

USD 434 Santa Fe Trail

Policy for Receiving Chromebook/Mobile Devices and Acceptable Use Policy

Santa Fe Trail USD 434 is committed to providing meaningful learning activities for all students. We view the use of mobile devices as central to the delivery of our educational programs, and an essential part of our students' learning experiences. To that end, students in grades K-12 will have a Chromebook or other device assigned to them each school year. Students will be required to review the Acceptable Use Policy for all district technology, and they and their parent/guardian must sign the Acceptable Use Policy form prior to receiving their device. All devices will be returned in satisfactory condition at the end of each school year for maintenance and summer storage.

The district has strict policies regarding Internet and Email usage, Cyberbullying, the Network, and Security. This information is contained below and can be found on the district website. In the student handbook of each building, information regarding the care and maintenance, building expectations, policy on damage, repair, missing or stolen devices, and the usage fee will be published. Again, the signature page of this document must be completed and on file with the office before students will receive their device.

Internet and Email Rules

Students are responsible for appropriate online behavior just as they are responsible for appropriate behavior in the classroom and hallways. Communications online are often public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research and communicate with others. Access to the network services is given to students who agree to act in a considerate and responsible manner.

The following is NOT permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, bullying, insulting or attacking others
- Vandalism or sabotage of computers, computer systems, or computer networks
- Violating copyright laws
- Using another's password
- Trespassing in another's folders, work, or files

Cyberbullying is all forms of harassment over the Internet or other forms of electronic communications, including cell phones. Students and staff will refrain from using communication devices to harass or stalk others. The District's computer network and the

Internet, whether accessed at school or away from school, during or after school hours, may not be used for the purposes of cyberbullying. All forms of cyberbullying are unacceptable and viewed as a violation of the Acceptable Use Policy. Users are responsible for the appropriateness of the material they transmit. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited. Cyberbullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful email messages, instant messages, text messages, digital pictures or images, or website postings, including blogs. Violations may result in the loss of access as well as other disciplinary or legal action.

Network

- The purpose of the Santa Fe Trail computer network is to promote the exchange of information to further education and research and is consistent with the mission of USD 434.
- The network is not for private or commercial business use, political or religious purposes.
- Any use of the network for illegal activity is prohibited.
- Use of the network to access obscene, pornographic or dangerous material is prohibited.
- Sending material likely to be offensive or objectionable to recipients is prohibited.
- Using programs that harass other network users or infiltrate a computing system and/or damage the software is prohibited.
- Users will make the most efficient use of network resources to minimize interference with others.

Security

- Users will respect the rights and property of others and will not improperly access, misappropriate or misuse the files, data, or information of others.
- Users may not share their account with anyone or leave the account open or unattended.
- Users will keep all accounts and passwords confidential and not accessible to others.

Repair Fees

- A \$20 fee will be charged for repairs to damaged Carbondale Attendance Center student devices.
- Because High School students are allowed to take devices home, a \$40 fee will be charged for repairs and loss of a charger or case.

**Acceptable Use / Student and Parent Agreement Form
(To be signed, dated and returned to the building office)**

When signing the Student and Parent Agreement Form, you are acknowledging and accepting responsibility as stated:

- I understand that the student and parent/guardian are financially responsible for up to the full cost of the device if it is not returned, is damaged, is lost or stolen.
- All repairs and replacement must be performed through the district technology department.
- I have read and will follow the general maintenance and care of the Chromebook/device policy, and will report any problems with it to a member of the technology support staff or administration.
- I will not leave my Chromebook/device unattended unless it is locked in a secure place.
- I will comply with the Acceptable Use Policy, Santa Fe Trail USD 434 policies, as well as state and federal laws.
- I understand that the Chromebook/device is property of Santa Fe Trail USD 434. As such, the school has the right to determine appropriate use, and to search the device at any time.

Student Name

Student Signature

Date

Parent/Guardian Name

Parent/Guardian Signature

Date

FOR SFTHS STUDENTS AND PARENTS ONLY

Parent/Guardian of Santa Fe Trail USD 434 High School students must initial one of the options below.

_____ I **AM** in agreement with allowing home access of the Chromebook for my child.

_____ I am **NOT** in agreement with allowing home access of the Chromebook/device for my child. Instead, my student will be allowed access to the Chromebook at school, but will check it out and return it daily. I understand that this does **NOT** exempt my child from completing any required homework, assignments, projects, research, etc.

Student Signature

Date

Parent/Guardian Signature

Date