# Student-Assigned Technology Device

*Acceptable Use Policy and Device Use Policy*
*For Students and Parents*

The following policies and manual detail proper use and care of student-assigned technology devices both off and on school property.

## Acceptable Use Policy

### District Board Policies and Procedures

The Board of Education policies that are relevant to the use of student-assigned technology devices include:

4.406: Use of Internet
6.309: Zero Tolerance Offenses (Electronic)
6.311: Care of School Property
6.312: Use of Personal Communication Devices and Electronic Devices
6.709: Student Fees and Fines

### Network and District Resources

The purpose of the Oak Ridge Schools district network is to support education, particularly in the areas of research and communications, by providing access to a multitude of electronic resources and the opportunity to collaborate with other individuals and groups. Such open access is a privilege and requires that individual users act responsibly. Users must respect the rights of others, respect the integrity of the computer network, and observe all relevant federal and state laws as well as Oak Ridge Schools district policies and guidelines. Misuse of computing, networking, and information resources may result in the loss of computing privileges and/or other appropriate disciplinary actions up to and including suspension or expulsion.

### Privacy

All users are warned that no guarantee of privacy exists in the use of Oak Ridge Schools district technological resources. Users should not assume that files or communications accessed, downloaded, created or transmitted using district resources or stored on services or hard drives of individual computers will be private.

### Respectful Conduct

Users of the Oak Ridge Schools technology resources are expected to respect district property and be responsible in using technology equipment. Users are to follow all instructions regarding maintenance or care of the equipment. Users may be held responsible for any loss or damage caused by intentional (malicious) or negligent acts while district technology is in their care. The school district is responsible for any routine maintenance or standard repairs to school system computers. With these guidelines in mind, students should:

- Use assigned devices as required by instructors
- Be considerate when using scarce resources (scanners, printers, paper and bandwidth)
- Avoid deliberately disrupting system performance or interfering with the work of another user
- Report equipment problems immediately to instructor or helpdesk technician

## Responsibilities

- Users will accept the responsibility for all material sent from and/or stored in their account.
- Users will not download copyrighted software, inappropriate text and graphic files, or files dangerous to the integrity of the network.
- Users will regularly delete electronic messages and any unnecessary files to limit the storage space being utilized by their account.
- Users will not tamper with, modify, or change the district system software, hardware or wiring or take any action to violate the district's security system.
- Users will not use the district's electronic technologies in such a way as to disrupt the use of the system by other users.

## Misuse

Examples of misuse include, but are not limited to:

- Using the district's electronic technologies to engage in any illegal act or violate any local, state or federal laws, including downloading copyrighted material
- Using electronic mail to harass others, including but not limited to the use of vulgar or offensive language and terms.
- Accessing, reviewing, uploading, downloading, completing, storing, printing, posting, receiving, transmitting, or distributing:
  - Pornographic, obscene or sexually explicit material or other visual depictions; obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful or sexually explicit language;
  - Materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
  - Materials that use language or images that advocate violence or discrimination or threatens the safety of others
    - Masking the identity of an account or machine
    - Posting materials that violate existing laws or Oak Ridge School district policies
    - Sending chain letters over the network or "broadcasting" messages to lists or individuals which would cause congestion of the networks or otherwise interfere with the work of others
- Using a computer account, other than your own, without authorization
- Gaining unauthorized access to any computer system
- Knowingly performing an act which will interfere with the normal operation of computers, terminals, peripherals, or networks
- Demonstrating a suspected security violation
- Attempting an unauthorized login to any school system computer on the network as a system administrator
- Knowingly running, installing, or sharing a program intended to damage or to place excessive load on a computer system or network, including viruses, Trojan horses, and worms

- Using the district's electronic technologies to vandalize, damage, or disable the property of another person or organization
- Attempting to circumvent data protection schemes or take advantage of security loopholes

## Cyberbullying

Students should not use the Oak Ridge School district network or Internet access to make, distribute or redistribute jokes, stories or other material which is based on slurs or stereotypes relating to race, gender, ethnicity, nationality, religion or sexual orientation. As a district, we teach our students to identify various safety risks when online, including cyberbullying.

Per release of the FCC (Federal Communications Commission) and CIPA (Children's Internet Protection Act), students and staff shall not use cell phones, instant messaging, email, chat rooms, social networking sites, or other types of digital technology to bully, threaten, discriminate, or intimidate others. If a student or staff member receives a text, email, blog comment, social network post, or message that makes them feel uncomfortable or is not respectful, they must report the incident to the school administrator or building designee. Do not respond to the comment.

## Personal Safety

Per compliance with CIPA, the Oak Ridge School district utilizes filtering software and other technologies to prevent students from accessing visual depictions that are obscene, pornographic or harmful to minors. The use of anonymous proxies to get around the content filter is strictly prohibited and will be considered a violation of this policy. Social networking resources will be for educational purposes only and will be conducted with proper supervision. No personal addresses, personal phone numbers or last names of students will be permitted to be given out on the Internet.

## Social Networking

Oak Ridge Schools users with access to social networking sites as part of their student assignments are required to keep personal information out of their postings. All activities are limited to usage in association with activities of Oak Ridge Schools. Speech that is inappropriate for class is not appropriate on social media tools. Users are expected to treat others and their ideas with respect.

## Creation of Web-Accessible Materials

All student-created web pages and materials that become a part of the Oak Ridge Schools website must be created in the context of a course and under the supervision of an instructor. All web pages are subject to initial approval and on-going review and should reflect the mission and character of the District and schools.

The web page cannot be used for personal financial gain, to express personal or political opinions, or to editorialize. The Technology Department reserves the right to reject all or part of a proposed or posted web page. Students and staff will not post or release student family name, password, username, email address, home address, or other information that could help someone located or contact a student in person. Group photographs without names are preferred for all students.

Students utilizing classroom discussion boards/posts or chats should refrain from language that bullies, threatens, intimidates, or discriminates against others. Speech that is inappropriate inside the classroom is also inappropriate in digital discussion formats.

## Copyright Laws

Educational multimedia projects which incorporate portions of copyrighted works under these guidelines may be used for educational purposes and for curriculum-based learning activities. Students:

- Must seek individual permissions for all copyrighted works incorporated in their personal multimedia projects before reproduction and distribution
- May incorporate portions of lawfully acquired copyrighted works when producing their own educational multimedia projects for a specific course, for one-time use (i.e. not accessible electronically via the web or broadcasted)
- May perform and display their own educational projects in the course for which they were created and may use them in portfolios as examples of their academic work or for job and college entry interviews
- Are advised to exercise caution in using digital material downloads from the Internet in producing their own projects due to copywrite laws

## Cybersecurity

Cybersecurity is an ever-growing threat, especially for students in an online world. Oak Ridge Schools utilizes multiple tools to protect students.

- **Gaggle** is a software tool that alerts school administrators of suspicious, harmful, or telling activity on student devices. This allows the district to identify and address a host of concerns including offensive media, unwelcome communications, suicidal intentions and more before they become larger problems. Gaggle monitors student laptops 24/7 through applications like Canvas, Office 365, Google and anywhere student email is used.
- **Website filters** are used by Oak Ridge Schools to filter all website content that students are able to access. These filters are customized by school and grade level so that students are able to learn without accessing inappropriate material. This security feature is in compliance with CIPA as well as the Children's Online Privacy Protection Act (COPPA).

# Device Use Policy

## Restricted Users and Unrestricted Users

Please note the following terms:

**Unrestricted User** refers to students who take their district-issued technology device home with them after school is dismissed each day. These students have chosen *not* to opt out of the Student-Assigned Technology Device program.

**Restricted User** refers to students that only use a district-issued technology device while on school property during the school day, returning the devices to the student help desk before leaving the school. Students can become Restricted Users either by opting out of the Student-Assigned Technology Device program or through disciplinary means.

**Content Restricted User** refers to students who are restricted by accessible content *ONLY*. These students will still be permitted to take an assigned device home with them after school each day.

In-person elementary school students will be considered **Restricted Users.** All students completing school from home are considered **Unrestricted Users** regardless of grade level.

# Expectations

Throughout the remainder of the manual, the term "technology device" includes the laptop, charger, stylus and protective covering provided by the school.

## Receiving a Technology Device

Students will use technology devices in a manner consistent with all Board of Education policies, district procedures and school rules, including this Acceptable Use Policy.

## Returning a Technology Device

- The student's school technology device and accessories, as listed above, must be returned to the school at the end of each school year.
- Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment for any other reason must return their school technology device on the date of termination.
- Students who transfer to a school within the district must turn in their devices before transferring. The devices will be checked for damage and then will be sent to the student's new school by the Technology Department.
- If a student fails to return the technology device at the end of the school year or upon termination of enrollment, that student/parent/guardian will be subject to the replacement cost of the device (see damage penalty matrix below).
- If the student/parent/guardian has unpaid penalties, a student transcript can be withheld or the student's new school will be notified of the penalties.
- If a student has not returned their school-issued laptop after transferring to a new district, the device must be returned before records can be sent to another district.

## Technology Device Use

Students are responsible for using the technology device according to school and district policies and procedures listed in this manual.

- If a student's technology device is not working or is damaged, the student must report the problem immediately to the Student Helpdesk.
- Failure to bring the district-issued technology device or other class materials does not release a student from his/her responsibility for class work. If a student repeatedly fails to bring materials to class, including the technology device, progressive discipline procedures will be followed.
- Students should charge their technology device each night at home so that it is fully charged when they arrive at school each day.
- Students should not lend their technology device to another person. If a student lends their device to someone else, the student who lent the device is responsible for any damages that take place as a result. Students should never leave their technology unattended unless requested to do so by a staff member. When not in a student's possession, the device should be in a secure, locked environment.
- Each device has a unique serial number and asset tag. Students should not modify or remove this tag. If a label has been damaged or has fallen off, the student must return the device to the Student Helpdesk so that a new label can be made.
- Students should not write on, draw on, or add stickers or labels to the technology device. No other form of tampering will be permitted.
- It is the student's responsibility to back up projects and content.
- Students may add music subscription service to their device with parent's agreement. This information may be inspected and inappropriate, graphic, or offensive material may be removed.
- The technology device is the property of Oak Ridge Schools and may be collected and inspected at any time. Students have no right to privacy for any material on a technology device.

# Technology Device Guidelines

## Care and Maintenance

- Technology devices should NEVER be picked up by the lid. Students should close the technology device before it is picked up.
- Students will  use the school-issued protective covering at all times. Damage to the device that occurs because the device case is not in use will be considered malicious damage and will incur additional penalties.
- When carrying the device to and from school, it is expected that the device will be placed in a backpack, bag, or other carrying case. Consider carrying the device in a bag with a designated laptop sleeve for further protection.
- When using ports for headphones, microphones, a computer mouse, etc., use care when plugging in and taking out devices.

- Technology devices should be kept at room temperature and should NOT be exposed to extremes of hot or cold. Students should not leave their technology device in a vehicle for extended periods of time, and students should not leave their technology device outside.
- Liquids and food should not be used/consumed in the vicinity of the device or accessories.
- The device should never be placed in an area where it could accidentally be sat or stepped on. In addition, devices can be a tripping hazard when charging.

## Cleaning
- Cleaners, sprays, alcohol, ammonia or abrasives should not be used on the technology device.
- Technology devices should be cleaned with a soft, lint-free cloth.

## Maximize Battery Life
Students should use the technology device in ways that maximize its battery life. See our tech tip at www.ortn.edu/district/technology/help for a step-by-step.
- **Battery Saver:** The Energy Saver control panel offers several settings that can adjust power levels for the device. Adjusting these settings will allow the device to dim the screen and use other components sparingly when it is not plugged in to charge. This helps preserve battery.
- **Brightness:** Students should dim the screen to the lowest comfortable level to achieve maximum battery life.
- **Bluetooth Wireless:** You may also turn off Bluetooth to maximize battery.
- **Applications and Peripherals:** Disconnect peripherals (external devices like headphones or keyboards) and completely quit and close applications that are not in use.

## Bed Bug Protocol
In the event that a bed bug is found on a student's device, the device will be collected from the student and given to a school technician for treatment.
- School administrators will give the parent/guardian a "Consent to Treat" form to be signed and returned.
- The technology device will be treated with Proof® Bed Bug and Dust Mite Killer.
- The entire treatment process will take approximately 2 hours or less to complete.
- Once the treatment is complete, if the "Consent to Treat" form has been signed by the parent/guardian and returned, the student's device will be returned to the student.
- If the "Consent to Treat" form has not been signed and returned, the student will become a Restricted User until the form is signed and returned.
- The device will be re-treated every two weeks until school administrators have deemed the home is cleared.

# Parent/Guardian Guide for Safe Device Use
The following are suggestions to promote safe use of the technology device in your home.
- Monitor your child's home use of the Internet while using the technology device.
- Provide a place in an open area of your home, such as the kitchen or family room, where the device will be used.
- Use the internet with your child to help develop safe Internet habits. One suggested resource is NetSmartz – http://www.netsmartz.org/internetsafety
- Frequently ask to see your child's device and ask how it is being used.
- Review the programs installed on the device with your child and ask them what each program does.
- Do not hesitate to contact your school if you have any questions or concerns about the technology device.

# Repair and Replacement Guidelines

The following is designed to be a guide and reference for dealing with issues related to student technology device damage with the understanding that the goal is for every student to have an operational device. Typically, issues will arise over one of the following: Theft, Non-preventable Damage, Preventable Damage/Negligence, and Intentional (Malicious) Damage/Recklessness.

## Theft/Non-Preventable Damage

For theft:

If a student's device is stolen on school property, the student must report the loss immediately to school administration. If the device is stolen outside of school, parents/guardians must report the loss immediately to local police and obtain a police report. If it is not clear where a device was stolen, please contact police and obtain a police report.

- An administrator will meet with student and parent/guardian in order to investigate the theft.
- A police report is required in all instances to document a theft.
- After a police report is submitted, the student will become a Restricted User during the time of the investigation. Upon finalizing the report, a student may be issued a replacement computer and return to Unrestricted User status.

For non-preventable damage (these are rare, but examples may include an auto accident or a house fire):
- An administrator will meet with the student to investigate the incident and discuss with parent/guardian as necessary
- A loaner computer will be issued until the accident can be verified. Upon determination of a verifiable accident, the student will be issued another computer permanently.

## Wear and Tear

If the device has minor damage due to wear and tear based on required use, no penalties will be assessed.

## Unintentional Damage/Negligence

Damage must be reported as soon as possible, within a window of one week from the time of the damage unless the damage occurs during a break; in this case, the damage must be reported within one week of the student's return to school.
- Each student will be allowed 3 incidents of unintentional damage per school year without being assessed a damage penalty. A fourth incident will result in a $50 charge. Additional $50 charges will be assessed for each further incident of unintentional damage.
- An administrator will meet with the student to investigate the incident and discuss with parent/guardian as necessary.
- Student will become a Restricted User until any damage penalty or replacement costs are received. Principals may make an exception to this rule if the student's family has agreed upon and begun a payment plan for the remainder of the penalty.
- The replacement cost of the device cannot be satisfied by families purchasing their own replacement device or accessories from a third party.

## Lost Device

If a student's device is lost, whether on or off school property, the student must report the loss immediately to school administration. For damage penalties related to lost devices, please see the damage matrix below.

## Intentional (Malicious) Damage/Recklessness

- The parent/guardian and student have accepted responsibility for the machine and, therefore, are liable for the cost of the repair or replacement of the device.
- An administrator will meet with the student to investigate and discuss with parent/guardian as necessary.
- Student will become a Restricted User until the cost of the repair or replacement is received. If the payment is not received within 30 days, the student will be removed from Restricted User status and will only be able to use classroom machines. Principals may make an exception to this rule if the student's family has agreed upon and begun a payment plan for the remainder of the penalty.
- The replacement cost of the device or accessories cannot be satisfied by families purchasing their own replacement items from a third party.
- The cost for repairs will be assessed for each reported incident.
- Please note that intentional (malicious) damage also includes the removal of asset tags and power supply identifiers.
- Multiple offenses should be handled appropriately and in consultation with the district office if necessary.
- If a student owes a penalty at the beginning of the school year based on the previous year, the penalty will have to be paid before a device is issued. Principals may make an exception to this rule if the student's family has agreed upon and begun a payment plan for the remainder of the penalty.
- Discipline measures will start over at the beginning of each new school year.

## Accessories Damage and Replacement

Damage to laptop accessories such as styluses or chargers will be repaired when possible. If repair is not possible, or if accessories have been lost/stolen, the student will be responsible for purchasing a replacement directly from the Technology Department. Replacement accessories may not be purchased from a third party.

Please see the matrix below for costs associated with replacement technology accessories.

## Penalty Damage Matrix

The following table summarizes the consequences of the various damage scenarios for the technology device, including the device itself, charger, stylus and bag.

*Please note that Restricted Users, including those who opt-out of the program, will not be responsible for any damage payments apart from those associated with intentional (malicious) damage incidents.*

*In turn, elementary school students who are Unrestricted Users (are allowed to take home devices from school) will be responsible for any damage penalties incurred while the device is at home.*

**The maximum out-of-pocket cost for damages will not exceed $50 per act of accidental damage. Additional damages may be added on a case-by-case basis.**

| Damage | Financial Consequence | Additional Consequence |
|---|---|---|
| **Wear and Tear** | No penalty | No additional consequence |
| **Laptop Charger Damage/Replacement Needed** | $17 replacement cost | No additional consequence |

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| **Device Bag Damage/Replacement Needed** | $32 replacement cost | No additional consequence |

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| **Stylus Damage/Replacement Needed** | $30 replacement cost | No additional consequence |
| **MiFi Damage/Replacement Needed** | $35 replacement cost | No additional consequence |
| **Unintentional Damage for a 1st, 2nd, or 3rd offense in a year** (includes more than one incident within the school year) | No penalty | No additional consequence |
| **Unintentional Damage for 4 or more offenses** | $50 penalty | No additional consequence |
| **Lost Device** | Up to $615 replacement cost | No additional consequence |
| **Stolen Device** | $50 replacement cost | No additional consequence |
| **Intentional (Malicious) Damage** | Up to $615 for replace/repair | The student will become a Restricted User for the remainder of the school year and face suspension as determined by administration |

## Opting Out

Parents have the right to opt out of the Student-Assigned Technology Device program. Opting out will mean that the student will not receive a personally assigned technology device for the entirety of the 2023-2024 school year.

The student will be considered a Restricted User and can pick up a device each morning from their school's Student Help Desk. This device must be returned to the help desk by the end of school each day. This device may NOT be taken home.

In order to opt out of the program, middle school and high school parents must pick up an opt out form from their student's school. Signed forms must be returned to the school as soon as possible.