

## **1:1 DEVICE POLICY**

The Schodack Central School District may provide access to 1:1 Devices (for example, Chromebooks) for students at some or all from grades 7 through 12. The District administration has created accompanying regulations that provide specific guidelines and information about the required use and limitations that the school imposes on use of these resources for all students assigned a 1:1 Device by the District.

In addition to this policy, the use of any district-owned hardware or software requires students to abide by the Acceptable Student Use And Internet Safety Policy, Board Policy 6-400, and the Student Code of Conduct. Additional rules may be added as necessary to the accompanying regulation.

1<sup>st</sup> reading 6/16/16

2<sup>nd</sup> reading & adoption 8/11/16

### **TERMS OF STUDENT REQUIRED USE, INTERNET AND 1:1 DEVICE SAFETY**

Students issued a District-owned 1:1 device (ie. Chromebook) are required to adhere to these guidelines for required use, internet use and 1:1 device use at both home and school for the entire time they are entrusted with the care and use of the device. Specifically, students:

1. Will use appropriate language in all communications avoiding profanity, obscenity, and offensive or inflammatory speech. Cyberbullying, such as personal attacks/or threats on/against anyone made while using district-owned technology to access the Internet or local school network, is to be reported to responsible school personnel. Rules of "netiquette" and good digital citizenship should be followed, conducting oneself in a responsible, ethical, and polite manner.
2. Will make available for inspection by an administrator or teacher upon request any messages or files sent or received at any Internet location. Files stored and information accessed, downloaded, or transferred on district-owned technology are not private.
3. Will follow copyright laws and should only download/import music or other files to a district-owned technology that he/she is authorized or legally permitted to reproduce or for which he/she has the copyright.
4. Will never reveal identifying information, files, or communications to others through email or post to the Internet.
5. Will not attempt access to networks and other technologies beyond the point of authorized access. This includes attempts to use another person's account and/or password.
6. Will not share passwords or attempt to discover passwords. Sharing a password could cause the primary user to become liable if problems arise with its use and be subject to disciplinary action.
7. Will not download and/or install any potentially harmful programs, files or games from the Internet or other sources onto any district owned technology. This includes the intentional introduction of computer viruses or other malicious software.
8. Will not tamper with district owned computer hardware or software, engage in unauthorized entry into computer, vandalize or destroy the computer or computer files. Damage to computers many result in disciplinary action. Report any and all damage or loss of device immediately to the school administrator.
9. Will not attempt to override, bypass or otherwise change the Internet filtering software or other network configurations.
10. Will not bring the 1:1 Device nor any other type of electronic device into a classroom or any other location where a NY State assessment is being administered without permission of Maple Hill Administration.
11. Will use district owned technology for school-related purposes only during the instructional day, at home or elsewhere, while refraining from use related to commercial, political or other private purposes.

12. Will not make use of materials or attempt to locate 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. The criteria for acceptability is demonstrated in the types of material made available to students by administrators, teachers, and the school media center. Specifically, all district owned technologies should be free at all times of any pornographic, obscene, graphically violent, or vulgar images, sounds, music, language video or other materials.
13. Will keep the device secure and damage free.
14. Will not loan your device, charger, cords or district e-mail and password to anyone.
15. Will not leave your device in vehicles, unattended, or eat or drink in close proximity to it.
16. Will not stack objects on the device or leave near water or place on the floor.
17. Will clearly label the device, power cords and charger with student name.
18. Will bring the device to school fully charged and in good working order each day.
19. Will report immediately to a school official any damage to or loss of their device.

By signing below, you are in agreement to abide by the conditions listed within this regulation and assume responsibility for the care and proper use of Schodack owned technology specifically the 1:1 device, including personally backing up data. Schodack is not responsible for any loss resulting from delays, non-deliveries, missed deliveries, lost data or service interruptions caused by user error, omissions or reasons beyond the District's control. Information obtained via the Internet or other resources using District owned technology is not guaranteed as to its accuracy or quality. In addition, inappropriate or misuse of the device may result in the device being restricted to use by the student during the school day at the discretion of Administration.

As a student my signature indicates I have read or had explained to me and understand both the Required Use policy #6-401 and regulation #6-401R for 1:1 Devices (ie. Chromebook) and accept responsibility for abiding by the terms and conditions outlined and using this resource for educational purposes. I understand that should I fail to honor all the terms of this regulation, further internet and other electronic media accessibility may be denied. Furthermore I may be subject to disciplinary action outlined in the Schodack Student Code of Conduct and, if applicable, my device may be recalled.

Student Name (please print): \_\_\_\_\_

Student signature: \_\_\_\_\_

Date: \_\_\_\_\_

As the parent/guardian of above student, my signature indicates I have read and understand both the required use policy and regulation for 1:1 Devices (ie. Chromebook) and give my permission for my child to have access to the District- owned electronic device.

Parent/Guardian (please print): \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_

Date: \_\_\_\_\_