

Lascassas Elementary
1:1 Responsible Use Policy (RUP)



2017-2018

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Introduction

Lascassas Elementary's goal is for students and faculty to benefit from technological resources while remaining within the bounds of safe, legal, and responsible use. Accordingly, the students of LES will adhere to the Rutherford County Acceptable Use Policy (AUP) and the LES Responsible Use Policy (RUP) to govern student use of school technological resources. This policy applies regardless of whether such use occurs on or off school district property, and it applies to all school district technological resources, including but not limited to computer networks and connections, the resources, tools and learning environments made available by or on the networks, and all devices that connect to those networks.

About Cloudbooks

A Cloudbook is a thin client notebook computer with a browser operation system (OS) and interface. The device relies upon cloud-based storage and cloud services in which files are located remotely and accessed over the Internet. The Cloudbook does have an internal hard drive for minimal storage of software. The device software includes but is not limited to: Windows 10 OS, Microsoft Office 2016 (Word, Excel, PowerPoint, OneNote). The Cloudbook is connected to the school district's wireless network in which students are connected using their student username and password.

Ownership of the Device

Although students will be issued a device for the duration of each school year, LES retains full and complete ownership of the device. The device will have a power adapter that stays connected to a power station within the class homeroom. Students will go through an orientation training before receiving the device.

General Use of the Device

- Students are responsible for the general care of the district device issued to them.
- Students will not load software or apps onto the device without teacher approval. If applications are loaded, they become the property of LES.
- Students will not remove district programs or files from the device
- Cables, cords, and accessories should be inserted carefully.
- Turn on the computer using the power button. Allow it to come on and the login screen to load. This will allow the computer to connect to the network before the student login.
- Students should remember to save frequently when working on digital media. The district is not responsible for the loss of any student work.
- Students should make sure the keyboard is clear of objects before closing the device.
- Students should shut down each day using the Power Options icon. Wait for the white LED power button to go off before closing the lid.
- The device needs to be plugged in each night so that the battery is fully charged each day at the respective homeroom's charging station
- The device should not be placed in a backpack with food, liquids, and/or heavy or sharp objects.
- The student is responsible for all media, Internet usage, downloads, file creation, file deletion, file sharing, file storage, and other actions that involve all software or applications

accessed via your assigned device. Do not allow other users to use the device assigned to you.

- The device is only for creation of, storage of, access to, and consumption of school-appropriate content. Do not access, store, create, consume, or share unauthorized or inappropriate content with your device.
- Make sure the device logs on to the school district's network daily to receive necessary updates that are critical to keeping the device safe and operational.
- Make sure nothing is ever connected to, or inserted into, any of the ports and/or connectors of the device that are not intended for that particular port or connector.
- Make sure the surface of your device is not altered or defaced. Do not decorate your assigned device or remove labels, stickers, or tags from the device that are affixed by school district personnel.

Damage and Repair

Damage Repair costs for accidental damage to a district device are outlined below. The District determines the repair or replacement costs.

- First major damage: student pays up to 50% of repair or replacement cost.
- Second major damage: student pays up to 75% of repair or replacement cost.
- Third and subsequent major damages: student pays up to 100% of the costs for repair or replacement cost up to a maximum of \$325.

At no time will the student be liable for more than the actual cost of the device.

The responsibility for the care, safety and security of the District-issued device is the responsibility of the student and parent/ guardian.

Dents in the outer casing, damage to the screen (cracks, discolored due to pressure), head phones not removed correctly from the headphone jacks, damage to any ports (headphone jacks, charging ports and USB ports) will be considered visible physical damage.

Device Access

Students will log into their devices using their school-issued password.

Students must never share their account passwords with others, unless needed by building administration to address emergency or time sensitive issues.

RCS Asset Labels

All devices will have a RCS Asset label with an identification number unique to that device. Labels may not be covered, modified, or otherwise tampered with in any way.

Digital Citizenship

Digital Citizenship refers to the use of digital and information literacy skills to interact with society.

Technology Use

T – Take care of your equipment

H – Hide your password

I – Internet safety

N – Netiquette

K – Kind

Student Conduct: While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. *Respect Yourself:* I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
2. *Protect Yourself:* I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
3. *Respect Others:* I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites. I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.
4. *Protect Others:* I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
Respect Intellectual Property: I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.

LES 1:1 DEVICE AGREEMENT

Dear Parent(s)/Guardian(s),

Students at LES will be using Cloudbook devices in the classroom to increase and support student achievement. Students will spend time learning how to use them respectfully and properly.

- The student must promise to handle the device as carefully as he or she can when moving through the hallways and in the classrooms
- Any intentional or negligent damage may result in paying for the repairs or a new device (up to \$325.00).
- The student must keep the device inside the charging cart when not in use. This means that the student does not pass it around to others.
- The student will plug the device into the charging station at the end of the school day in order for the device to be fully charged for the next school day.
- The student must return the device when transferring to another school in the district or out of the district.
- The device is the property of LES along with apps or programs on the device.
- Students will report problems to the school as soon as possible. Students will not attempt to repair the device.
- Parents/guardians will support their child's usage of the device to promote school learning.

I, _____ (Student) agree to the terms and conditions listed above.

Yes, my child has permission to utilize the device for school sponsored assignments and activities. I will make sure he or she follows these commitments.

Student Name	
Student Signature	
Date	
Parent/Guardian Name	
Parent/Guardian Signature	
Date	