

Connected For Success

Staff, Student & Parent Technology Handbook



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A Letter of Purpose

The education of our youth is the foundation upon which the future of our community, our state and our country depends. At Romeo Community Schools, the Board of Education has found priority in setting the bar high to prepare all of our students to be competitive in the 21st Century. Simply stated, we want Romeo students to be "Connected for Success."

In order to create this atmosphere, the Board has deliberated on curriculum, adopted policies, investigated proven instructional practices, and reviewed trends in education today. What has been on the forefront of our discovery is that utilization of technology within learning plays a crucial role in our students' success and achievement in the immediate and the foreseeable future.

Today's students have access to a wide variety of new digital technologies from cell phones to video games. They live in a digital world with anytime, anywhere high speed Internet access. They learn and use these tools quickly and proficiently. The intent of this One-to-the-World initiative is to bring current technologies into the process of teaching and learning. Combining current technology and learning allows our students the opportunity to achieve their full potential and be "Connected for Success."

To make this One-to-the-World initiative happen, the Board has set a vision to provide our teachers with access to appropriate technologies within the classroom for the creation and presentation of materials to students. Our vision for the classroom environment is one where students take the initiative to actively participate in their own education and teachers guide students in reaching their goals.

It is the Board's vision to provide students with access to a mobile device that will give each of them the ability to use technology to be productive and creative both at school and at home. One-to-the-World access can provide opportunities to extend the learning experience beyond the school day and provide a variety of resources to which students may not currently have access. Students will be using these mobile devices and resources to conduct research, develop projects, and create products that demonstrate their learning. Again, the vision is to keep students at Romeo Community Schools "Connected for Success."



Teaching and Learning in the 21st Century

It is the mission of the Romeo Community Schools to create a learning environment that offers students connectivity to the world 24-7 during their entire educational process grades K-12. We will provide all learners appropriate access to the World Wide Web, collaboration and exploration tools, and teacher-student communication. The ultimate goal is to personalize the learning experience through a One-to-the-World technology initiative while maintaining a standardized experience across school buildings. All efforts, decisions, and energies will be focused on these goals. We seek to:

- **Inspire:** We will be a District that inspires learning by bringing innovation to today's learner.
- **Explore:** As a District, we will continue to explore learning opportunities for continuous improvement.
- **Achieve:** Romeo Community Schools and our community will strive to achieve at the highest levels in the 21st century and beyond.

Students will use technology to:

- Personalize their learning experiences.
- Increase their productivity with efficient use of word processing, spreadsheet, database and presentation applications.
- Build and reinforce specific content-related skills through various subject matter applications.
- Take national, state and local assessments.
- Engage with interactive web-based applications such as blogs, wikis and podcasts.
- Conduct research using online resources such as web sites, Michigan eLibrary and ProQuest.
- Connect to a learning management system such as Blackboard and Google Apps for Education.
- Access class content using digital textbooks, eReader, and video and audio recording.
- Play streamed video and audio, such as Discovery Streaming, teacher podcasts and learn in flipped classrooms.
- Gain access to adapted content and assistive technologies to meet special needs.
- Use probes or other instruments connected to a device.
- Access instructional content such as Khan Academy, iTunes University, E2020, Accelerated Reader, etc.
- Communicate with teachers and other students via email.
- Manage document sharing without the need for paper printing.
- Display work from an individual device in the classroom.



Disclaimer

The following policy and procedures refer to the use of an individual student computing Device. Students are also required to follow all stipulations as outlined in the Romeo Community Schools' current "Student Network and Internet Acceptable Use Policy" (Policy 7540.03) and The Technology Code of Ethics. As Romeo's "Connected for Success" learning initiative centers on new Devices, software and educational methodologies, additional procedures, rules, agreements and releases will continually be reviewed and updated. Please refer to the Romeo Community Schools' website for the most up-to-date information.



Romeo Community Schools Bylaws & Policies

7540.03 - STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY

Romeo Community Schools encourages and strongly promotes the use of technology in education. To ensure that students, staff, and parents can take full advantage of the technologies available, all use of technology must have proper authorization and adhere to District policy.

All use of technology must be supportive and be consistent with the purposes of the School District.

This policy covers the use of District, local, and wide area networks, the Internet and other online services, computers and related hardware, and all other technology hardware used for instruction and management.

District networks, including building local-area networks and the District wide-area network, consist of computers connected together to share information and resources.

The Internet is a complex association of governmental, business, and educational agencies working together to share resources. The Internet provides access to electronic mail, college, and university institutions, tours of museums, and a chance to exchange information with people throughout the world.

The policy complies with the acceptable use policies of all networks utilized, and ensures that the Internet is used properly for educational purposes.

A. Networks including the Internet

1. The use of politeness and appropriate language is expected. Users are representatives of Romeo Community Schools on a non-private system.
2. Illegal activities of any kind are forbidden.
3. Student home address or personal phone number will not be revealed.
4. Student full name or individual pictures will not be published on the Internet without parental permission.
5. Electronic Mail (e-mail) is not guaranteed to be private.
6. Messages relating to or in support of illegal activities must be reported to the building administrator.
7. Network users will not disrupt the use of the network by others.

B. Technology Users Will:

1. Use networks and technology for the support of education, research and information consistent with the goals of the District.
2. Obey all copyright laws.
3. Report any misuse of networks and technology including viruses, illegal access to accounts or illegal tampering to the building administrator.
4. Accept responsibilities for the care of the equipment and respect for other individual work, files, and programs.
5. Keep their password confidential.
6. Report any security problems to the building administrator.



C. Technology Users Will NOT:

1. Access files not consistent with the educational goals of Romeo Community Schools or materials, including all pornographic material.
2. Access or modify other accounts, data, files or passwords.

Cost for the repair of electronic equipment or computer software which was incurred as the result of improper student use of equipment or software will be the responsibility of the student.

Vandalism will result in suspension and may also include further disciplinary action including referral to the appropriate law enforcement agency.

Equipment: If a student damages equipment and service is required (i.e., such as, but not limited to, switching keys on the keyboard, etc.), the student will pay for the service call and will be assigned a minimum of a one (1) day suspension. A second offense relating to equipment damage will result in the student paying for the service and a minimum of a three (3) day suspension.

Files: If a student is in a computer file or part of the computer system without authorization, the student will be assigned a minimum one (1) day suspension from school. If a student causes damage to a file or part of the computer system and a service call is required, and the technician can directly connect the damage to the student's actions, the cost of the service will be charged to the student. A second offense relating to files will result in the student paying for the service call and a minimum of a three (3) day suspension from school.

Acceptable Use Policy: If a student violates any other part of the School District Acceptable Use Policy not previously mentioned (i.e., such as, but not limited to, access or modify other accounts, data, files, or passwords, using district technology to obtain illegal copies of software, etc.), the school will assign a minimum of one (1) day suspension. A second offense relating to an Acceptable Use Policy violation will result in a minimum of a three (3) day suspension.

P.L. 106-554, Children's Internet Protection Act of 2000 47 C.F.R. 54.520

P.L. 110-385, Title II, Protecting Children in the 21st Century Act Revised 8/20/12

18 U.S.C. 1460 Revised 1/21/14

18 U.S.C. 2246 Revised 5/19/14

18 U.S.C. 2256

20 U.S.C. 6777, 9134 (2003)

20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965 as amended (2003)

47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)



Technology Code of Ethics

Use of educational technology at Romeo Community School District is a privilege extended to students, faculty and staff to enhance learning and exchange of information. Each user of technology shall understand the following Privileges, Responsibilities, and Disciplinary Action statements and sign the User's Privileges Declaration form prior to accessing and using educational technology.

In order to remain compliant with the Children's Internet Protection Act (CIPA), Romeo Community School District will install firewall hardware and software, as indicated by their technology plan, to protect the school and the student. The district will also ensure that all workstations specified for student use have appropriate filtering software installed.

Romeo Community School District will review the Technology Code of Ethics (Acceptable Use Policy) annually and update it as appropriate.

Privileges

- A. Users may have the right to access information from outside sources, which facilitates learning and enhances educational information exchange.
- B. Users may have the right to access the Internet to retrieve information, which facilitates learning and enhances educational information exchange.

RULES OF CONDUCT

- A. Users shall utilize technology in the school ONLY for facilitating learning and enhancing educational information exchange consistent with the purpose of the school.
- B. Students will only access the Internet and/or World Wide Web on computer workstations that are filtered, monitored and/or supervised in order to prevent access to: (a) materials harmful to minors, as defined by 47 U.S.C. § 254(h) (7)(G); (b) visual depictions of obscene materials, as defined by M.C.L. § 752.361-364 and (c) child pornography, as defined by 18 U.S.C. § 2256. Authorized adult users shall not access, via the Internet and/or World Wide Web, obscene materials or child pornography and shall strictly adhere to any and all rules and technological procedures regarding filtering, monitoring and/or supervision that the District currently employs or may employ in the future applicable to authorized adult users. Users shall not attempt to circumvent a filtering or monitoring device in accessing the Internet and/or World Wide Web.
- C. Users shall log into any network only with a user identification and password they have been assigned. Users are prohibited from using another user's log in ID and password. Users will not access or modify other accounts, data, files or passwords without authorization. Users will not add, delete or modify software programs without authorization.
- D. Users shall use all computer/technology networks appropriately and will not disrupt the use of the network for others.
- E. Users shall prevent the knowing installation of computer viruses on school equipment and shall not attempt to gain access to any area of the District's network which the user is not authorized to access or engage in hacking.
- F. Users shall not relocate, remove from school premises, or modify without the permission of the building administrator or designee any hardware or software.
- G. Users shall maintain the privacy of passwords and are prohibited from publishing or discussing passwords without authorization.
- H. Users shall maintain the integrity of the electronic mail system (e-mail), reporting any violations of privacy, and making only those e-mail contacts, which facilitate learning and enhance informational exchange. Users are responsible for reporting any messages relating to or in support of illegal activities to the building administration or designee.



- I. Users shall maintain the default electronic log of all contacts made on the Internet, and logging the full Internet address of any files transferred or downloaded.
- J. Users shall adhere to the copyright guidelines in the use of hardware and software and in transmission or copying of text or files on the Internet or from other sources. Users will not use district technology to obtain illegal copies of software, printed materials or other materials to which they do not have ownership.
- K. Users shall not use the technology for private business enterprise, for product advertisement or political lobbying.

Disciplinary Action

- A. Any user violating any of these Privileges and Rules of Conduct will face disciplinary action and may be banned from using school hardware and software.
- B. Users may be required to make full financial restitution for any expenses incurred by the District or any damage to the District's computer network, including without limitation, hardware, software or files.
- C. Users violating any of these Privileges and Rules of Conduct may be required to attend additional training sessions in order to continue using school technology.
- D. Users violating any of these Privileges and Rules of Conduct may face additional disciplinary action deemed appropriate in keeping with the disciplinary policies and guidelines of the school.
- E. If a student damages equipment and service is required (such as, but not limited to, switching keys on the keyboard, changing dip switches, etc.), the student will pay for the service call and will be assigned a minimum of one (1) day suspension. A second (2nd) offense relating to equipment damage will result in the student paying for the service and a minimum of three (3) day suspension.

If a student is in a computer file or part of the computer system without authorization, the student will be assigned a minimum (1) day suspension from school. If the student causes damage to a file or part of the computer system and a service call is required, and the technician can directly connect the damage to the student's actions, the cost of the service will be charged to the student. A second (2nd) offense relating to files will result in the student paying for the service call and a minimum of a three (3) day suspension from school.

If a student violates any other part of the Romeo Community School District Technology Code of Ethics not previously mentioned (such as, but not limited to, access or modify other accounts, data, files or passwords, using District technology to obtain illegal copies of software, etc.), the school will assign a minimum of a one (1) day suspension. A second (2nd) offense relating to a Technology Code of Ethics violation will result in a minimum of three (3) day suspension.



Procedures and Rules for the Acceptable Use of Technology Resources

Purpose:

Romeo Community Schools (the "School District") provides students, teachers, employees and administrators with access to the School District's Technology Resources, which includes access to the Internet. The School District's Technology Resources are appropriate and adequate to support instructional purposes. The School District uses Technology Resources as one way of enhancing the mission to teach the skills, knowledge and behaviors students will need as responsible citizens in the global community. Students learn collaboration, communication, creativity and critical thinking in a variety of ways throughout the school day.

Students shall receive education about safety and security while using e-mail, social media, and other forms of electronic communications, the dangers inherent with the online disclosure of personally identifiable information, and the consequences of unauthorized access, cyberbullying and other unlawful or inappropriate activities. The School District will review cyber-safety rules with students throughout the course of the school year, and will offer reminders and reinforcement about safe and appropriate online behaviors.

Users shall adhere to the policies, procedures, rules and regulations of the School District, including but not limited to: the Student Code of Conduct, Board of Education policies, and the Procedures for the Acceptable Use of Technology Resources. Users shall sign the Acceptable Use Agreement as a prerequisite to the use of School District Technology Resources.

Definitions:

Technology Resources: Includes, but is not limited to, the guest network, Internet, electronic mail ("e-mail"), Computer Systems (as defined below), cameras, televisions, video cassette recorders, DVDs, telephones, and School District-issued technology devices, computers, tablet devices, cellular/smartphones and all voice, video and data systems.

Computer System and/or System: Includes, but is not limited to, computer hardware, disk drives, printers, scanners, software (operation and application), the network and any and all other associated equipment.

Procedures and Rules for the Use of Technology Resources:

1. All individual users of Technology Resources shall accept responsibility for the acceptable use thereof.
2. The use of all Technology Resources is a privilege, not a right, and the School District has the right to limit, restrict, or prohibit the use of Technology Resources.
3. Failure to follow the policies, procedures, rules and regulations of the School District may result in termination of the user's privilege to use Technology Resources. In addition, the user may be subject to other disciplinary action or legal action. Reports will be made to law enforcement of suspected violations of State and/or Federal Law.



4. Users have no right or expectation of privacy when using Technology Resources, including, but not limited to, network communications, e-mail, data on a workstation or server, Internet use, telephone, voice mail, and video recording.
5. The School District is the owner of the Technology Resources and therefore all users understand that their use of the Technology Resources can and may be strictly monitored electronically by School District personnel at any time.
6. The School District's Technology Resources have not been established as a public access service or a public forum. The Board has the right to place restrictions on its use to assure that the School District's Technology Resources are in accord with its limited educational purpose.
7. Users shall not knowingly or intentionally disclose, transmit, disseminate or otherwise distribute with Technology Resources, copyrighted, private, confidential or privileged information.
8. Users shall not make copies of software from the School District's Computer Systems. Use of Technology Resources for fraudulent or illegal copying, communication, taking or modification of material in violation of law is prohibited and will be referred to federal authorities. The illegal use of copyrighted software is prohibited. The School District upholds the copyright laws of the United States, as it applies to computer programs or licenses owned or licensed by the School District.
9. Users shall not install any software on the School District computers, servers or any Technology Resources without the express prior written permission of the building principal, who shall obtain the approval of the Director of Technology prior to providing written permission.
10. Users shall not modify any of the Technology Resources without written permission from the building principal, who shall obtain the approval of the Director of Technology prior to providing written permission.
11. Users shall report any problems or malfunctions with Technology Resources of Computer Systems to the building principal.
12. Users shall not give computer software to others unless it is clearly identified as in the public domain as freeware, or if they have written permission from the copyright owner.
13. Users shall not knowingly or intentionally introduce a virus, worm, Trojan horse, rootkit, or engage in any other malicious action that affects Technology Resources. The School District may collect and examine any Technology Resource or device that is suspected of causing technology problems or was the source of an attack, rootkit, worm, Trojan horse, or virus infection.
14. Users shall not bypass the network filters and security policies, or process or access information related to the network filters and security policies. The School District may collect and examine any Technology Resource or device that is suspected of bypassing the network filters and security, or processing or accessing information related to the network filters and security policies.
15. Users shall not infiltrate, "hack into", attempt to access or actually access Technology Resources, data, materials, or files that they are not authorized to access or the individual knows or reasonably believes may negatively affect the integrity of Technology Resources.



16. Users shall not knowingly or intentionally allow others to access Technology Resources. Users shall immediately notify administrators or teachers if a security problem is suspected or identified.
17. Users shall not attempt to obtain any other user's password(s) and shall not read, copy or alter another user's data without their permission, unless it is required to perform the user's job function. Users shall not intentionally seek information, obtain copies of, or modify files, other data or passwords belonging to other users, or misrepresent other users on the Internet.
18. Users shall not knowingly or intentionally damage or alter any aspect of the Technology Resources or alter or modify the Technology Resources.
19. Users shall not use Technology Resources for purposes other than for School District related business and/or education-related purposes. The Internet and Technology Resources shall not be used for illegal activity, for-profit purposes, lobbying, campaigning, advertising, fundraising, transmitting offensive materials, hate mail, mass e-mailing, discriminating remarks, or obtaining, possessing, or sending sexually explicit, obscene, or pornographic material.
20. Users shall not use Technology Resources to harass or intimidate.
21. Messages sent by users via Technology Resources shall not contain profanity, obscene comments, sexually explicit material, expressions of bigotry, racism or hate, nor shall they contain personal information the user would not want made available to strangers such as the user's name, address, telephone number, social security number, pictures or other personally identifiable information.
22. Disclosure, use and/or dissemination of personally identifiable information of students is prohibited, except as expressly authorized by the minor student's parent or guardian or by the eligible student on the Authorization Form, or as permitted by law.
23. The content, use and maintenance of a user's electronic (e-mail) mailbox is the user's responsibility. Accordingly, users shall:
 - a. Check email regularly and remain within their limited disk quota;
 - b. Delete unwanted messages immediately since they take up disk storage;
 - c. Keep messages remaining in their electronic mailbox to a minimum;
 - d. Save email messages in accordance with the School District's Record Retention Policy;
 - e. Never assume that their e-mail cannot be read or accessed by others; and not open attachments from unsecured sources.
24. The School District in its sole discretion reserves the right to terminate the availability of Technology Resources, including Internet access, at any time.
25. The School District reserves the right to:
 - a. Make determinations as to whether specific uses of its Technology Resources are inconsistent with the goals, educational mission, policies and/or procedures of the School District.
 - b. Monitor and keep records of Internet use and monitor fileserver space utilization by users.
 - c. Terminate a user's privilege to access Technology Resources to prevent further unauthorized activity.



- d. Subject a user to disciplinary action for conduct that causes a substantial disruption to the educational environment, in accordance with the policies, procedures, rules and regulations of the School District and applicable law.
26. It is the responsibility of teachers and staff to monitor all use of Technology Resources by students that they are supervising.
 27. Administration has the discretion to prohibit, allow, and otherwise regulate the use of Technology Resources during the school day.
 28. Each teacher has the discretion to allow and regulate the use by students of Technology Resources in the classroom and on specific projects.
 29. In the classroom, students may use Technology Resources only for the purpose of accessing materials that are relevant to the classroom curriculum.
 30. The school's network filters will be applied to a Technology Resources' connection to the Internet and other Technology Resources.
 31. Users shall not record, transmit or post images or video of a person or persons on campus during school activities and/or hours, unless provided with written authorization by a teacher or administrator in compliance with the School District's "Authorization Form."
 32. Use of Technology Resources is prohibited in the following areas/situations:
 - a. Locker rooms
 - b. Bathrooms
 - c. Any private areas used for the purpose of changing clothes
 - d. Any other areas as designated by administration.
 33. Students shall not use Technology Resources to cheat on assignments or tests.
 34. Failure to follow the policies, procedures, rules and regulations of the School District may result in termination of the user's privilege to access the Technology Resources. In addition, the user may be subject to other disciplinary or legal action.
 35. Parents or legal guardians of users under the age of eighteen have the right to revoke their student's user account.
 36. All web technology services or web pages used for or representing the School District or School District-related business shall be used, designed and published in accordance with the District guidelines for appropriateness and educational objectives.

Network Considerations:

Users should strive to maintain appropriate bandwidth for school-related work and communications when using the School District guest network.



Disclaimer: *The School District will make every effort to provide appropriate Technology Resources and services, however, the School District makes no warranties of any kind, whether expressed or implied, for the Technology Resources it is providing. The School District will not be responsible for any damages incurred by a user of the Technology Resources, including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. The School District does not endorse or guarantee the accuracy or quality of information obtained via the Internet or electronic mail. The School District shall not be held responsible for any possible charges to an account that might be incurred during approved school-related use of Technology Resources. In no event shall the School District be liable for any damages (whether direct, indirect, special or consequential) arising out of the use of the Internet, accuracy or correctness of databases or information contained therein, or related directly or indirectly to any failure or delay of access to the Internet or other network application.*



Distribution of Devices

1. Each student will receive a Device formatted by Romeo Community Schools (RCS).
2. A unique, individual Device will follow the student throughout the student's K-2 or 3-12 grades at RCS.
3. A parent/guardian may choose not to have their child participate in the Device take-home program by completing the Device Opt In/Opt Out Form. In this event, students will be issued a Device but will not be able to take the Device home. Students who do not participate in the Device take-home program will pick up and return their Device to an area designated by the building principal on a daily basis.

Student Use of the Device

1. The Device is the property of Romeo Community Schools (RCS) and as a result may be seized and reviewed at any time. The student should have NO expectation of privacy of materials found on a Device or a school supplied or supported email service.
2. Some Devices come equipped with both a front and rear-facing camera and video capacities. As with all recording devices, it is expected that students will ask permission before recording an individual or group. Students must obtain school permission to publish a photograph or video of any school related activity.
3. Students are responsible for bringing the Device to school every day. Failure to bring a Device or any other course material to class does not release the student from their responsibility for class work. If a student repeatedly fails to bring materials to class, including a Device, the student will be subject to disciplinary action.
4. It is the student's responsibility to bring their Device to school fully charged. A student's repeated failure to bring their Device charged may result in disciplinary action.
5. While personalized screensavers or backgrounds are permitted, inappropriate or provocative images including but not limited to pornographic images, guns, weapons, inappropriate language, threatening language, drug, alcohol, or gang related images are not permitted and such actions are subject to disciplinary action.
6. A student may download non-explicit music and apps.
7. Games, music, videos, and sound use, while at school, will be at the discretion of the classroom teacher and building administrator.
8. The Device affords limited electronic storage space. As with all electronic files, it is good practice to back-up, duplicate, or archive files to an independent storage space.
9. The District-issued Device is designed as a tool for learning; misuses of the Device may result in disciplinary action. The District reserves the right to withhold a Device from a student for repeated incidents of damage and/or abuse.



10. All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.
11. A student should not share their personal security code with anyone. Responsibility for the content/actions of the Device rests solely with that individual.
12. RCS expects students to take their Device home at night for class work and recharging. All care, handling and appropriate use that is in effect during the school day shall extend to the use of the Device at home.
13. RCS makes no guarantee, written or implied, that materials on the device, including student work, will be safe from deletion or correction accidental or otherwise.

Handling and Care of the Devices

Students are responsible for the care and upkeep of their Device and will treat it with respect.

1. Do not attempt to gain access to the internal electronics or repair your Device. If your Device fails to work or is damaged, report the problem to your classroom teacher as soon as possible. Device repair/replacement options will be determined by school administration. You may be issued a temporary Device or other materials until your Device is working properly or replaced.
2. A Device must never be left unattended at any time.
3. An unattended Device will be collected and disciplinary action may follow according to the student handbook.
4. Never expose a Device to long-term extremes in temperature or direct sunlight. An automobile is not a good place to store a Device.
5. Devices do not respond well to liquids. The Device can be cleaned with a soft, dry, lint free cloth; do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Device. Avoid getting moisture in any openings.
6. While the Device is scratch resistant, the Device will scratch. Avoid using any sharp objects on the Device.
7. The Device MUST remain in the case at all times. The student will be charged for any damage to the Device outside the District issued case.
8. Avoid placing weight on the Device.
9. A Device must be handled and used in a manner that is prudent and prevents it from falling or incurring any damage. Never throw or slide a Device.
10. Your Device comes with ports for charging and other accessories. Care must be exercised when plugging and unplugging accessories. Student-issued Device accessories are the responsibility of the student.
11. Each Device has the ability to be remotely located. Modifying, disabling or attempting to disable the locator is a violation of the acceptable use policy and grounds for disciplinary action.
12. Each Device has a unique identification number and at no time should the numbers or labels be modified or removed.



13. Do not lend your Device to another person. Each Device is assigned to an individual and the responsibility for the care of the Device rests solely with that individual.
14. The Device is an electronic Device and care must be exercised when handling the Device.
15. Never throw a book bag that contains a Device. Never place a Device in a book bag that contains food, liquids, heavy or sharp objects, or places pressure on the Device.
16. The Device is assigned for daily use; therefore, each Device must be charged at home and ready for use each school day.
17. The Device and the case must remain free of stickers, writing, painting, or any other forms of adornment.

Damaged, Lost, or Stolen Devices

1. The replacement cost of the Device is approximately \$200 and includes: the Device, Device case (if provided), charger, software applications (apps) including assorted programs/accessories specific to individual classes.
2. If a Device is damaged, the fee assessed will be:
 - 1st incident-parent will pay \$25
 - 2nd incident-parent will pay \$50
 - 3rd incident-parent will pay full cost of replacement
3. In the event that a Device is extensively damaged, the parent/guardian will be assessed a fee up to \$200 for the repair or replacement of the Device.
* NOTE: The fee for extensive damage may be assessed for first or second incidents.
4. If a Device is lost or stolen, a police report must be made within thirty (30) days. If proof of a police report is provided to the District, the following fee will be assessed:
 - 1st incident-parent will pay \$200
 - 2nd incident-parent will pay full cost of replacement

Cost of Apps and Accessories

1. It is the parent/guardian responsibility to cover the cost of district-issued accessories in the event of theft, loss or damage due to intentional/unintentional abuse or misuse. Cost for accessory replacement includes, but is not limited to:
 - Power Charger and Cable (\$25-\$40)
 - iPad Case & Screen Protector (\$25)
 - Chromebook Case (\$35)
2. District-issued software applications (apps) are needed for student learning and should not be deleted. A fee may be assessed if an app needs to be restored.
3. Modifying the settings of the District-issued Device or deleting District-issued software applications app(s) may result in student discipline and/or the need for reformatting at a cost to the student.



Unenrollment

1. In the event that a police report is filed for a lost or stolen Device, Romeo Community Schools may aid the police in recovering the Device. All Devices are engraved with the District's name.
2. Students who un-enroll from Romeo Community Schools during the school year must return the Device along with any issued accessories at the time they leave the District. The Device and all accessories should be returned to the school's main office. Failure to return a Device in a timely fashion may result in legal action or payment in full (\$200-\$300)

Children's Online Privacy Protection Act

(COPPA) Verifiable Parental Consent (Children under the age of 13)

In order for Romeo Community Schools to continue to be able to provide your student with the most effective web-based tools and applications for learning, we need to abide by federal regulations that require a parental signature as outlined below.

Romeo Community Schools utilizes several computer software applications and web-based services, not operated by RCS, but by third parties. These include Google Apps, Apple ID, Weebly, Edublogs, and similar educational programs.

In order for our students to use these programs and services, certain personal identifying information, generally the student's name and email address must be provided to the web site operator. Under federal law, these websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13.

The law permits schools such as RCS to consent to the collection of personal information on behalf of all of its students thereby eliminating the need for individual parental consent given directly to the web site operator.

The Parent/Guardian Device Agreement and Release form will constitute consent for RCS to provide personal identifying information for your child consisting of first name, last name, email address and username to the following web-operators: Google, Apple, and to the operators of any additional web-based educational programs and services which RCS may add during the upcoming academic year. Please be advised that without receipt of this signed form, your enrollment package will not be considered complete as RCS will be unable to provide your student(s) with the resources, teaching and curriculum offered by our "Connected for Success" learning initiative.



FORM 1 District Technology Resources Acceptable Use Agreement for Students under Age 18

All Student users of District Technology Resources are required to sign this Acceptable Use Agreement (the "Agreement") in order to receive authorization to use District Technology Resources. Romeo Community Schools (the "School District") does not authorize any use of Technology Resources which are not conducted in strict compliance with this Agreement and the School District's Procedures for the Acceptable Use of Technology Resources. Your signature below indicates that you have read the terms and conditions of this Agreement and the School District's Procedures for the Acceptable Use of Technology Resources (located on the School District's website) carefully and understand their significance.

Student Acknowledgement

I have read the School District's Procedures for the Acceptable Use of Technology Resources, the terms and conditions of which are incorporated herein by reference, and hereby agree to those conditions, rules, and regulations. By executing this Agreement, I expressly agree to be responsible for my use of School District Technology Resources in accordance with the School District's Procedures for the Acceptable Use of Technology Resources, and to assume all responsibility for any liability associated with my use of School District Technology Resources in violation of this Agreement. I consent to, and understand that, the School District may monitor my electronic communications, including logs showing my Internet access, e-mail, downloaded files and other uses of the Technology Resources of the School District. I consent to and understand that, the School District may collect and examine Technology Resources that are suspected of causing technology problems or were the source of an attack, hacking, virus, or other infection. I consent to, and understand that, the School District may collect and examine Technology Resources when a student is suspected of violating the School District's Procedures for the Acceptable Use of Technology Resources, the Student Code of Conduct, or Board policies. I understand and agree that the School District assumes no responsibility for my use of the Technology Resources and assume the risks associated with use of Technology Resources and the Internet, including, but not limited to, intentionally or unintentionally gaining access to information and communications that I find inappropriate, offensive, controversial, or otherwise objectionable. I understand that cyberbullying is when a child, preteen or teen is tormented threatened, harassed, humiliated, embarrassed or otherwise targeted by another child, preteen or teen using the internet, interactive and digital technologies or mobile phones. The District reserves the right to discipline students' actions taken on or off school grounds if they are intended to have an effect on a student or they adversely affect the safety and well-being of a student. I understand that violating the School District's Procedures for the Acceptable Use of Technology Resources may result in having my use privileges of School District Technology Resources suspended or revoked, and that I may be further subject to disciplinary action, in accordance with the School District Student Code of Conduct, or other legal action.

Parent/Guardian Acknowledgement and Release

As the parent(s)/guardian(s) of the student named below, I/we have read the School District's Procedures for the Acceptable Use of Technology Resources and this Student Acceptable Use Agreement and discussed them with my/our child. I/We understand that access to and use of School District Technology Resources is a privilege designated for educational purposes. I/We hereby give permission to the School District to open an user account for my/our child and certify that information contained in this Agreement is correct. I/We consent to and understand that School District staff may monitor my/our child's electronic communications, including e-mail and files that he/she downloads, as well as consent to allow my/our child to use the Internet and I/we assume the risks associated with my/our child's use of the Internet. I/We hereby agree to release, indemnify and hold harmless, in both my/our personal capacity, and as guardian of my/our child, the School District as well as its board members, school teachers, employees, administrators, and adult volunteers, from any claims arising out of my/our child's violation of, or conduct inconsistent with, the School District's Procedures for the Acceptable Use of Technology Resources, including, but not limited to, claims arising from materials my/our child may download or relationships he/she may establish with people online, whether such claims arise from Internet use through school accounts or personal accounts.

Print Name of Student: _____

Signature of Student: _____ Date: _____

Print name of parent/guardian: _____

Signature of parent/guardian: _____ Date: _____

FORM 2 Parent Device Agreement and Release for Students under Age 18

1. I/We have read and understand the terms of the Procedures for the Acceptable Use of the District Technology Resources and the Student Device Agreement and have discussed them with my/our child.
2. I/We have read and understand the terms of the Parent Device Agreement and Release.
3. I/We consent to and understand that School District staff may monitor my/our child's electronic communications, including e-mail and files that he/she downloads, as well as consent to allow my/our child to use the Device and I/we assume the risks associated with my/our child's use of the Device.
4. I/We have discussed the Student Device Agreement with my child and, if my child will be taking the Device home, will support the School District in guiding my child in using the Device outside of school as an educational tool.
5. I/We understand that I am responsible for monitoring and guiding my child's activity outside of the school day to ensure appropriate access to the Internet and use of the Device.
6. I/We understand that I, and/or my student are financially responsible for damage to or the loss of the Device, as well as for any costs incurred due to my student's use of the Device.
7. I/We hereby agree to release, indemnify and hold harmless, in both my/our personal capacity, and as guardian of my/our child, the School District as well as its board members, school teachers, employees administrators, and adult volunteers, from any claims arising out of my/our child's violation of, or conduct inconsistent with, the School District's Procedures for the Acceptable Use of District Technology Resources and the Student Device Agreement, including, but not limited to, claims arising from materials my/our child may download or relationships he/she may establish with people online, whether such claims arise from Internet use through school accounts or personal accounts.

Printed Name: _____

Student Signature: _____ Date: _____

FORM 3 Student Device Agreement for Students under Age 18

All Student users of a Device are required to sign this Student Device Agreement (the "Agreement") in order to receive authorization to use the Device. Romeo Community Schools (the "School District") does not authorize any use of the Device which are not conducted in strict compliance with this Agreement and the School District's Procedures for the Acceptable Use of District Technology Resources. Your signature below indicates that you have read the terms and conditions of this Agreement and the School District's Procedures for the Acceptable Use of the District Technology Resources carefully and understand their significance.

1. I have reviewed and will abide by the Procedures for the Acceptable Use of District Technology Resources at all times.
2. I will take good care of my assigned Device and accessories.
3. I will keep my Device secure at all times.
4. I will not loan my Device to anyone.
5. If I will be taking the Device home, I will bring my Device to school fully charged and ready for use each day.
6. I will not disassemble, repair, damage, hack or subvert the security of the Device.
7. I will not have my Device out in bathrooms or locker rooms.
8. I agree to abide by all policies governing the use of my Device, both in school and outside of school.
9. I understand that my Device is subject to inspection by staff at any time and that it remains the property of the School District.
10. I understand that I am responsible for any damage to or loss of the Device.
11. I will file a report with the main office in the event of loss/theft/damage/equipment failure within one school day. I will file a police report in the event the Device is lost or stolen.
12. I will return the Device, case and cables in good working order as directed.
13. I consent to, and understand that, the School District may collect and examine the Device when a student is suspected of violating the School District's policies, rules and procedures.
14. I understand and agree that the School District assumes no responsibility for my use of the Device and I assume the risks associated with use of the Device including, but not limited to, intentionally or unintentionally gaining access to information and communications that I find inappropriate, offensive, controversial, or otherwise objectionable.
15. I understand that cyberbullying is when a child, preteen or teen is tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted by another child, preteen or teen using the Internet, interactive and digital technologies or mobile phones. The District reserves the right to discipline students' actions taken on or off school grounds if they are intended to have an effect on a student or they adversely affect the safety and well-being of a student.
16. I understand that violating the School District's Procedures for the Acceptable Use of District Technology Resources may result in having my use privileges of the School District's Device suspended or revoked, and that I may be further subject to disciplinary action, in accordance with the School District Student Code of Conduct, or other legal action.

I agree to the terms set forth in the Student Device Agreement and will abide by the Romeo Community Schools Procedures for the Acceptable Use of District Technology Resources, the Student Handbook, and all Board Policies.

Printed Name: _____

Student Signature: _____ Date: _____

FORM 4 District Technology Resources Acceptable Use Agreement for Students Age 18 or Older

All Student users of Romeo Community Schools (the "School District") Technology Resources are required to sign this Student Acceptable Use Agreement (the "Agreement") in order to receive authorization to use School District Technology Resources. The School District does not authorize any use of School District Technology Resources which is not conducted in strict compliance with this Agreement and the School District's Procedures for the Acceptable Use of Technology Resources. Your signature below indicates that you have read the terms and conditions of this Agreement and the School District's Procedures for the Acceptable Use of Technology Resources (located on the School District's website) carefully and understand their significance.

Student Acknowledgement and Release

I have read the School District's Procedures for the Acceptable Use of Technology Resources, the terms and conditions of which are incorporated herein by reference, and hereby agree to those conditions, rules, and regulations. By executing this Agreement, I expressly agree to be responsible for my use of School District Technology Resources in accordance with the School District's Procedures for the Acceptable Use of Technology Resources, and to assume all responsibility for any liability associated with my use of School District Technology Resources in violation of this Agreement. I consent to, and understand that, the School District may monitor my electronic communications, including logs showing my Internet access, e-mail, downloaded files and other uses of the Technology Resources of the School District. I consent to and understand that, the School District may collect and examine Technology Resources that are suspected of causing technology problems or were the source of an attack, hacking, virus, or other infection. I consent to, and understand that, the School District may collect and examine Technology Resources when a student is suspected of violating the School District's Procedures for the Acceptable Use of Technology Resources, the Student Code of Conduct, or Board policies. I understand and agree that the School District assumes no responsibility for my use of the Technology Resources and assume the risks associated with use of Technology Resources and the Internet, including, but not limited to, intentionally or unintentionally gaining access to information and communications that I find inappropriate, offensive, controversial, or otherwise objectionable. I understand that violating the School District's Procedures for the Acceptable Use of Technology Resources may result in having my use privileges of School District Technology Resources suspended or revoked, and that I may be further subject to disciplinary action, in accordance with the School District Student Code of Conduct, or other legal action.

I also hereby agree to release, indemnify and hold harmless the School District, as well as its board members, teachers, employees and agents, from any claims arising out of any illegal or inappropriate activities with which I have been involved or out of my violation of, or conduct inconsistent with, the School District's Procedures for the Acceptable Use of Technology Resources and/or this Agreement, whether such claims arise from Internet use performed on Technology Resources through school accounts or personal accounts.

Printed Name: _____

Student Signature: _____ Date: _____

FORM 5 Student Device Agreement and Release for Students Age 18 and Over

All Student users of a Device are required to sign this Student Device Agreement and Release (the "Agreement") in order to receive authorization to use the Device. Romeo Community Schools (the "School District") does not authorize any use of the Device which are not conducted in strict compliance with this Agreement and the School District's Procedures for the Acceptable Use of District Technology Resources. Your signature below indicates that you have read the terms and conditions of this Agreement and the School District's Procedures for the Acceptable Use of District Technology Resources carefully and understand their significance.

1. I have reviewed and will abide by the Procedures for the Acceptable Use of District Technology Resources at all times.
2. I will take good care of my assigned Device and accessories.
3. I will keep my Device secure at all times.
4. I will not loan my Device to anyone.
5. If I will be taking the Device home, I will bring my Device to school fully charged and ready for use each day.
6. I will not disassemble, repair, damage, hack or subvert the security of the Device.
7. I will not have my Device out in bathrooms or locker rooms.
8. I agree to abide by all policies governing the use of my Device, both in school and outside of school.
9. I understand that my Device is subject to inspection by staff at any time and that it remains the property of the School District.
10. I understand that I am responsible for any damage to or loss of the Device. I understand that I, and/or my parent(s) or guardian(s) are financially responsible for damage to or the loss of the Device, as well as for any costs incurred due to my use of the Device.
11. I will file a report with the main office in the event of loss/theft/damage/equipment failure within one school day. I will file a police report in the event a Device is lost or stolen.
12. I will return the Device, case and cables in good working order as directed.
13. I consent to, and understand that, the School District may collect and examine the Device when a student is suspected of violating the School District's policies, rules and procedures.
14. I understand and agree that the School District assumes no responsibility for my use the Device or iTunes and I assume the risks associated with use of the Device and iTunes, including, but not limited to, intentionally or unintentionally gaining access to information and communications that I find inappropriate, offensive, controversial, or otherwise objectionable.
15. I understand that violating the School District's Procedures for the Acceptable Use of District Technology Resources may result in having my use privileges of the School District's Device or iTunes suspended or revoked, and that I may be further subject to disciplinary action, in accordance with the School District Student Code of Conduct, or other legal action.
16. I hereby agree to release, indemnify and hold harmless in my personal capacity the School District as well as its board members, school teachers, employees administrators, and adult volunteers, from any claims arising out my violation of, or conduct inconsistent with, the School District's Procedures for the Acceptable Use of District Technology Resources and the Student Device Agreement, including, but not limited to, claims arising from materials my/our child may download or relationships he/she may establish with people online, whether such claims arise from Internet use through school accounts or personal accounts.

I agree to the terms set forth in the Student Device Agreement and will abide by the Romeo Community Schools Procedures for the Acceptable Use of the District Technology Resources, the Student Handbook, and all Board Policies.

Printed Name: _____

Student Signature: _____ Date: _____

FORM 6 Technology Resources Acceptable Use Agreement for Non-Student Users

All users of Romeo Community Schools (the "School District") Technology Resources are required to sign this Technology Resources Acceptable Use Agreement in order to receive authorization to use Technology Resources. The School District does not authorize any use of School District Technology Resources which is not conducted in strict compliance with this Agreement and the School District's Procedures for the Acceptable Use of Technology Resources. Your signature below indicates that you have read the terms and conditions of this Agreement and the School District's Technology Resources Acceptable Use Policy and Procedures (located on the School District's website) carefully and understand their significance.

Non-Student User Acknowledgement

I have read the School District's Procedures for the Acceptable Use of Technology Resources, the terms and conditions of which are incorporated herein by reference, and hereby agree to those conditions, rules, and regulations. By executing this Agreement, I expressly agree to be responsible for my use of the School District's Technology Resources in accordance with the Procedures for the Acceptable Use of Technology Resources, and to assume all responsibility for any liability associated with my use of the Technology Resources in violation of this Agreement. I acknowledge my responsibility to uphold the integrity of the Technology Resources and to retain copies of all e-mails and applicable attachments which conduct official School District business in accordance with the School District's Record Retention Policy. I consent to, and understand that, the School District may monitor my electronic communications, including logs showing my Internet access, e-mail, and downloaded files. I understand that violating the School District's Procedures for the Acceptable Use of Technology Resources may result in having my use privileges of the School District Technology Resources suspended or revoked, and that I may be further subject to disciplinary action, in accordance with the terms and conditions of any applicable contract or collective bargaining agreement, or other legal action.

I also hereby agree to release, indemnify and hold harmless the School District, as well as its board members, teachers, employees and agents, from any claims arising out of any illegal or inappropriate activities with which I have been involved or out of my violation of, or conduct inconsistent with, the School District's Procedures for the Acceptable Use of Technology Resources and/or this Agreement, whether such claims arise from Internet use performed on School District Technology Resources through school accounts or personal computers.

Finally, I agree to report any substantial misuse of School District Technology Resources, including the Internet, to my immediate supervisor.

Printed Name of Non-Student User _____ Date _____

Signature of Non-Student User _____

FORM 7 Parent Approval to Remove the Device from School

Prior to a student being allowed to remove the Device from school, the parent must have completed the following:

1. Reviewed the Device Student and Parent Handbook.
2. Reviewed the Student Code of Conduct as part of the School Handbook.
3. Signed the Acceptable Use Policy with their child.
4. Signed the Student Device Agreement.

Having completed the above, please complete and sign the following if you would like your student to take his or her assigned Device home from school (please initial each item):

_____ I am aware of the online resources for parents and families at www.common sense media.org linked directly from the District webpage.

_____ I have reviewed, understand and signed the **Device Student and Parent Handbook**.

_____ I have reviewed and signed the **Acceptable Use Policy**.

_____ I have reviewed and understand the **Student Code of Conduct as Part of the School Handbook**.

_____ I understand that it is not necessary for my child to take the Device home from school in order to earn credit(s) for coursework or assignments, or to meet the academic requirements of Romeo Community Schools.

_____ I understand that the Device is not Internet-enabled (i.e., the Device cannot independently access the Internet), but that my child's Device is capable of accessing the Internet through an external or non-wireless Internet connection (such as at my home, or in a restaurant, library or coffee shop).

_____ I understand that by granting permission for my child to remove his or her assigned Device from school, I am responsible for monitoring my child's use of the Device while off school grounds, including monitoring safe Internet usage as discussed in the Romeo Community Schools Procedures and Rules for the Acceptable Use of the Device, in the Acceptable Use Policy, and in the Student Code of Conduct.

_____ I understand that the District has provided information online of available internet access within the community. While these areas are available for access, I recognize that this may not be a comprehensive list of all known wireless access points and these points have not been certified as safe or monitored by adult supervision, and that the best place for use is under the care and supervision of a responsible adult.

As a result of the above:

I grant permission for my child (listed below) to take his or her assigned Device home from school.

Student Printed Name: _____ Parent Printed Name: _____

Parent Signature: _____ Date: _____

I do NOT grant permission for my child (listed below) to take his or her assigned Device home from school.

Student Printed Name: _____ Parent Printed Name: _____

Parent Signature: _____ Date: _____