This Device Responsible Use Policy is intended to promote responsible use and protect students and the school from liability resulting from any misuse of the school-issued Device. Technology, on or off-campus, must be used in accordance with the mission and philosophy of Southwestern as well as the Acceptable Use Policy for Technology as stated in the Student Handbook. Teachers may set additional requirements for use in their respective classes.

The Device remains the property of SWCS. Therefore, there is no assumption of privacy. We reserve the right to inspect student Devices at any time during the school year. Misuse of the Device may result in disciplinary action. **All Devices will be turned in at the end of the school year or at withdrawal/expulsion.**The policies governing the use of the Device support its academic use. To maintain the integrity of the program, all students and parents/guardians must acknowledge and agree to the following conditions of use:

1. Liability

The parent/guardian/student is responsible for the cost to repair and/or replace, at the date of loss, the Device, case, or charging cable/charger if the property is:

a.   not returned.
b.   intentionally damaged.
c.   lost or damaged because of negligence.
d.   stolen

2. Personal Safety

a.   Users should recognize that communicating over the Internet brings risks associated with the lack of face-to-face contact.
b.   Users should carefully safeguard their personal information and that of others.
c.   Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the internet without parental and/or teacher permission.
d.   Students should never agree to meet someone they meet online in real life.
e.   If the user sees a message, comment, image, or anything else online that makes him/her concerned for his/her personal safety, it should be brought to the attention of school personnel or a parent immediately.

3. Netiquette

a. Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.
b. Users should recognize that with valuable content online, there is also unverified, incorrect, and/or inappropriate content.

4. Cyber-Bullying

a. The National Crime Prevention Council defines cyber-bullying as "When the Internet, cell phones, or other devices are used to send or post text or images intended to hurt or embarrass another person."
b. Cyber-Bullying will not be tolerated and is strictly forbidden.
c. The user should remember that digital activities are monitored and retained.
d. Report cyber-bullying immediately to school personnel.

5. District Acceptable Use Policy

Southwestern Consolidated School Corporation's Acceptable Use Policy can be found here: https://drive.google.com/file/d/0BxS7CheIUhWATEFZXzB6eFFyMk0/view?usp=sharing

6. Device Use, Care and Routines

a. Never pile things on top of the Device.
b. Keep the Device in the district-issued case. Failure to have it in district-issued case **WILL** void the warranty and any repair coverage.
c. Do not leave the Device out in extreme heat or cold.
d. Do not leave the Device in a vehicle or place it on top of a vehicle.
e. Keep food, drink, pets, etc. away from the Device at all times.
f. Do not drop the Device.
g. Do not leave the Device unattended at any time including during class, extra-curricular activities, lunch, locker room, etc.
h. Labels, stickers, or screen protectors placed on the Device by the technology department will not be removed.
i. Do not write on or place any labels or stickers on the Device or district-issued case.
      j. Do not alter the Device in any manner that will permanently change the Device. This will result in immediate discussion and action with administration.
k. Do not remove the serial number or identification sticker on the Device.
l. Do not lend the Device to a classmate, friend, or family member.

m. Clean the Device screen with a soft, dry, anti-static cloth.
n. Fully charge the Device each night with the appropriate Device A/C adapter.
o. Do not attempt to repair a damaged or malfunctioning Device. All damaged and malfunctioning Devices need to be taken to the tech dept.
p. Avoid touching the screen with pens/pencils.
q. Students are responsible for the safety and security of their Device.
r. Students in grades 6-12 will be permitted to take the Device home.

7. Email

The effective use of email will:

a. Develop 21st Century Communication Skills.
b. Allow students to develop positive professional relationships with peers and staff.
c. Assist in collaboration skills required in careers and higher education settings.

Guidelines and Reminders

a. School email accounts should be used for educational use only.
    b. Students should only have their school email account set up on their Device. ***No other personal email accounts should be set up on the Device.***
c. ALL communication from students to teachers must be on their school issued email account. Personal accounts are not an acceptable means of communication with teachers.
d. Email transmissions at school are subject to inspection by teachers and/or administrators if deemed necessary.
e. All email and contents are property of the Southwestern Consolidated School Corporation.
f. Only the authorized user of the account should access, send, and/or receive emails for the account.
g. Passwords should be protected and never shared with other students.

Examples of Unacceptable Use

a. Non-educational related forwards (e.g. jokes, chain letters, images)
b. Harassment, cyber-bullying, profanity, obscenity, racist terms, hate mail.

8. Camera

Purpose: Each student Device is equipped with a digital camera feature. The camera will allow students to utilize a 21st century tool to develop 21st century learning skills.

Examples of Use

a. Recording and/or taking pictures for project-based learning assessments.
b. Assisting in ensuring accurate notes are taken in class.
c. Submitting work digitally.

Students are not allowed to take pictures/video of staff and/or students without expressed permission by those individuals. Any violation of this policy will result in discipline measures.

9. Listening to Music
a. Music apps will not be available on student Devices.
b. Streaming music is not allowed at school.
c. Students may stream music at home with permission from parents.

10. Watching Movies
a. Watching movies will not be allowed during school hours.
b. Video segments required for school use will be allowed on Devices with teacher permission.

11. Games
a. Students may not play games on the Device during school hours unless they are given permission by the teacher AND the game supports education.
b. The content of any games played at home must be school appropriate.
c. Students must have parent permission to play games outside of school hours.

12. Student Files and Storage

All students should store their files using Google Drive. Google Drive should be set up using the student's Gmail account and password. USB drives may also be used for storage.

13. Printing
a. Printing will not be allowed from the Devices at school.
b. If printing is necessary, students must email the document to their school GMAIL account or save to their Google Drive and print from a computer lab.

14. Device Background

Any picture used as the background for a school issued Device must be school appropriate and align with the Acceptable Use guidelines.

15. Plagiarism
a. Users are prohibited from plagiarizing (using as their own without citing the original creator) content, including words or images, from the Internet.
b. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online.
c. Research conducted via the Internet should be appropriately cited, giving credit to the original authors.
d. Users are prohibited from accessing sites that promote plagiarism. These sites should be reported to school personnel.
e. Plagiarism will be handled according to the school discipline policy on plagiarism.

16. Behaviors and Discipline Related to Student Device Use

Technology Related Behavior Violations	Equivalent "traditional" Classroom Violations
● Failure to bring Device to school	● Coming to class unprepared
● Missing case	● Not having required supplies
● Email, texting, skyping, internet surfing, etc.	● Passing notes, reading magazines, games, etc.
● Damaging, defacing, placing stickers, etc. to Device	● Vandalism/Property damage
● Using account belonging to another student or staff member	● Breaking into someone else's locker/classroom.
● Accessing inappropriate material	● Bringing inappropriate content to school in print version
● Cyber-Bullying	● Bullying/Harassment
● Using profanity, obscenity, racist terms	● Inappropriate language, harassment

● Sending/Forwarding assignment to another student to use as their own and/or copy.	● Cheating, copying assignment, plagiarism
Violations unique to the 1:1 Project	
● Not having Device fully charged when brought to school	Coming to class unprepared
● Attempts to defeat or bypass the district's internet filter and/or security settings	AUP violation
● Modifying the district's browser settings or other techniques to avoid being blocked from inappropriate sites or to conceal inappropriate internet activity.	AUP violation
● Unauthorized downloading/installing of Apps	AUP violation

17. Examples of Unacceptable Use

Unacceptable use of the Device includes, but isn't limited to, the following examples:

a. Using the school network for illegal activities such as copyright and/or license violations.
b. Using the Device as the vehicle for plagiarism.
c. Unauthorized downloading of apps and/or jail-breaking of the Device.
d. Accessing and/or using websites or materials not in direct support of the curriculum and are inappropriate for school.
e. Vandalizing equipment and/or accessing the network inappropriately. Using and/or possessing programs that are capable of hacking the network.
f. Gaining unauthorized access anywhere on the network.
g. Invading the privacy of individual(s).
h. Using and/or allowing use of another person's login/password to access the network.
i. Being a passive observer or active participant with any unauthorized network activity.
j. Participating in cyber-bullying of any person.
k. Using objectionable language, photos, or other content (e.g. racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning or slanderous).
l. Obtaining, modifying, or using user name/passwords of other users.
m. Modifying files belonging to another student on the network.
n. Attempting to access or accessing websites blocked by the school's internet filter.
o. Downloading apps, streaming media, or playing games without permission of a network administrator.
p. Sending and/or forwarding emails that are chain letters, forwards, etc. via school email.

18. Power Management

a. **Users are responsible to recharge the Device's battery so it is fully charged by the start of the next school day.**
b. Users with no battery life may bring the Device to the tech lab for charging. Students are granted 2 "Free" charges. Continued failure to charge will result in disciplinary action.
c. Users will forfeit use of the Device for the entire time it takes to charge the Device.
d. The tech lab will lend a Device to a student while the student's Device is charging.
e. Users may pick up or check on the Device during passing periods and lunch. Users may not ask for pass-outs during class to pick up or check on the Device.

19. Device Security

Content filtering is present on the school network.

Content Filtering
The Children's Internet Protection Act requires that schools have a content filter in place onsite and the school will make every effort to block objectionable sites.   Parents should enable content filtering on their home network to ensure the safety of their student(s) while accessing the internet.

20. Damaged and Lost Devices

a. Users will report any damaged or lost Devices to School Authorities.
b. Users will bring damaged Devices to the tech dept.
c. Users are responsible for the replacement cost of the Device if it is lost, stolen, or fully damaged.
d. **We will accept one claim for damage which will be covered with the extended warranty fee**. The warranty fee is being paid by the district. Additional claims will cost the entire repair or replacement amount.
   Damaged Devices that are not in a district issued case will be the financial responsibility of the student/parent.

Replacement/Repair		
Device lost/stolen	Every incident	$250
Device Cracked Screen	Screen Repair -First time only Other repairs (keyboard etc.)	full repair or replacement cost as determined by the tech director.

Lost Charger	Every incident	$30
Damaged or Lost Case	Every incident	$30

21. Lost or Stolen Equipment

The Device assigned to the student becomes the student/parent financial responsibility. Please reference the damaged/lost Device section for repair/replacement costs.

22. Payment Timeline

Any damages or repairs that need to be made to the school issued Device will be billed to the students/parents and will be due immediately upon receipt.

I agree to the terms of use for Devices as stated in the Mobile Handbook.

_____

Parent/Guardian Printed name   Signature

_____

Student   Printed Name   Signature

Date:

_____