Central Community School District Student Laptop Computer Program Policy Handbook

2012-2013

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The Vision for Teaching and Learning in the Central Community School District

The 1:1 laptop initiative gives students the tools to have instant access to the world of information and also to become producers rather than just consumers of information that is available through the use of technology. The goal of the initiative is to provide each 4th-12th grader in the district access to a computer daily, and more technology opportunities to all students.

Apple describes it in this way, "Students become pilots of their learning not just passengers along for the ride." Research shows that the 1:1 initiative "levels the playing field" for all students, regardless of any families' economic situation.

The Central Community School District (CCSD) is taking an aggressive initiative to transform teaching and learning within the district. The 1:1 laptop initiative allows several things to occur for the benefit of student learning, some of these include the following:

- Promoting student engagement and enthusiasm for learning.
- Encouraging collaboration among students, teachers, parents, community members, and people throughout the nation and world through interactive capabilities and opportunities.
- Reducing the use of worksheets and workbooks.
- Guiding students in their learning and production of knowledge.
- Allowing students access to information, along with an opportunity to connect it to their learning in a meaningful manner.

Equipment

Ownership

- CCSD retains sole right of possession of the Computer (Apple MacBook, 13") and grants permission to the Student to use the Computer according to the guidelines set forth in this document. Moreover, Central 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.

Equipment Provided

- Efforts are made to keep all laptops configurations the same. All Computers include a DVD/CD-RW, ample RAM and hard-disk space, a protective laptop case, software, and other miscellaneous items. CCSD will retain records of the serial numbers of provided equipment.

Responsibility for Electronic Data

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

PART ONE: COMPUTER USE AND CONDUCT POLICY

The primary goal of the Central Community School District'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. Academic work for courses always takes priority over any other use of the computer and other media center equipment.

The following is a list of rules and guidelines that govern the use of the Central Community School District's computers and network resources.

Network Resources in this document 0refers to all aspects of the school'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 the school's network resources whether this access occurs while on or off campus.

Students will:

- Access the system for educational purposes during school hours, (this includes the use of networked printers in the building).
- Use appropriate language and be respectful of others. This includes no cyberbullying.
- Observe and respect license and copyright agreements.
- Keep passwords and personal information confidential (Student names, telephone numbers, and addresses should not be revealed over the system).
- Return the laptops to the CCSD Media Center at the end of the school year for system updates and re-imaging of the laptop.

Students may not use network resources:

- To create, send, share, access or download material, which is abusive, hateful, threatening, harassing or sexually explicit;
- To download, stream or listen to Internet-based music, video and large image files not for school work, as this slows the performance of the network for all users. The school will monitor the network for violations. This does not include iTunes;
- To send file attachments through the school's email system that are greater than 25MB in size (the transfer process can hinder network speed and access to others. If you need to transfer large files, please contact the Media Center to make special arrangements.
- To alter, add or delete any files that affect the configuration of a school computer other than the laptop assigned for personal use;
- To conduct any commercial business that is not directly related to a class, i.e. Entrepreneurship class;
- 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 software onto CCSD computers; or,
- To copy CCSD school software (copying school owned software programs is considered theft).

In addition, students may not:

- Bring in their own laptops from home to use at school.
- Attempt to change any CCSD network or server configuration or the configuration of the laptop.
- 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).
- Ever use any option that "remembers" your password. The easiest way to breach security is to allow someone else to use your login account. Anyone who has access to your account, even for a few minutes, has access to your email, your local data, your server account, and any website to which you saved your password.
- Give password(s) to anyone.
- Video tape staff or students without their consent or knowledge, this includes:
    - webcams
    - laptops
    - cameras
    - cell phones
    - or any other digital devices.
- Post anonymous messages.
- Use school issued email accounts for personal use.
- Forward email commonly known as "SPAM," Unsolicited Commercial Email (UCE), or "junk email."
- I.M.(instant message) or chat during class unless relative to academic related expectations.

Discipline

Any student who violates the rules and expectations relative to this Handbook and technology use will be subject to disciplinary action. Consequence may vary from a letter (or a phone call) home to detentions or suspensions depending on the violation or degree of computer misuse. Students who violate the rules may also have their hard drives restored to the original settings. Serious violations will result in the students' use of technology restricted and/or revoked. Students and parents should reference the Central Community School MS/HS Handbook, "Behavior Guidelines" section for additional information on student discipline.

Specially, misuse of the computer equipment or network may result in one or more of the following consequences depending on the severity of the infraction.

- **Written warning documented in the student information system**
- **Three week suspension of network/Internet privileges**
- **Nine week suspension of network/Internet privileges**
- **Suspension of network/Internet privileges for the remainder of the school year**
- **Expulsion from school**
- **Involvement of local law enforcement**

Internet Privileges:

At each mid-term, quarter, and semester grading period student grades will be evaluated to determine Internet privileges. Students earning an "F" for the term in one or more courses will enter a restricted Internet list for the remainder of the current term. The student will still be able to use technology and their laptop, but during this time, the student's computer will only have access to teacher-approved websites and content. This list will include school and home use. Only the instructor may request that the technology office add a particular website to a particular student's approved list. At the next grading period, student grades will be reevaluated – passing all courses will allow the student to leave the restricted list, and failing the same course or a new course will result in continued participation on the list for the remainder of the next term.

DISCLAIMER

The Central Community School District (CCSD) is and will continue to do everything possible to keep students safe when using technology. However, the CCSD does not have control of the information on the Internet or incoming email, nor does it provide any technical barriers 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 the Central Community School District. While the Central Community School District's intent is to make Internet access available for educational goals and objectives, account holders will have the ability to access other materials as well. The Central Community School District expects students to use technology appropriately and follow all policies when using the Internet. Students found in violation of the policy will be disciplined.

In addition, Central Community School District account holders take full responsibility for their access to the district's network resources and the Internet. Specifically, the Central Community School District makes no warranties with respect to school network resources nor does it take responsibility for:

1. The content of any advice or information received by an account holder.
2. The costs, liability or damages incurred as a result of access to school network resources or the Internet. Any consequences of service interruptions.

PART TWO: LAPTOP USE AND POLICIES FOR STUDENTS

1. Computer Damages and Care

<u>Computer Damages</u>

- If a computer is damaged, the school must be notified immediately. If a student damages a computer due to negligence, the student/student's family is responsible for paying repair costs according to the "Cooperative Loss Program" scale below.
- CCSD reserves the right to charge the Student and Parent the full cost for repair or replacement when damage occurs due to gross negligence as determined by administration. Examples of gross negligence include, but are not limited to:
    1. Leaving equipment unattended and unlocked. This includes damage or loss resulting from an unattended and unlocked laptop while at school.
    2. Lending equipment to others other than one's parents/guardians.
    3. Using equipment in an unsafe environment.
    4. Using the equipment in an unsafe manner.
- A student who does not have a computer due to a computer being damaged accidentally will be allowed to use a computer from school. These computers are called "Hot Swaps" and will be available for students to use during the time of repair.
- A student who does not have a computer due to a computer being damaged intentionally may be allowed to use a "Hot Swap," only if there is one available and if the damage makes the machine unusable. The student will not be allowed to take the computer home. Other options for use in this situation would include access to a school machine, during school hours.
- If the laptop charger is damaged or lost, the student is responsible for replacing it.

<u>Cooperative Loss Program</u>

- In the event of damage to the computer not covered by the warranty and *within the student's control*, the student and parent will be billed a fee according to the following schedule:
    - First Incident – Up to $150
    - Second Incident – Up to $250
    - Third Incident and all Future Incidents – Up to the full cost of repair or replacement
- The administration has the authority to waive the first incident deductible charge if the cause of damage is judged to be beyond the student's control and is viewed as an accident.

2. Student Use in Classrooms

- Students will be required to take their computer to each class each day, unless told differently by the teacher for that specific day.
- When the computer is not being used in class it is to be closed or at a 45 degree angle.

3. Student Access to Internet

- At school, students will have access to the Internet through the school server. When not at school students can access the Internet if they have Internet access available to them in their home or other locations. The school's security system will also be in place when students access the Internet outside of the school. Therefore, sites that are "blocked" at school will also be "blocked" in other locations where students access the Internet.
- Students are allowed 24/7 computer access, and parents should monitor their student's time and activities on the computer.

4. Appropriate Use in Education

- Students will have ethical and appropriate use of technology lessons presented to them prior to issuance of a laptop. It is important that students are aware of appropriate use of technology for their own protection, security and in order to effectively use technology in the 21st Century.

- Topics covered in these learning sessions will include information on cyber bullying, inappropriate web sites, online safety, plagiarism, and misuse of the equipment.

5. Students Access & Monitoring

- Ultimately the computer is the property of the school, and the school has the right to determine what is appropriate and to search the computer if necessary at any time.
- The district's filter allows the district to block websites which are inappropriate for students whether they are accessing the web via the district wireless network or if they are connected to the Internet at other locations. This software also allows for screen monitoring, which makes it possible for appointed district personnel to monitor student laptop screens.
- Students who access inappropriate sites during the school day or are accessing sites that are not related to the class they are in will face disciplinary action from the teacher and/or the administration.
- If sites are accessed by accident (which does occur at times) it is recommended that the student immediately move to another site, and report the incident to an adult immediately.

NOTE: The Central Community School District will continue to expand "digital citizenship" in which students are educated on acceptable standards of online behavior. This being said, the best filtering software in the world cannot match the combination of education and supervision at school and home.

6. Bringing the Computer to School

- It is imperative that students bring their computers and charging unit to school each day for their learning. Teachers will be designing their lessons and classrooms based on students having access to their computer.
- The computer must be kept in the carrying bag at all times when it is not being used.
- Students who accidentally leave their computers at home may have access to a limited amount of computers ("Hot Swaps") that are available in the Media Center. Students will be able to "sign-in" to their account on the server, but would not be able to take this computer home with them. Students will be allowed 1 time/semester to use a computer from the Media Center (if one is available) if they forget their computer at home.

7. Charging of Computers

- It is the student's responsibility to have their computers charged each day when they come to school. During a normal school day a typical computer fully charged (through a normal electrical outlet) with the improved battery that the Mac book has in it can be used the entire day for classes with no additional charging required. Students must be responsible and charge their computers before coming to school. If a student comes to class with a computer that is not charged, specific consequences may occur for the student.
- Establish a routine at home for the charging of the computer so that it can charge overnight. The charging time of the computer and responsibility is very similar to the charging of a cell phone.
- It is the student's responsibility to maintain the charger. The student/parent will replace lost or damaged chargers. It is recommended that students NOT use the prongs on the charger to wrap the chord, as over time, this has proven to damage the chord.

8. Loss or Theft of Computers

- Computers that are lost or stolen need to be reported to the school office immediately.
- If a computer is lost the student will be financially responsible for its replacement.
- If a computer is stolen or vandalized while not at a CCSD sponsored event, the parent shall file a police report.
- NEVER bring your computer to the locker rooms at CCSD. It is safest to keep them locked in the locked locker assigned to you.

9. Downloading Programs & Personalizing the Computer

- Only the Technology Director in the school can download programs to the student computers.
- All students will be able to personalize their computer through the legal downloading of music from iTunes, CD's, and other similar methods, although some specific sites such as "limewire" and other music sites will not be accessible to students. In addition, screen savers, wallpaper and other pictures may be placed on the computer. All items must be appropriate and not violate any school policies.
- Stickers and other markings on the outside of the computer will not be allowed. Each computer and bag is easily identified by a specific numbering system ("Asset Tag") that is placed on the computer by Apple.
- Protective coverings may be purchased from Apple if students wish to place them on the computer.

10. Computers from Home

- Students are not allowed to bring their own computers from home to use. Computers at CCSD are all formatted with the same basic programs and structures, and many of these are not possible on other computers (specifically PC's).

11. Ear Buds

- The uses of ear buds in class and/or during study times are at the teacher/supervisor's discretion.
- Ear buds will not be provided by the CCSD.

12. Student Printer Use

- Students will have access to the printer in the Media Center. Any other locations that are needed will need to be accessed by the teacher, and the student will need to send the material to the teacher in order to have it printed.
- It is hoped that less material will need to be printed as a result of the opportunities to communicate learnings to the teacher by sending assignments and other materials to them through their computer.

13. Legal Issues and Jurisdiction

- Because The CCSD owns and operates the equipment and software that compose our network resources, the school is obligated to take steps to insure that all facilities are used legally. Hence any illegal use of network resources is prohibited. All content created, sent, accessed or downloaded using any part of CCSD's network resources is subject to the rules stated in this policy. School administration monitors our network and may find it necessary to investigate electronic incidents even if they happen after hours and outside of school. As the owners of our network resources, including email system, the school administration reserves the right, if needed, and at its discretion, remotely access, to open, examine and/or delete electronic files that violate this Computer Use Policy.

14. Read all Safety Warnings and Information

- The computer comes with some general information for its user. Reading this will allow you to understand more about the computer and its capabilities, along with general hints and reminders for the care of the computer. The information is at http://manuals.info.apple.com/en/MacBook_13inch_UsersGuide.pdf

PART THREE: LAPTOP CARE REMINDERS

You are expected to follow all the specific guidelines listed in this document and take any additional **common sense** precautions to protect your assigned computer. **Loss or damage resulting from failure to abide by the details below may result in full-financial responsibility.**

General Care

- Treat this equipment with as much care as if it were your own property.
- Do not attempt to remove or change the physical structure of the computer, including the keys, screen cover or plastic casing. If these actions are taken, families will be responsible for 100 percent of the repair

or replacement cost. Here are some examples:
    - Keys are ripped off
    - Charging port is pulled back out after it has been pushed in, not allowing the laptop to take a charge.
- Do not remove or interfere with the serial number or any identification placed on the computer.
- Keep the equipment clean. For example, don't eat or drink while using the computer.
- **Do not do anything to the computer that will permanently alter it in any way.**
- Back up your data. Never consider any electronic information safe when stored on only one device.
- Do not put stickers or use any type of markers on the computer.
- Computer Skins may be used but the following guidelines must be followed:

  The promoting of products, which are illegal for use by minors such as alcohol, tobacco, or drugs. The displays of obscene material, profanity, or references to subversion are not appropriate. Computer skins should show respect for yourself, those around you, the school and the community. Computer skins not appropriate for a school setting will be asked to be removed.
- Computer Skins/Covers purchased must fit the computer properly: Apple MacBook 13.3 White Unibody
- DO NOT charge your computer while it is in the bag. Ensure the computer has air circulation while charging.
- Close the lid of the computer when it is not in use, in order to save battery life and protect the screen.
- Do not walk from one location to another with an open computer. This is applicable at school and at home.
- Anything on the desktop will not be saved or be retrieved if there are system issues. It is recommended to use a Flash Drive to back-up pictures, movies and music.

1. Keep Your Computer in a Safe Place

- The computer bag, with the computer and other equipment, must be stored in a safe place (A locker, when locked, is considered a safe place). Don't leave the computer on the floor where it might be stepped on, or within reach of small children or pets. Don't leave it in a car or anywhere it might be exposed to extreme temperatures.
- Laptops left in bags in unattended classrooms or other areas are considered "unattended" and will be confiscated by faculty or staff as a protection against theft. If confiscated, the student will receive a warning before getting the laptop back. If the laptop is confiscated a second time, the student may be required to get a parent signature acknowledging financial responsibility before getting the laptop back, along with other potential appropriate consequences. Unattended and unlocked equipment, if stolen – including at school – will be the student's responsibility.
- If on an athletic team, never leave computers in school vans, in the gym, in a locker room, on playing field, or in other areas where it could be damaged or stolen.
- Avoid storing the computer in a car other than in a locked trunk. The locked trunk of a car would be an acceptable storage place as long as it's not excessively hot or cold.

2. Computer Bags

- Each student will be given a computer bag that they are required to use to carry their computer in during the school day and outside of school. This is the only bag that is approved for the computer to be placed in. It is specially designed for the computer that students are using. It is important to keep the bag clean, and take time to remove any items like paper clips that can scratch the exterior of your computer. Static electricity may develop in the bag during the cold, dry winter months, and a simple solution to reduce this problem and to keep your bag smelling fresher is to put a dryer sheet in your bag.

3. Keep Your Laptop Away from All Liquids.

- Exposure to liquids will severely damage a laptop and will result in large repair costs. Water, pop, juice, power drinks, coffee, etc. will all ruin your computer completely. Keep your friends' food and liquid away from your laptop. Open cans of pop and cups of coffee (even those with lids) are especially dangerous. Do not put a bottle of water/pop/etc. in your backpack with your laptop--even if it is sealed.

4. Computer Problems

- It is a student's responsibility to maintain a 100% working computer at all times.
- If the student's computer is not working properly the student needs to first talk to the teacher in the class to determine if some minor troubleshooting will take care of the problem. If the problem still exists, take the computer to the Media Center where it can be examined. If the computer cannot be fixed immediately, the student will be issued a different computer to use on a temporary basis.
- If you are away from the school and need assistance, send an email to the District "Help Desk" at ccsdhelpdesk@tsts.com This will generate a "help" file and can be accessed 24/7. Even though response will **not** be immediate, district personnel capable of finding a solution will be notified and the problem taken care of in as timely a manner as possible.
- Do not attempt to remove or change the physical structure of the computer, including keys, screen cover or plastic casing. Doing so will void the warranty, and the student/family will be responsible for 100% of the repair or replacement cost.
- When in doubt, ask for help.

5. Only One User

- Do not allow anyone else to use your computer other than your parent or guardian. Loss or damage that occurs when anyone else is using it will be your responsibility.

6. Cleaning the computer

- Use a soft, dry, lint-free cloth in most cases when cleaning the computer. If necessary, the cloth may be dampened slightly to assist in the cleaning areas that do not appear to be coming clean with the dry cloth. Computer screens show fingerprints and smudges easily, but be sure to follow proper cleaning procedures to keep your screen looking new. Never use cleaning products with acetone or ammonia. Screens cost over $800 to replace, so it is imperative that they are cleaned appropriately (as listed above) or with cleaners that have been approved by the school technology coordinator or administration office.
- Read and follow any maintenance alerts from the school technology personnel or the administration office.

7. Shutting Down the Computer.

- Shut down the computer when it won't be used for an extended duration.
- Putting your computer to sleep and not using it for several days can drain the battery to a point where it may no longer accept a charge.
- Wait until the sleep light on the front of the computer pulses before moving it.

8. Closing the Computer

- When you put your Mac book "to sleep" by closing the display screen the drive continues to spin briefly while saving data. Moving the computer abruptly before the sleep light pulses may damage the hard drive and cause data loss.
- The laptop lid/screen needs to be completely closed when moving it from one point to another.

9. Carrying the Computer

- Always completely close the lid and wait for the computer to enter sleep mode before moving it, 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. Sleep mode is sufficient.
- Always store the computer in the laptop bag.
- Bring the provided laptop bag to classes and use the laptop bag whenever transporting.

Note: do not store anything (e.g., cords, papers or disks) in the area within the case designed for the computer other than the computer itself as this may *damage the screen.*

- We recommend that you carry the laptop bag to and from school inside your normal school pack. The "vertical sleeve" style laptop case was chosen expressly for this purpose. Simply slide the computer in and out while leaving the case within the school pack. Do not overstuff your pack – extreme pressure on the laptop can cause permanent damage to the screen and other components. No books should be placed on

your laptop.

- Do not grab and squeeze the computer, as this can damage the screen and other components.
- Never move the computer while a CD or DVD is actively being used.

10. Personal Health and Safety

- Avoid extended use of the computer resting directly on your lap. The bottom of the laptop 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 the keyboard at lap-level.
- Read the safety warnings included in the Apple user guide which can be found and downloaded at http://manuals.info.apple.com/en/MacBook_13inch_UsersGuide.pdf

PART FOUR: TECHNOLOGY ACCEPTABLE USE POLICY

(Document can be found in Central Community School District Board Policy, Code No. 605.6)

General

Central Community School District is committed to making available to all student and staff members access to a wide range of electronic learning facilities, equipment, and software, including computers, computer network systems, devices brought to school by students and staff, and the Internet connection. The goal in providing this technology and access is to support the educational objectives and mission of the Central Community School District promote resources sharing, innovation, problem solving, and communication to enhance student learning. The District has the right to place reasonable restriction on the material accessed and/or posted through the use of it's computers, computer network, and/or Internet connection.

The use of technology resources must be in support of the district's educational objectives. Access to various technology resources is available to users for academic-related purposes only unless written notification is provided to building administration by parent/guardian. A 'user' includes, but may not be limited to the following: student, faculty, administrator, staff, volunteer, support personnel. The goal of providing technology resources is to promote educational excellence by facilitating teaching and learning, research, production, innovation, communication, and collaboration. Access is a privilege, not a right. Permission from parents or guardians is required before students may access the computer network services. All school district users must sign an Acceptable Use Agreement before access is permitted.

Technology resources not only include district-owned hardware and servers but all resources used in the infrastructure, including personal devices. The infrastructure includes the wired network as well as the wireless network and the utilization of bandwidth associated with each segment of the network (e.g. user accessing district network using personal device).

Privileges & Responsibilities

Usage of the Central Community School District's network and the Internet computer networking capabilities must be directly related to education consistent with the instructional objectives of this district. Neither the Local Area Network nor the Internet may be used for personal or frivolous reasons.

Access to these facilities imposes certain responsibilities and obligations. Users are expected to abide by the generally accepted rules of digital etiquette and district policies. Users are not to modify the standard configuration of any computer or other technologies. Users should report any malfunction, inappropriate material or improper usage to the appropriate staff. Users should not use technology in any way that disrupts use by others or creates a hostile learning environment. Examples of prohibited conduct include but are not limited to the following:

- Use of another user's account.
- Attempting to breach the desktop security of a computer
- Attempting to break into password protected areas of a network or tampering with network systems
- Use of the technology infrastructure to obtain or distribute racially, religiously or sexually offensive material, pornographic or sexually explicit materials, to participate in hate groups or similar groups, or to engage or enable others to engage in gambling or any other illegal activity
- Use of technology to engage in behavior prohibited by the district's anti-harassment and bullying policy.

Any user who violates the acceptable use policy may be denied access to the school's technology resources.

Property Rights

Users must respect the property of others by crediting sources and following all copyright laws. Users may not download or install software without administrative permission. All software loaded on the District's hardware is the property of the District and may not be copied or transmitted to any outside party: upon termination of employment, no employee shall remove any software or data from District-owned computers. No student or employee may copy, download from the Internet or install onto a District computer or otherwise use any software in violation of applicable copyrights and license agreements.

Privacy

Electronically Stored Personal Data

The District permits the use of its computer facilities for the storage of personal data and files, so long as this does not adversely impact the operation or capacity of the system in a material way. Users should not assume any right of privacy in the personal files maintained on the District's technology infrastructure. Examples of this include, but are not limited to the following:

- Central CSD Google Apps domain
- Cloud technology such as files stored on third party servers
- Email
- District computers, devices, network and servers

District Monitoring

Notwithstanding the foregoing, the District has the right, but not the duty, to monitor any and all aspects of its computers, computer network systems, and Internet access including, but not limited to, monitoring sites students and staff visit on the Internet and reviewing email. The Administration and technology coordinator shall have the both the authority and the right to review or monitor, with or without prior notice, the content of electronic communication for any reason, including but not limited to retrieval of information, investigation or resolution of network or communications problems, prevention of system misuse, ensuring compliance with policies for use of third-party software and information, ensuring compliance with legal and regulatory requests and enforcement of this Policy. The District also reserves the right to review, inspect the content of, and monitor all information residing on all computers and file servers for such purposes. Students and staff waive any right to privacy in anything they create, store, send, disseminate or receive on the District's computers and computer network systems, including the Internet.

Users are permitted to access the district's wired and wireless network with their personal devices, however the same acceptable use guidelines are in effect. Users may not engage in activities that consume excessive amounts of network bandwidth, such as downloading, uploading and/or live streaming non-school-related content. If network administrators suspect high utilization of bandwidth or inappropriate use of district technology resources, a user may be asked to turn over a device and any passwords needed to verify the suspicions.

Safety

Individuals who utilize the district's technology resources are expected to abide by the principles of digital citizenship, which are part of curriculum.

Although reasonable efforts will be made to make sure students will be under supervision while the network, it is not possible to constantly monitor individuals 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.

Student Violations
Students who violate the rules and policies stated in the student handbook, will be subject to the actions specified to the violation. These actions range from a verbal warning to expulsion.

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

Legal References: Iowa Code 279.8(1995).
Cross References: 502 Student Rights and Responsibilities
506 Student Records
605.5 Media Centers