

## **Encore Jr. / Sr. High School Student Technology Acceptable Use Policy**

Recognizing the value of computer and tablet technology to enhance student development, the Encore Jr/Sr High School is excited about integrating technology further into the classroom setting. The high school has implemented a 1:1 computing environment using a device in each student's possession. Encore provided devices are not intended to be loaned to others, nor will be used in any way that would violate this "Student Acceptable Use Policy." This agreement relates to students' use of computer equipment supplied by Encore Jr/Sr High School, and personally provided devices, at school and at home. It also covers the use of cloud-based classroom curriculum.

Any devices, technology or property provided by Encore High School is and remains the device, technology, or property of Encore High School. Said property shall be surrendered upon demand in the same condition as issued less any normal wear.

In conjunction with new technology, the school will be creating accounts in systems such as Google Apps for Education, CyberHigh, Edgenuity and other online classroom aides for the purposes of furthering educational opportunities. Students will be assigned a unique username and password for these systems. These systems will be managed by the school's filters to ensure the privacy and safety of students. At any time, school staff may choose to inspect any student device for compliance with school policies.

It is the policy of the school to maintain a technological environment that promotes ethical and responsible behavior in all online network activities. Use of technology resources in a disruptive, inappropriate, or illegal manner undermines the school objectives and will not be tolerated. Students who accidentally access unacceptable material shall immediately notify appropriate school personnel (teacher, counselor, or any administrator). This disclosure may serve as a defense against allegations that the user has intentionally violated this policy.

This policy applies to all devices used on school premises. Whether laptop, Chromebook, tablet or phone. Encore issued devices and personal devices carry the same responsibilities, conditions and restrictions. While personally provided devices carry additional responsibilities, conditions, and restrictions.

To use personally provided devices the Student Technology Acceptable Use Policy Agreement (Personal Devices) must be completed in addition to Student and Parent/Guardian agreements.

### **Unacceptable use of technology includes, but is not limited to:**

1. Allowing another person to use your user ID/password to gain access to any school system, including your own.
2. Sending, displaying, or storing inappropriate content on any school device, in any location (or other device on school premises), such as: offensive messages or pictures, sexting, possession of sexually explicit, vulgar, or violent material.
3. Threatening, harassing, insulting, or attacking others. (cyberbullying)
4. Violating copyright laws. (Includes, but is not limited to movies, music, photos, books)
5. Releasing personal information or false information about another person or you including, but not limited to: name, address, phone number, email address, social security number, account number, passwords, and other items used for identification
6. Damaging computers, computer systems, or computer networks.
7. Trespassing in another user's folders, work, files, or decrypting or attempting to decrypt system or user passwords.
8. Employing the network for commercial purposes, privately purchasing, selling, advertising, or exchanging any goods or services in commerce. Or political purposes for advocating personal, political, philosophical, or religious points of view.
9. Crashing, attempting to crash network systems (school or other), or willful introduction of computer "viruses/malware" or other disruptive/destructive programs into the school network or into external networks
10. Using the network for any purpose or activity that is prohibited by federal, state, local laws, rules or

regulations

11. Attempting to join or joining unauthorized non-school owned / managed equipment to the school network
12. Intentionally peeling off the serial number barcode or any other school placed barcode.
13. Intentionally obscuring or making unreadable any manufacturer placed identifiers.

Any faculty or staff member may moderate restrictions on student use, such as the amount of time online, sites visited or time frames of permitted use.

Students will be expected to treat school issued devices with respect and care. Students will keep issued devices inside their cases, in the instances in which cases are provided by the school. Students will be expected to ensure the serial number and barcode labels are securely attached to any school issued device. If a student willfully damages or loses a school owned device, restitution will be paid. If restitution is not paid, the student will have technology privileges removed. Encore High School does not offer insurance on Encore issued devices. However, insurance is available through Worth Ave. Group. On the web at:

**<https://www.worthavegroup.com/portal/encorehighschoolca>**

This link pre-populates the form with our Chromebook information, so parents don't have to find the correct Chromebook and valuation. Select the deductible desired and term of coverage. Annual policy runs about \$50 per year.

In addition to understood concepts of expected conduct described in this document, I agree to the following behavioral norms in technology use:

1. I agree to take part in mandatory Internet Safety Training.
2. I agree to care for and protect all school technology devices in my possession.
3. I agree to share any school related logins and passwords with my parent(s) or legal guardian and understand that these accounts are not private from administrators or parent supervision and monitoring.
4. I agree to share my school related passwords only with my parent(s) / legal guardian and requesting school administrators and not with others, understanding that activity done on such accounts will be tied to my identity.
5. I agree to secure any school technology device assigned to me when not in use or when not in my possession.
6. I agree to immediately report any damages or vandalism to the device, protective case, or bag to the Technology Help Desk, whether caused by myself or another party
7. I agree to report any loss of the device, bag, or other parts to both the Technology Help Desk and Law Enforcement.
8. The device must be handled and stored in a way appropriate for electronic equipment, and the maintenance and care guidelines provided with the laptop must be followed.
9. I will not access or store any information, files or software that do not meet high ethical standards as stated in the Student Acceptable Use Policy.
10. I will respect the copyright of software, music, images, text, movies, etc., by not making unauthorized copies of copyrighted material or loading unauthorized copies of copyrighted material onto my device.
11. I will bring my device to school every day charged along with its power cord.
12. I am responsible for the software and content on my device and understand that it is my responsibility to make backups.
13. I understand storage capacity on Chromebooks is limited and I will use the Google Drive associated with my Encore issued account or an external USB drive whenever possible.

14. I will use the device on a flat, stable surface.
15. I will not mark the laptop in any way with markers, stickers, etc.
16. I will not eat or drink near the laptop.
17. I will not rest pencils/pens, headphones, or other items on the keyboard. Accidentally closing the device with items on the keyboard could damage the screen.

Students who are found to have violated this policy will be subject to the following consequences, depending on factors such as:

Age of student(s), degree of harm, severity of behavior, number of incidences, etc.

These consequences are:

Restricted or loss of privileges, after school detention, conference with teacher/counselor/principal, parents contacted, in school or out-of-school suspension, and possible contact with law enforcement.

The school will enact measures to filter and/or block offensive material harmful to children. No filtering system is 100% effective. Therefore, supervision and user responsibility will continue to be vital concerning student online safety.

### **No Right or Expectation of Privacy in Using Equipment in School.**

Use of school provided technology is a privilege, and as such, there should be no expectation of privacy on the part of the student pertaining to the contents of personal files. The school will maintain control over materials on the system or contained in files on the system.

School equipment includes, but is not limited to, Chromebooks, laptops, iPads, workstations, mobile labs, and related peripheral equipment. Users have no right to, nor should they have any expectation of privacy while using any school owned device. To the extent that users wish that their private activities remain private, they should avoid using school equipment for personal reasons.

By using school equipment, users imply their consent to disclosing the contents of any files, documents, or information maintained or passed through school equipment. By using school equipment, consent to monitoring and recording is implied, with or without cause, including, but not limited to, access to the Internet and using e-mail.

**Encore Jr. / Sr. High School Student Technology Acceptable Use Policy Agreement**

**Student ID# \_\_\_\_\_ (If unknown, please check with the office.)**

**Student Name \_\_\_\_\_ (Please Print)**

**Technology Usage Agreement – Student**

I understand that my use of the school's technology is not private and that the school may monitor my use of school technology including, but not limited to, accessing browser logs, Email logs, and any other history of use. I consent to school interception of, or access to, all communication I send and received or store using the school's Technology Resources, pursuant to state and Federal law, even if the school's Technology Resources are accessed remotely.

I understand the conditions of the Student Technology Acceptable Use Policy apply to both Encore provide devices and personally provided devices.

The proper use of the Encore High School network, the Internet and educational value to be gained from proper use of these is the joint responsibility of students, parents and employees of the school. Each student must have a signed AUP on file with the school in order to use any type of school technology device (laptops, tablets, desktop computers, etc.)

Use of the school system is at the user's own risk. The system is provided on an "as is, as available" basis. The school will not be responsible for any damage users may suffer, including but not limited to, loss, damage or unavailability, of data stored on the school media, delays or changes in, or interruptions of, service, information or materials. The school is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school system. The school will not be responsible for financial obligations arising through unauthorized use of the school system or the Internet.

I have read, or had read to me, and a copy provided to me of the Encore Junior / Senior High School student technology acceptable use policy, and I agree to abide by their provisions. I understand that violation of these provisions may result in disciplinary action taken against me, including but not limited to, suspension or revocation of my access to school technology and suspension or expulsion from school.

**My signature below indicates my acceptance of these policies.**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Technology Usage Agreement – Parent / Guardian**

As the parent or legal guardian of the student named above, I have read the Encore Jr/Sr High School Student Technology Acceptable Use Policy. I understand that violation of these provisions may result in disciplinary action taken against my child, ward or child within my care, including but not limited to suspension or revocation of my child's or ward's access to school technology, and suspension or expulsion from school.

I understand that my child's or ward's technology usage is not private and that the school may monitor my child's or ward's use of school technology, including, but not limited to, accessing browser logs, email logs, and any other history of use. I consent to school interception of, or access to, all communications sent, received, or stored by my child or ward using the school's technology resources, pursuant to state and federal law, even if the school's technology resources are accessed remotely.

I recognize it is impossible to restrict access to all controversial materials, and I will not hold the school, its employees, or its agents responsible for materials acquired on the Internet. I accept responsibility for guidance of Internet use - setting and conveying standards for my child to follow when selecting, sharing, or exploring information and media.

I agree to be responsible for any unauthorized costs arising from my child's, ward's, or child within my care's use of the school's technology resources. I agree to be responsible for any damages incurred by my child, ward, or child within my care.

I understand that any device owned by the Encore Jr/Sr High School is to be used for the sole purpose of education and only to be used by the above signed student. This student is the only authorized user of his or her assigned device

I understand the conditions of the Student Technology Acceptable Use Policy apply to both Encore provided devices and personally provided devices.

**My signature below indicates my acceptance of these policies.**

Parent / Guardian Name \_\_\_\_\_ (Print) Parent / Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_