Charles City Community School District

1:1 Student Laptop Handbook

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CHARLES CITY COMMUNITY SCHOOL DISTRICT

ACCEPTABLE USE AGREEMENT– ELECTRONIC INFORMATION RESOURCES

The Board of Directors of the Charles City Community School District is committed to making available to students and staff members access to a wide range of electronic information resources, equipment, and software, including computers, a wide area network, local area network, and the internet. The goal in providing this technology and access is to support the educational objectives and mission of the Charles City Community School District and to promote resource sharing, innovation, problem solving, and communication. The District's computers, network, and/or internet connection is not a public access service or a public forum. The District has the right to place reasonable restrictions on the material created, accessed, transmitted, and/or posted through the use of its computers, network, and/or internet connection. The District's computers, network, and/or internet connection are the property of the District and no student or staff member shall have any expectation of privacy in any materials therein.

Access to the District's computers, network, and the internet shall be available to all students and staff within the District. However, access is a privilege, not a right. Each student and staff member must have an acceptable use agreement on file prior to having access to using the District's computers, network, and the internet. The amount of time and type of access available for each student and staff member may be limited by the District's technology and the demands for the use of the District's technology. Even if students have not been given access to and/or use of the District's computers, network, and the internet, they may still be exposed to information from the District's computers, network, and/or the internet in guided curricular activities at the discretion of their teachers.

Every computer in the District having internet access shall not be operated unless internet access from the computer is subject to a technology protection measure (i.e. filtering software). The technology protection measure employed by the District shall be designed and operated with the intent to ensure that users are not accessing inappropriate sites, as required by the Children's Internet Protection Act, that have visual depictions that include obscenity, child pornography or, with respect to student users, are otherwise harmful to minors. The technology protection measure may only be disabled for an adult's use if such use is for bona fide research or other lawful purposes.

The use of the District's computers, network, and internet access shall be for educational purposes only. Students and staff members shall only engage in appropriate, ethical, and legal utilization of the District's computers, network, and internet access. Students' and staff members' use of the District's computers, network, and internet access shall comply with all District policies and regulations. To the extent practical, steps shall be taken to: promote the safety and security of student users of the District's computer network and internet access when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications; discourage unauthorized access, including so-called "hacking," and other unlawful activities by student users; and prevent unauthorized disclosure, use, and dissemination of personal identification information regarding student users.

Inappropriate use and/or access or other violation of this policy will result in the restriction and/or termination of the privilege to access the District's computers, network, and/or the internet, and may

result in further discipline for students up to and including expulsion and/or other legal action and may result in further discipline for staff members up to and including termination of employment and/or other legal action. The District's administration will determine what constitutes inappropriate use and their decision will be final. Students and staff members are required to provide full cooperation to District administration and staff, or other agencies, associated with any investigation concerning or relating to misuse of the District's technology resources.

The District's technology coordinator may close a user account or restrict use of the District's computers, network, and/or the internet or other technology resources at any time and District administrators, faculty, or staff may request the technology coordinator to deny, revoke, close, suspend, or otherwise restrict user accounts and/or privileges. Any user identified as a security risk or having a history of problems with computer systems may be denied access to the District's computers, the District's network, and the internet. The District reserves the right to charge a student or staff member for damages incurred from purposeful introduction of viruses or other programs that have the intent of damaging or altering computer programs or files; the malicious attempt to alter any computer settings that may impact the District's network; or, any attempt to hack into or otherwise gain unauthorized access to the District's network, computers, or devices. Fines or other charges may also be imposed as a result of loss, misuse, or damage to the District's computers, network, internet and/or other technology resources by a student or staff member. Students and staff members will be instructed by the District's technology coordinator or other appropriate personnel on the appropriate use of the District's computers, network, and the internet.

Acceptable Use

The following are rules for acceptable use by the District's students and staff of the District's computers, network, and the internet, or any other technology resources or systems belonging to the District:

- Do not make or disseminate offensive or harassing statements or use offensive or harassing language including disparagement of others based on their race, color, creed, national origin, sex, sexual orientation, socio-economic status, gender identity, age, disability, religious or political beliefs, or any legally protected trait or characteristic. Do not use profanity or vulgarities or any other similarly inappropriate language. Be polite and follow the same privacy, ethical, educational, and other considerations observed regarding other forms of communication.

- Do not access, create or disseminate any material that is obscene, libelous, indecent, vulgar, profane or lewd; any material regarding products or services that are inappropriate for minors including products or services that the possession and/or use of by minors is prohibited by law; any material that constitutes insulting or fighting words, the very expression of which injures or harasses others; and/or any material that presents a clear and present likelihood that, either because of its content or the manner of distribution, will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or will cause the violation of lawful school regulations.

- Do not access, create, disseminate or solicit sexually oriented messages or images.

- Do not publish personal or private information about yourself or others on the internet without prior written permission. Do not re-paste a message that was sent to you privately without permission of the person who sent the message. If any information is to be provided regarding students, it should be limited to the student's first name and the initial of the student's last name only. Do not arrange or agree to meet with someone met online.

- If you transmit your credit card information or other personal identification information, including your home address or telephone number from any District computer, the District can under no terms be held responsible for that loss of information or data theft.

- Do not use the District's computers, network, internet, and/or other technology resources or systems to participate in illegal activities. Illegal activities include, but are not limited to, gambling, fraud, and child pornography.

- Access to social networking sites (i.e. myspace, facebook) may be limited or blocked during the school day if found to be disruptive in the classroom.

- Do not use, possess or attempt to make or distribute illegal/unauthorized copies of software or other digital media. Illegal/unauthorized software or other digital media means any software or other digital media that has been downloaded or copied or is otherwise in the user's possession or being used without the appropriate registration and/or license for the software or in violation of any applicable trademarks and/or copyrights, including the payment of any fees to the owner of the software or other digital media.

- Do not alter, modify, corrupt or harm in any way the computer software stored on the District's computers or network. Do not install any software on the hard drive of any District computer or on the District's local area network or run any personal software from either CD-ROM, DVD or other storage media or alter or modify any data files stored on the District's computers or local area network without prior permission and supervision from the technology coordinator or other appropriate personnel.

- Do not download any programs or files from the internet without prior permission from the District's technology coordinator or other appropriate personnel. Any programs or files downloaded from the internet shall be strictly limited only to those that you have received permission from the technology coordinator or other appropriate personnel to download.

- Do not use any encryption software from any access point within the District.

- Do not access the internet from a school-issued device by using a non-District internet service provider within the District's locations.

- Do not share a personal user account with anyone. Do not share any personal user account passwords with anyone or leave your account open or unattended.

- Do not access the District's computers or secure network from a non-District computer or device without prior authorization from the Technology Department or other appropriate personnel.

- Do not disable or circumvent or attempt to disable or circumvent filtering software.

- Do not play any games or run any programs on District computers that are not related to the District's educational program during the school day without prior authorization from Administration, Faculty or the Technology Department.

- Do not vandalize the District's computers, or its network, or other technology resources or systems. Vandalism is defined as any attempt to harm, modify, deface or destroy physical computer equipment or the computer network and any attempt to harm or destroy or maliciously modify data stored on the District's computer equipment or the computer network or the data of another user. All users are expected to immediately report any problems or vandalism of computer equipment to the administration, the technology coordinator or the instructor responsible for the equipment.

- Do not commit or attempt to commit any act that is intended to disrupt the operation of the District's computers or network or any network connected to the internet, including the use or attempted use or possession of computer viruses or worms or participation in hacking or other unlawful/inappropriate activities on-line. Users must report any security breaches or system misuse to the administration or technology coordinator. Do not demonstrate any security or other network problems to other users; give your password to another user for any reason; and/or use another individual's account. Do not attempt to log on to any device as a system administrator.

- Do 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. consuming internet bandwidth for personal use).

- Do not use the District's computers, network, and/or other technology resources or systems for any commercial or for profit purposes, personal or private business, product advertisement or political lobbying.

- Do not use the District's computers, network, internet, and/or other technology resources or systems to create, access, download, transmit, and/or disseminate any of the following: material which is in violation of any federal or state law, copyrighted material, obscene material, hate literature, material protected by trade secret, computer viruses and/or worms, offensive material, spam e-mails, any threatening or harassing materials, and/or any material that will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities. If a user encounters potentially inappropriate information, the user shall immediately terminate contact with such information and notify the technology coordinator or other appropriate personnel of the contact with inappropriate information.

- Do not plagiarize information accessed through the District's computer, network, 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, and/or the internet.

- All student use of the District network and/or internet system on personal cell phones or other personal digital devices used by students while on District property is subject to the provisions of this policy and other applicable District policies. Students may not use the District's network, internet, and/or technology resources or systems to share or post personal information about, or images of, any other student, staff member or employee without permission from that student, staff member or employee. If a student is found to have abused a personal cell phone or digital device in a manner that is not in accordance with the Acceptable Use Policy or any other applicable District policy, in addition to other disciplinary actions, the administrator may ban the students' use of any and all personal cell phone or digital devices while on District property.

To the extent practical, it shall be the responsibility of all members of the District staff to educate, supervise and monitor appropriate usage of the District's online computer network and access to the Internet in accordance with this policy and applicable laws.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Technology Coordinator or designated representatives.

Age-appropriate training for students who use the District's Internet facilities will be provided. The training provided will be designed to promote the District's commitment to:

   a. The standards and acceptable use of Internet services as set forth in the District's Internet Safety Policy;
   b. Student safety with regard to:
      i. safety on the Internet;
      ii. appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
      iii. cyberbullying awareness and response.
   c. Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the District's acceptable use policies.

Although reasonable efforts will be made to make sure students will be under supervision while on the District's network it is not possible to constantly monitor individual students and what they are accessing on the network. Some students may encounter information that may not be of educational value and/or may be inappropriate. If a student encounters such information, the student should terminate access to the information immediately and notify supervisory personnel or other appropriate personnel of what occurred. Students will be able to access the District's computers and

network, including use of the internet, through their teachers and/or appropriate supervisors. Individual electronic email addresses may be issued to students. E-mail usage must follow the same privacy, ethical, educational, legal, and other considerations observed regarding other forms of communication.

Parents will be required to either sign or electronically acknowledge a permission form to allow their students to access the District's computers, network, and the internet. Students and staff members will acknowledge they have read and understand the District's policies and regulations regarding appropriate use of the District's computers, network, and the internet, that they will comply with the policies and regulations, and that they understand the consequences for violation of the policy or regulations. Prior to publishing any student work and/or pictures on the internet, the District will obtain permission from the student's parents to do so.

The District has the right, but not the duty, to monitor any and all aspects of its computers, network, internet access, and/or other technology resources or systems without prior notice, including, but not limited to, monitoring sites students and staff visit on the internet, examining and copying computer files, and reviewing and copying e-mail. The administration and the technology coordinator shall have both the authority and right to examine all computer and internet activity including any logs, data, e-mail, storage disk or device and/or other computer related records of any user of the system. To the extent that any computer or telecommunications activities are regulated by state or federal law, the District will observe all regulations imposed upon it. If the District conducts an examination or inspection under the terms of this policy, there will be at least two individuals present at the time of the examination or inspection. No student or staff member shall have any expectation of privacy in any computers, network, internet access, and/or other technology resources or systems that are the property of the District.

The use of e-mail is limited to District and educational purposes only. Students and staff have no right to privacy in anything they create, store, send, disseminate or receive on the District's computers and network, including the internet.

No warranties, expressed or implied, are made by the District for the computer technology and internet access being provided. The District, including its officers and employees, will not be responsible for any damages including, but not limited to, the loss of data, delays, non-deliveries, misdeliveries or service interruptions caused by any reason, including but not limited to negligence or omission. Individual users are solely responsible for making backup copies of their data. The District also is not responsible for the accuracy of information obtained by a user's access to the internet. Any risk and/or damages resulting from information obtained from the District's computers, network, and/or internet access is assumed by and is the responsibility of the user. If any user gains access to a service via the internet which has a cost involved or otherwise incurs costs which are not authorized by the District, said costs will be the responsibility of the user.

Students, parents, and staff members may be asked from time to time to sign a new consent and/or acceptable use agreement to reflect changes and/or developments in the law or technology. When students, parents, and staff members are presented with new consent and/or acceptable use agreements to sign, these agreements must be signed for students and/or staff to continue to have access to and use of the District's computers, network, and the internet.

The interpretation, application, and modification of this agreement are within the sole discretion of the Charles City Community School District. Any questions or issues regarding this agreement should be directed to the Superintendent, any building principal or the technology coordinator. The Board of Directors will review and update this agreement as necessary.

CHARLES CITY COMMUNITY SCHOOL DISTRICT LAPTOP COMPUTER USE AGREEMENT

Please read this entire section carefully.

This agreement is made effective upon receipt of the Computer, between the Charles City Community School District ("CCCSD"), the student receiving a Computer ("Student"), and his/her parent(s) or legal guardian ("Parent"). The Student and Parent(s), in consideration of being provided with a computer, software, and related materials (the "Computer") for use while a student is attending Charles City Community School District, hereby agree as follows:

1. Equipment

1.1 Ownership:
CCCSD retains sole right of possession and ownership of the Computer and grants permission to the Student to use the Computer according to the guidelines set forth in this document. Moreover, Charles City Community School District administrative staff retains the right to collect and/or inspect the Computer at any time, including via electronic remote access; and to alter, add or delete installed software or hardware.

1.2 Equipment Provided:
Efforts are made to keep all Computer specifications and configurations the same for each grade level. All Computers that are allowed to travel outside the school district overnight will include a protective laptop case and charger. CCCSD will retain records of the serial numbers of provided equipment. Removal of bar codes or other identifying information is prohibited.

1.3 Substitution of Equipment:
In the event the Computer is inoperable, CCCSD has a limited number of spare Computers for use while the Computer is repaired or replaced. However, it cannot guarantee a loaner Computer will be available at all times. This agreement remains in effect for such a substitute. However, the substitute laptop will not travel home with the student. The Student may NOT opt to keep a broken Computer or to avoid using the Computer due to loss or damage. Please note that if the Student forgets to bring the Computer or power adapter to school, a substitute may not be provided.

1.4 Responsibility for Electronic Data:
The Student is solely responsible for any non-CCCSD installed software and for any data stored on the Computer. It is the sole responsibility of the Student to backup such data as necessary. CCCSD provides a means for backup along with directions but CCCSD does not accept responsibility for any such software.

1.5 Students Eligible for 1:1 Laptop Program:
Full-time Charles City Community School District students will be issued a Computer at the start of each school year. Alternative education students will have Computers provided within the alternative education classroom. Computers will be made available at the building administrators approval. Since the inception of this program students are not to bring their own personal laptops into the building. Students may bring hand-held computing devices (iPod, Nooks, PSP's, etc) and connect them to the school's public Guest network, as long as the devices are up-to-date, have the appropriate security applications in place, and are used for academic purposes.

2. Damage or Loss of Equipment

2.1 Technology Fee:
The Student and Parent may be held responsible for the cost of repairs and/or replacement of the computer due to accidental breakage and/or damage. A mandatory $30 technology textbook fee will be assessed for all students issued a laptop to partially cover the repair expenses the district encounters. Free and reduced waivers can be applied to this fee.

- A $50 co-pay per instance will be assessed if breakage and/or damage occurs to the laptop and the repair fee is $50 or more for which the Student and Parent will be held responsible. Any breakage and/or damage under the $50 value the Student and Parent will be held responsible for the full amount.
- The Student and Parent are responsible for the cost of all repairs and/or replacement due to intentional damage. The CCCSD reserves the right to determine whether the damage was accidental or intentional.
- 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 the Student loses the computer and/or any of the accessories during the school year, the Student and Parent is responsible for cost of the replacement.

2.2 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, the CCCSD reserves the right to charge the Student and Parent the full cost for repair and/or replacement of the Computer. Examples of instances in which Students and Parents may be charged include but are not limited to:

- Leaving equipment unattended and unlocked. This includes damage resulting from an unattended and unlocked Computer while at school.
- Lending equipment to others other than one's parents/guardians.
- Using equipment in an unsafe environment.
- Using the equipment in an unsafe manner.
- Intentionally causing damage to the equipment.

Repeated damage or neglect to a student's original computer or loaner computer may result in further discipline based on administrator's discretion.

Students must keep the Computer locked (i.e. locked in school locker, home or secure place where others do not have access) or attended (with the Student or within the Student's sight) at all times. Computers left in bags or backpacks or in unattended classrooms are considered unattended and may be confiscated by faculty or staff as a protection against theft. If confiscated, the Student will receive a warning before getting the Computer back. If the Computer is confiscated a second time, the Student may be required to get a Parent signature acknowledging financial responsibility before getting the Computer back. Unattended and unlocked equipment, if stolen – even at school – will be the Student's/Parent's responsibility.

2.3 Responsibility for Loss:
In the event the Computer is lost or stolen, the Student and Parent may be billed the full cost of replacement of the Computer pending investigation reports. Examples of instances in which Students and Parents may be charged include but are not limited to loss resulting from leaving equipment unattended and unlocked.

2.4 Actions Required in the Event of Damage or Loss:
Students and Parents must report any Computer damage or loss immediately to the Building Principal or Technology Department. If the Computer is stolen or vandalized while not at a Charles City Community School District sponsored event, the Parent shall file a police report.

2.5 Technical Support and Repair:
CCCSD does not guarantee "that the Computer will be operable", but will make technical support, maintenance and repair available during school hours. The school is NOT responsible for Offsite internet connections nor Technical Support related to Off-site internet connections.

3. Standards for Proper Computer Care

Laptops are intended for use each school day. In addition to teach expectations for laptop use, school messages, announcements, calendars, and schedules will be accessed using the laptop. Students must be responsible to bring their laptop to all classes, unless specifically advised not to do so by their teacher. Students are encouraged to take laptops home for educational use. Computer loss or damage resulting from failure to abide by the details below may result in full financial responsibility by the Student and Parent for replacement and/or repair of the Computer.

3.1 Your Responsibilities:
- Treat this equipment with as much care as if it were your own property.
- Bring the Computer to CCCSD during every school day.
  - *Laptop Checked at School* – If student chooses to check the laptop at school, it is the student's responsibility to get it to the school's designated charging location at the end of the school day during the posted times for laptop check-in and to pick it up the following morning before the school day during the posted times for laptop check-out.
  - *Laptop Left at Home* - If students leave their laptop at home, academic consequences similar to those applicable to forgotten or incomplete work will be enforced. Students will not be issued a loaner laptop for temporary use.
- Keep the Computer either secured (i.e., home or other secure place where others do not have access) or attended (with you or within your sight) at all times. Keep the Computer stored in a secure place (i.e., locked in the locker or other suitable place) when you cannot directly monitor it. For example, during athletic events, games, practices and trips, store the Computer in a secure place assigned by your coach/sponsor and arrange to return to school to retrieve it after the activity. Computers left in bags and backpacks, or in unattended classrooms are considered unattended and may be confiscated by school personnel as a protection against theft. Unattended and unlocked equipment, if stolen – even at school – will be your full financial responsibility. Disciplinary action may be taken for leaving your laptop in an unsupervised location.

- Avoid leaving the Computer in environments with excessively hot or cold temperatures.
- Do not use your laptop in the bathroom or other areas of high humidity.
- Avoid use in situations that are conducive to loss or damage. For example, never leave Computers in school vans, in the gym, in a locker room, on playing fields or in other areas where it could be damaged or stolen. In addition, avoid storing the Computer in a car because the excessive heat or cold could damage the computer. Also, a computer in a car is an easy target for theft.
- Do not let anyone else use the Computer. Loss or damage that occurs when anyone else is using your assigned Computer will be your full responsibility.
- Adhere to CCCSD School's Computer Use Agreement and Acceptable Use Agreement at all times and in all locations. When in doubt about acceptable use, ask the Librarian, Director of Technology, or building Principal.
- Back up your data. Never consider any electronic information safe when stored on only one device.
- Read and follow general maintenance alerts from school technology personnel.

3.2 How to Handle Problems:
- Promptly report any problems to the technology department.
- Don't force anything (e.g., connections, popped- off keys, etc). Seek help instead.
- When in doubt, ask for help.
- Loaner laptops may be issued to students when they leave their laptops for repair at the designated technology repair center. Loaner laptops are not assigned to students therefore they must be returned to the library at the end of each school day.
- Students who forget their computers at home may not be issued a loaner for the day.

3.3 General Care:
- Do not attempt to remove or change the physical structure of the Computer, including the keys, screen cover or plastic casing. Doing so will void the warranty, and you will be responsible for 100 percent of the repair or replacement cost.
- Do not remove or interfere with the serial number or any identification placed on the Computer.
- Do not do anything to the Computer that will permanently alter it in any way.
- Keep the equipment clean. For example, don't eat or drink while using the Computer.

3.4 Carrying the Computer:
- Always completely close the lid and wait for the Computer to enter Sleep mode before moving it from class-to-class, even for short distances. Movement while the Computer is on can result in permanent damage to the hard drive and therefore the loss of all data. Before leaving school or when done with your computer for the night you should close all applications and shutdown your system. Closing the lid does not shut down your laptop.
- Always store the Computer in the laptop bag provided or in another certified laptop case. Note: do not store anything (e.g., cords, papers or disks) in the area within the laptop case designed for the Computer other than the Computer itself as this may damage the screen. We recommend that you carry the Computer bag separately from your normal school pack. The laptop case was chosen expressly for this purpose. Do not over stuff your Computer bag; extreme pressure on the Computer can cause permanent damage to the screen and other

components. Do not grab and squeeze the Computer, as this can damage the screen and other components.

3.5 Screen Care:
The Computer screen can be easily damaged if proper care is not taken. Broken screens are NOT covered by warranty. Screens are particularly sensitive to damage from excessive pressure.
- Do not touch the Computer screen with your finger, pen, pencil, etc.
- Clean the screen with a soft, dry anti‐static cloth or with a screen cleaner designed specifically for LCD type screens or bring your laptop to the library for cleaning.
- Never leave any object on the keyboard. Pens or pencils left on the keyboard are guaranteed to crack the screen when the lid is closed.

3.6 Battery Life and Charging:
- Avoid using the charger in any situation where you or another is likely to trip over the cord. Don't let the battery completely drain. Immediately shutdown if you are unable to connect to the charger.
- Close the lid of the Computer when it is not in use, in order to save battery life and protect the screen. Adjusting the brightness levels of your screen will also help with preserving battery life.
- Laptops must be brought to school each day in a fully charged condition; if left at school overnight, there will be designated spots in each school provided for overnight charging. Failure to act responsibly with regard to ensuring battery charge will result in academic consequences similar to those applicable to forgotten or incomplete work; students will not be issued a loaner laptop for temporary use. In cases where required school use of the laptop has caused batteries to become discharged during the school day, students may be able to connect their computers to a power outlet in class.
- The most common cause for excessive battery drain is playing games, watching videos, listening to music, and charging other devices via the laptop.
- It is recommended that students leave their chargers at home.

3.7 Personal Health and Safety:
- Avoid extended use of the Computer resting directly on your lap. The bottom of the Computer can generate significant heat and therefore cause temporary or permanent injury. Use a barrier—such as a book or devices made specifically for this purpose— when working on your lap. Also, avoid lap-based computing while connected to the power adapter as this will significantly increase heat production.
- Avoid lengthy use involving repetitive tasks (such as typing and use of the track-pad). Take frequent breaks as well as alter your physical position (typing while standing, sitting, leaning, etc.) to minimize discomfort. If possible, set up a workstation at home with an external keyboard and mouse that allows you to situate the screen at eye-level and keyboard at lap-level.

4. Legal and Ethical Computer Use and Conduct

4.1 Primary Goal of Technology
The primary goal of CCCSD's available technology is to enrich the learning that takes place in and out of classrooms. In particular, technology offers opportunities for exploration and analysis of academic

subjects in ways that traditional instruction cannot replicate. However, certain legal and ethical restrictions apply to the use of this technology. Also, the limited supply of both hardware and software requires us to set priorities for use. Academic work for courses always takes priority over any other use of the computer equipment. Library and Media Lab equipment are reserved exclusively for academic use. In addition to the CCCSD Acceptable Use Agreement, the use of the Computers are subject to the following provisions.
All aspects of CCCSD Computer Use Agreement and Acceptable Use Agreement remain in effect.

4.2 Monitoring:
CCCSD will monitor computer use using a variety of methods – including electronic remote access – to assure compliance with CCCSD's Legal and Ethical Use Policies. The Computers are the property of the CCCSD and no student shall have any expectation of privacy in any materials contained therein.

The following is a list of rules and guidelines which govern the use of CCCSD computers and network resources. Network Resources refers to all aspects of CCCSD's owned or leased equipment, including computers, printers, scanners and other peripherals, as well as email, Internet services, servers, network files and folders, and all other technology- related equipment and services. These rules apply to any use of CCCSD's network resources whether this access occurs while on or off campus.

Students may not use network resources:
- to create, send, access or download material which is abusive, hateful, bullying, harassing, discriminatory, or sexually explicit;
- to excessively download, stream or listen to Internet- based music, video and large image files not required for school work, as this slows the performance of the network for all users. The school will monitor the network for violations;
- to alter, add or delete any files that affect the configuration of a school computer;
- to conduct any commercial business;
- to conduct any illegal activity (this includes adhering to copyright laws);
- to access the data or account of another user (altering files of another user is considered vandalism);
- to install any unauthorized software onto CCCSD computers;
- to copy CCCSD school software (copying school owned software programs is considered theft).

In addition, students may not:
- give out their home address or phone number to anyone on the Internet (this protects users from becoming potential victims of those with criminal intent) unless you have office permission, for example, filling out college applications and scholarship forms;
- give password(s) to anyone. If you suspect that someone else knows your password, you should contact the Directory of Technology immediately and request a password change.
- post anonymous messages;
- forward email commonly known as ─SPAM, Unsolicited Commercial Email (UCE), or ─junk email.

4.3 File-sharing and File-sharing Programs:

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 may not be used to facilitate the illegal sharing of copyrighted material (music, video and images). Examples of such programs include but are not limited to the following: BitTorrent, Limewire, Kazaa, and Acquisition. Individuals with legitimate, school- related needs to use these tools must seek prior approval from the Technology Department or School Administrator.

4.4 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 fonts, and other system enhancements). All customizations of Computers need to be school appropriate.
- All applications and programs downloaded for classroom use need to be school appropriate.

4.5 Student Email
- When using email for school, students are expected to follow email etiquette.
- Students are expected to use appropriate language in accordance with CCCSD policies. Profanity, vulgarity, obscenity, ethnic or racial slurs and any other discriminatory, harassing, inflammatory or abusive language is prohibited.
- Proliferation of jokes, stories, etc. that have no educational value is prohibited.
- Illegal activities are strictly forbidden. Messages related to or in support of illegal activities may be reported to the authorities.
- Students should not reveal personal information of themselves or other students and teachers.
- Email is not private. Student email will be restricted to education purposes directed by the teacher.
- All communications and information accessible via the District's equipment and network are property of Charles City Community School District and may be subject to public information requests.

4.6 Discipline:
Any student who violates these rules or other applicable CCCSD policies will be subject to disciplinary action. Consequences may include:
- Verbal reprimand
- Communication to home
- Detention
- In-school suspension
- Out of school suspension
- Expulsion
- User account to technology services restricted in part or completely revoked
- Restitution for costs associated with repair/replacement of equipment, system restoration, hardware, software, etc.
- Loss of class credit
- Permanent removal from class and/or assigned an alternative class
- Alternate education assignment
- For violations that also constitute a violation of the law, referral to law enforcement

- Serious or repeated violations will result in the student's use of technology restricted and/or revoked.

4.7 Legal Issues and Jurisdiction:

Because CCCSD owns and operates the equipment and software that compose its network resources, it will take steps to insure that all of its facilities are being used legally. Hence any illegal use of network resources is strictly prohibited. All content created, sent, accessed or downloaded using any part of CCCSD's network resources is subject to the rules stated in this and other applicable CCCSD policies. School administration monitors the network and may find it necessary to investigate electronic incidents even if they happen after hours and outside of school. As the owner of the network resources, including but not limited to the equipment and email system, the CCCSD reserves the right, at its discretion, to access, to open, to examine, to restrict, to modify, and/or to delete electronic files that violate this Computer Use Agreement, the Acceptable Use Agreement, and/or any other applicable CCCSD policies or rules.

4.8 Disclaimer:

The CCCSD does not have control of the information on the Internet or incoming email to account holders accessing the full range of information available. Sites accessible via the Internet may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal or otherwise inconsistent with the mission of CCCSD. While CCCSD's intent is to make Internet access available for educational goals and objectives, account holders using the CCCSD's network resources to access the Internet may have the ability to access other materials as well. The CCCSD expects students to obey the Computer Use Agreement, the Acceptable Use Agreement, and/or any other applicable CCCSD policies or rules when using the CCCSD's network resources to access the Internet. Students found in violation of the policies or other rules will be subject to discipline. In addition, CCCSD account holders take full responsibility for their access to CCCSD's network resources and the Internet.

Charles City Community School District
Computer Loan Agreement

__Student Responsibilities__

The Chromebook laptop, software, and related items being loaned to you by the Charles City Community School District are important learning tools and are for educational purposes only. In order to take your Chromebook home each day, you must be willing to accept the following responsibilities. Please check the box next to each responsibility to acknowledge your understanding:

☐ When using the Chromebook at home, at school, and anywhere else I may take it, I will follow the policies of Charles City Community School District, and abide by all local, state, and federal laws.

☐ I will treat the Chromebook with care by not dropping it, getting it wet, leaving it outdoors, leaving it in a car in extreme weather conditions, or using it with food or drink nearby.

☐ I will not lend the Chromebook to anyone, not even my friends or siblings; it will stay in my possession at all times.

☐ I will not load any unauthorized software on the Chromebook.

☐ I will not remove programs or files from the Chromebook.

☐ I understand that the Chromebook is running through the District's filtering system at all times and I will be held accountable for all activity reported to the Technology Coordinator regardless of my location at the time of any inappropriate activity.

☐ I will not give personal information when using the Chromebook, unless I am otherwise specifically authorized by the Charles City Community School District to do so.

☐ I will bring the fully charged Chromebook to school everyday.

☐ I agree that email (or any other computer communication) should be used only for appropriate, legitimate, and responsible communication as outlined by Charles City Community School District policies.

☐ I will keep all accounts and passwords assigned to me secure, and will not share these with any other students.

☐ I will not attempt to repair the Chromebook.

☐ I will immediately return the Chromebook when requested and upon my withdrawal from Charles City Community School District.

☐ I will place the Chromebook in its protective bag and zip the bag shut when not in use and when it is being moved.

☐ I will place my Chromebook in a secure location when not in use (locked up when possible).

I hereby accept responsibility for, and agree that my use of the Chromebook is subject to, all policies and procedures and other provisions in the Charles City Community School District 1:1 Handbook, which is incorporated by reference herein, and I further agree to use and take care of my Chromebook according to the stated guidelines.

Student Name (Print) _____

Student Signature _____ Date _____

Parent Responsibilities

Your son/daughter has been assigned a Chromebook computer, software, and related items by the Charles City Community School District to improve and personalize his/her education this year. It is essential that the following responsibilities be met to ensure the safe, efficient, legal, and ethical operation of this computer: Please check the box next to each responsibility to acknowledge your understanding:

☐ I will supervise my son's/daughter's use of the Chromebook at home.

☐ I will discuss the District's policies and expectations regarding the use of the Chromebook and Internet and email at home.

☐ I will not attempt to repair the Chromebook, nor will I attempt to clean it with anything other than a soft, dry cloth.

☐ I will report to the school any problems with the Chromebook.

☐ I will not load or delete software from the Chromebook.

☐ I will make sure that my son/daughter recharges the Chromebook battery nightly.

☐ I will make sure my son/daughter brings the Chromebook to school everyday.

☐ I understand that if my son/daughter comes to school without his/her computer, that he/she may not be able to participate in the classroom activities and his/her grade could be affected.

☐ I agree to make sure that the Chromebook is immediately returned to the school when requested and upon my son's/daughter's withdrawal from Charles City Community School District.

☐ I understand that if my child damages the assigned Chromebook and checks out a loaner from the school while repairs are completed, that loaner will be returned to the designated location in the school during posted times at the end of each school day.

I reviewed the Charles City Community School District 1:1 Handbook, which is incorporated by reference herein, with my child and acknowledge that I am familiar with the stated care and usage guidelines and responsibilities, and I hereby accept responsibility for, and agree that my child's use of the Chromebook is subject to, all policies and procedures and other provisions in said Handbook. I have checked the appropriate boxes in the section below indicating whether my child is allowed to take the computer home after school.

You must answer YES or NO to the question listed below:

☐ YES. My child has my permission to take the assigned Chromebook home after the school day ends and we will abide by the listed guidelines and responsibilities.

☐ NO. My child must check in the Chromebook to the school's designated location at the end of every school day to be locked up and fully charged and my child will pick it back up before the next school day begins.

Parent Name (Printed) _____

Parent Signature _____   Date _____.