

# Staff, Student & Parent Technology Handbook

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Romeo Community Schools

316 North Main

Romeo, Michigan 48065

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# Acceptable Use Policy

## **Definition**

The term User describes any staff, faculty, and student who uses any type of district-provided technology, including but not limited to computers, Chromebooks, iPads, phones, cameras, displays, wired and wireless networks, etc., with or without a district-provided Windows, Google, or other type of user account. The rules and responsibilities outlined below apply to all users of technology, although some refer to students in particular.

Use of educational technology at Romeo Community Schools (RCS) is a privilege extended to students, faculty and staff to enhance learning and exchange of information. Each user of technology shall understand the following Rules of Conduct and Disciplinary Action statements and sign the Acceptable Use Agreement and Release form prior to accessing and using district technology.

In order to remain compliant with the Children's Internet Protection Act (CIPA), Romeo Community Schools will install firewall hardware and software 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 Schools will review the Acceptable Use Policy annually and update it as appropriate.

## **RULES OF CONDUCT**

- A. All users of technology resources shall accept responsibility for the acceptable use thereof.
- B. Users shall utilize technology in the school ONLY for facilitating learning and enhancing educational information exchange consistent with the purpose of the school.
- C. 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.
- D. Users shall log into any network and/or application only with a user identification and password they have been assigned. Users are prohibited from using another user's account and password. Users will not access or modify other accounts, data, files or passwords. Users will not add, delete, relocate or modify software hardware or software without authorization from the Technology Department
- E. Users have no right or expectation of privacy when using technology, including, but not limited to, network communications, e-mail, data on a workstation or server, Internet use, telephone, voice mail, and video recording

- F. Users shall prevent the knowing installation of computer viruses or malware of any kind 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 make any attempt to circumvent or bypass security policies.
- G. 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.
- H. 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.
- I. Users shall not use the technology for private business enterprise, for product advertisement or political lobbying, campaigning, for illegal activity, for-profit purposes, transmitting offensive materials, discriminating remarks, harassment, intimidation, or obtaining, possessing, or sending sexually explicit, obscene, or pornographic material

## **DISCIPLINARY ACTION**

- A. Any user violating any of these 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 Rules of Conduct may be required to attend additional training sessions in order to continue using district technology.
- D. Users violating any of these Rules of Conduct may face additional disciplinary action deemed appropriate in keeping with the policies and guidelines of the school.
- E. Romeo Community Schools in its sole discretion reserves the right to terminate the availability of technology resources, including hardware, software, local area network (LAN) and/or internet access, at any time.

## **Unenrollment/Leaving the District**

Students who unenroll from Romeo Community Schools and staff members leaving the district must return their district-provided 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 will result in payment in full and/or legal action.

## Student Use of District-Provided Device

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1. All students will receive a district-provided personal learning device. Students in grades K-1 will receive an iPad, and students in grades 2-12 will receive a Chromebook.
2. The device is the property of Romeo Community Schools 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 district-provided or supported e-mail service.
3. Students are responsible for bringing the device to school every day. The device is expected to be fully charged each day. Failure to bring the device or any other course material to class does not release the student from their responsibility for class work.
4. While personalized screensavers or backgrounds are permitted, inappropriate, provocative, violent, illicit images are not permitted and subject to disciplinary action in accordance with school policy.
5. Romeo Community Schools 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

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Students are responsible for the care and upkeep of their device and are expected to 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 the technology support person as soon as possible. You may be issued a temporary device until your device is repaired or replaced.
2. The device must never be left unattended at any time. If a device is left unattended, it will be collected and disciplinary action may follow in accordance with the student handbook.
3. Never expose a device to long-term extremes in temperature or direct sunlight. The device can be cleaned with a soft, dry, lint free cloth; do not use window cleaners, household cleaners, alcohol or abrasives to clean the device. Avoid getting moisture in any openings.
4. While the device is scratch resistant, it will scratch. Do not use sharp objects on the device.
5. 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.
6. Care must be exercised when plugging and unplugging the charger and accessories. District-issued device accessories are the responsibility of the student.
7. Each device has a unique identification number and at no time should the numbers or labels be modified or removed.
8. 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
9. The device and the case must remain free of stickers, writing, painting, or any other forms of adornment.
10. Never throw a backpack that contains a device. Never place a device in a backpack that contains food, liquids, heavy or sharp objects, or places pressure on the device.

# Damaged, Lost, or Stolen Devices and Accessories

1. The replacement cost of the device is approximately \$200. This does not include the device case or charger.
2. If a device is damaged, the parent/guardian will be assessed a fee as described below:
  - 1st incident-\$25
  - 2nd incident-\$50
  - 3rd incident-full cost of repair or 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, The district must be notified immediately and the fee assessed will be \$200.
5. It is the parent/guardian responsibility to cover the cost of district-issued accessories in the event of theft, loss or damage. Costs for accessory replacement are listed below:
  - Power Charger and Cable (\$40)
  - iPad Case & Screen Protector (\$25)
  - Chromebook Case (\$35)

## Children's Online Privacy Protection Act

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

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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 abide by federal regulations that require a parental signature as outlined below.

Romeo Community Schools utilizes Google Workspace for Education, 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 Google and other educational application providers. Under federal law, these parties 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 application provider. [Google Workspace for Education Privacy Policy](#). [Third-Party Privacy Policies](#).

## Agreement

The following Agreement and Release form will constitute consent for RCS to provide personal identifying information for all staff and students, typically consisting of first name, last name, email address and username to Google, and to the providers of any additional web-based educational programs and services which RCS may add during the upcoming academic year. For Parents: 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.

## District Technology Acceptable Use Agreement and Release Form

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All users or parents/guardians of users of district technology are required to sign this Acceptable Use Agreement and Release form (the "Agreement") in order to receive authorization to use district technology. Romeo Community Schools (the "School District") does not authorize any use of technology resources which are not conducted in strict compliance with this Acceptable Use Policy. Your signature below indicates that you have read the terms and conditions of this Agreement carefully and understand their significance.

### Acknowledgement and Release

I have read the School District's Acceptable Use Policy, 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 the use of School District technology resources in accordance with the Acceptable Use Policy, and to assume all responsibility for any liability associated with my use of School District technology in violation of this Agreement. I consent to, and understand that, the School District may monitor my electronic communications, including logs showing 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 any technology and/or devices 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 a device when there is suspicion of violating the School District's Acceptable Use Policy, the Student Code of Conduct, or Board policies. I understand and agree that the School District assumes no responsibility for my use of, or my student(s) use of technology and I 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 are 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 School 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 Acceptable Use Policy may result in having the privileges of technology resources suspended or revoked, and that I may be further subject to disciplinary action, or other legal action. I/we have read the School District's Acceptable Use Policy and discussed it 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 a user account for my/our child and certify that information contained in this Agreement is correct.

Print Name of Student: \_\_\_\_\_

Print Name of Parent/Guardian: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name of Staff/Faculty \_\_\_\_\_

Signature of Staff/Faculty \_\_\_\_\_ Date: \_\_\_\_\_