject to change.

DISCIPLINE
Each violation will be considered with respect to the circumstances within which it occurred. The following sanctions will apply:

- Violations may result in a limited or immediate total loss of rights to the District's technology resources.
- Additional disciplinary action may be determined in accordance with the Student Handbook and the District's Code of Conduct. This may include suspension and recommendation for expulsion.
- Violations involving threats, theft or damage to equipment or other resources may be reported to law enforcement.

Penalties will be administered based on the severity and frequency of the offense. Individuals have the right to due process following District policy.

I understand that failure to follow these requirements will result in disciplinary action, including revocation of user privileges and, in the event of willful misuse, possible criminal prosecution. I also

understand that while school personnel generally do not monitor my Internet activity on a personal device during non-school hours, I may be disciplined when my online behavior has a direct and immediate effect on school safety or maintaining order and discipline in the schools, even if no school system technological resources are used.

Student Name (please print): _____ Grade: _____

Student Signature: _____ Date: _____

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____Date: _____

Legal References: U.S. Const. amend. I; Children's Internet Protection Act, 47 U.S.C. 254(h)(5); Electronic Communications Privacy Act, 18 U.S.C. 2510-2522; Family Educational Rights and Privacy Act, 20 U.S.C. 1232g; 17 U.S.C. 101 *et seq.*; 20 U.S.C. 7131; G.S. 115C-325(e) (applicable to career status teachers), -325.4 (applicable to non-career status teachers)

Cross References: Curriculum and Instructional Guides (policy 3115), Technology in the Educational Program (policy 3220), Internet Safety (policy 3226/4205), Web Page Development (policy 3227/7322), Use of Personal Technology to Conduct School Business (policy 3228/7323), Copyright Compliance (policy 3230/7330), Responsible Use of Personally Owned Devices (policy 3228/4313/7321), Student Behavior Policies (all policies in the 4300 series), Student Records (policy 4700), Confidentiality of Personal Identifying Information (policy 4705/7825), Public Records – Retention, Release, and Disposition (policy 5070/7350), Use of Equipment, Materials and Supplies (policy 6520), Network Security (policy 6524), Staff Responsibilities (policy 7300), Employee Use of Social Media (policy 7335)

Adopted: August 09, 2021

Revised: