



**School District of Clear Lake
Student Technology
Responsible Use Policy Handbook**

Student Technology Responsible Use Policy

The School District of Clear Lake is dedicated to creating a collaborative learning environment for all learners. Through a learning environment that includes exposure to, and the use of, technology resources, students and teachers will be able to implement transformative uses of technology and enhance student engagement with content. The goal remains to promote self-directed, lifelong learners. Our students will transition from consumers of information to creative producers and owners of knowledge. To prepare them, our team will establish collaborative professional learning communities based on integrative professional development for teachers. This program enhances classroom environments by providing high quality instruction, assessment and learning through the integration of technology and curriculum. Technology immersion enables teachers to continue to be a vital role by transforming the teacher from a director of learning to a facilitator of learning. The Board of Education, district staff and community members all play a key role in the development of effective and high quality educational experiences.

This document is meant to be a document in progress and not comprehensive. The District reserves the right to alter this document. The District also reserves the right to correct abusive or disrespectful behavior pertaining to the use of technology in the District.

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1. RECEIVING YOUR DEVICE

a. Student devices

Devices will be distributed within the first week of each school year. All Parents/Guardians and students are required to read and sign the School District of Clear Lake Device Agreement document and other beginning of the year paperwork before the device can be issued. This device Policy Handbook outlines the procedures and policies for families to protect the device investment for the School District of Clear Lake. Devices will be treated like textbooks in that they will be collected at the end of each school year. Students will retain their original device each year while enrolled at Clear Lake High School.

All transfer/new students will participate in school orientation and will be able to pick up their device from the IT Department upon submission of the appropriate forms/paperwork. Both students and their parents/guardians must sign the School District of Clear Lake device Agreement document prior to picking up a device.

Students will be held responsible for **ALL** damage done to their device not covered by warranty, including, but not limited to: broken screens, cracked pieces, inoperability, etc. due to negligence. Students will not be held responsible for general computer problems that do not result due to negligence i.e. corrupt system files, defective hardware, etc. Administration will investigate all avenues to determine if damage was due to negligence or faulty equipment/software.

b. Device Issuance By Grade

Student devices are issued according to grade level.

1. Grades JK-6 will have a specific device assigned to each individual student, which will be retained in the classroom and not sent home with students. Exceptions may be made and devices may be allowed home with students during periods of extended student absence or a prolonged disruption of in-person learning. Students will use their individually assigned device throughout the school year.
2. Grades 7-12 students will be issued a device which they will then retain in their possession for the school year. Students in Grades 7-12 may take their devices home with them on a daily basis.

2. Expectation of Privacy

a. There is No Expectation of Privacy!

Students have no expectation of confidentiality or privacy with respect to any usage of a device, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The District may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student devices at any time for any reason related to the operation of the District. By using a device, students agree to such access, monitoring, and recording of their use both in and out of school.

3. Returning your device

- a. End of Year: At the end of the school year, students will turn in their device & charger. Failure to turn in a device will result in the students being charged the full replacement cost. The District may also file a report of stolen property with the local law enforcement agency.
- b. Transferring/Withdrawing Students: Students that transfer out of or withdraw from the School District of Clear Lake must turn in their device and charger to the high school office on their last day of attendance. Failure to turn in the device will result in the student being charged the full replacement cost.

4. Taking care of your device

Students are responsible for the general care of the device they have been issued by the school. Devices that are broken, or fail to work properly, must be taken to the office as soon as possible so that they can be taken care of properly. **Do not take district-owned devices to an outside computer service for any type of repairs or maintenance.**

a. General Precautions

- i. No food or drink is allowed next to your device while it is in use.
- ii. Cords, cables, and removable storage devices must be inserted carefully into the device.
- iii. Never transport your device with the power cord plugged in.
- iv. Never store your device in your carry case or backpack while plugged in.
- v. Students should never carry their devices while the screen is open.
- vi. Air Vents CANNOT be covered. Devices must have a School District of Clear Lake IT tag on them at all times and this tag must not be removed or altered in any way. If the tag is removed, disciplinary action will result.
- vii. Devices should never be left in a car or any unsupervised area.
- viii. Students should never leave their devices unattended unless locked in their hallway locker.
- ix. Devices should not be used or stored near pets.
- x. Devices must remain free of any writing, drawing, stickers, and labels.
- xi. Students are responsible for bringing completely charged devices for use each school day

b. Carrying devices

- i. Device lids should always be closed and tightly secured when moving.
- ii. Never move a device by lifting from the screen. Always support a device from its bottom with the lid closed.
- iii. Always transport devices with care! Failure to do so may result in disciplinary action or loss of the privilege to use a 1 to 1 device owned by the District.

- iv. You should only be carrying your own device (one per person) to avoid potential damage from dropping.

c. Screen Care

- i. Device screens can be easily damaged. The screens are particularly sensitive to damage from excessive pressure on the screen.
 - 1. Do not lean or put pressure on the top of the device when it is closed.
 - 2. Do not store the device with the screen in the open position.
 - 3. Do not place anything near the device that could put pressure on the screen.
 - 4. Do not place anything in a carrying case or backpack that will press against the cover.
 - 5. Do not poke the screen with anything that will mark or scratch the screen surface.
 - 6. Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
 - 7. Clean the screen with a soft, dry microfiber cloth or anti-static cloth.
 - 8. Be cautious when using any cleaning solvents; some individuals may have allergic reactions to chemicals in cleaning solvents and some solvents can even damage the screen. Try to always use a water dampened towel or a highly diluted solvent.

5. Using your device at school

- a. Devices are intended for use at school each day and in many cases will replace your textbook. In addition to the teacher's expectations for device use, school messages, announcements, calendars and schedules may be accessed using the device. Students must be responsible to bring their device to all classes, such as their textbooks, unless specifically advised not to do so by their teacher.

b. Devices left at home

- i. Students will have the opportunity to check out a temporary replacement device from school staff if one is available. The student will be responsible for any damage to or loss of the issued device. Temporary devices must be checked out between 8:00 a.m. and 8:20 a.m. and returned by 3:00 p.m..
- ii. Repeated violations of this policy will result in disciplinary action.

c. Devices under repair

- i. Loaner devices may be issued to students when they leave their device for repair.
- ii. Students using loaner devices will be responsible for any damages incurred while in possession of the student. Students will pay full replacement cost if it's lost or stolen.

- iii. If a student device is damaged and being serviced, a loaner device may be taken home.

d. Charging

- i. Devices should easily last all day on one charge
 - 1. ***Devices must be brought to school each day fully charged.***
 - 2. Charging is the responsibility of the student and they should charge their device each evening to be prepared for school the next day.

e. Backgrounds and Passwords

- i. Inappropriate media may not be used as a screensaver or background.
- ii. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.
- iii. Take care to protect your password. Do not share your password.
- iv. If a student suspects that his/her login is no longer secure, they are responsible for notifying school staff immediately.

f. Sound

- i. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- ii. Headphones/earbuds may be used at the discretion of the teacher.

g. Printing

- i. Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- ii. Students will still be able to print from desktop computers in the Computer Lab or library, however, students will not be able to print directly from their issued devices at school. As students and teachers become more accustomed to cloud-based storage, printing needs may change or fade.
- iii. Students are not allowed to print for personal use.

h. Account Access

- i. Students will only be able to login into their device using their school issued login information.
- ii. Students should always use the device with their own account.
- iii. Students should never share their account passwords with others.

6. Using your device outside of school

Students are encouraged to use their device for school work at home and other locations outside of school. A wireless internet connection will be required for the majority of device use, however, some applications can be used while not connected to the Internet. Students are bound by the School District of Clear Lake guidelines in this document wherever/whenever they use their device. ***Devices have monitoring software running at all times.***

7. Managing and Saving your digital work

- a. Google Docs is a suite of products (Docs, Presentations, Drawings, Spreadsheets, Forms) that lets you create different kinds of online documents, work on them in real time with other people, and store your documents and your other files.
- b. Students should always remember to save or check 'auto-save' status of documents when working on digital media.
- c. The district will not be responsible for the loss of any student work.
- d. Students are encouraged to maintain backups of their important work on a portable storage device or by having multiple copies stored in different Internet storage solutions.
- e. With an Internet connection, you can access your documents and files from any device, anywhere in the world while using Education Fundamentals.
- f. All items will be stored online in the Google Cloud environment and may be saved on their device.
- g. Students are responsible for all files stored in their drive.

8. Operating System on your device

Students may not use or install any operating system on their devices other than the current version of Chrome OS and Microsoft OS that is supported, monitored, and managed by the district.

a. Updating your device

- i. The IT department has programmed devices to update automatically upon start-up.

b. Virus Protection & Software

- i. With Smoothwall technology and district managed antivirus and firewall protection, the district makes every effort to have layers of protection against malware, security attacks, and inappropriate use.

c. Software or App. Installation

- i. Your device can access the Google Education Fundamentals suite of productivity and collaboration tools, as well as apps available in the Chrome Web Store and content across the entire web.
- ii. All work is stored in the cloud, on-line.
- iii. Students are allowed to install appropriate Chrome web apps and extensions from the Chrome Web Store.
- iv. Students are responsible for the web apps and extensions they install on their devices. Inappropriate material will result in disciplinary action.
- v. Some web apps will be available to use when the device is not connected to the Internet.

9. Responsible use guidelines

a. General Guidelines

- i. Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of the School District of Clear Lake.
- ii. Students are not allowed to play games without permission.
- iii. Students are responsible for their ethical and educational use of the technology resources of the School District of Clear Lake.
- iv. Access to the School District of Clear Lake technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow the Responsible Use Policy Agreement.
- v. Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and device viruses.
- vi. Any attempt to alter data, the configuration of a device, or the files of another user, without the consent of the individual, building administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the student handbook and other applicable school policies.
- vii. Students and parents/guardians understand that the School District of Clear Lake does not have control over information found on the Internet. Every attempt is made to block access from inappropriate material while the student is at school. Random checks will be done, and students with inappropriate material will be disciplined accordingly. It is the parent/guardian's responsibility to supervise information that a student is accessing from the Internet while at home.

b. Privacy and Safety

- i. Do not go into chat rooms or send chain letters without permission. If applicable, teachers may create discussion groups for communication among students for educational purposes.
- ii. Do not open, use, or change files that do not belong to you.
- iii. Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people.
- iv. Remember that storage is not guaranteed to be private or confidential as all device equipment is the property of the School District of Clear Lake.
- v. Viewing of offensive material, hate mail, discriminating remarks, or obscene or pornographic material is prohibited at all times on District technology as well as on district property or property being used by the District. This includes, but is not limited to, accessing websites, newsgroups, or content that contains material that promotes illegal acts. If you inadvertently access a website that contains obscene, pornographic or otherwise offensive material, exit the site immediately and notify a staff member as soon as possible.

c. Legal Property

- i. Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- ii. Plagiarism is a violation of the student policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- iii. Use or possession of hacking software is strictly prohibited and violators will be subject to discipline. Violation of applicable state or federal law, including the Wisconsin Penal Code, Computer Crimes, will result in criminal prosecution or disciplinary action by the District.

d. Email & Electronic Communication

- i. Always use appropriate and proper language in your communication.
- ii. Do not transmit language / material that may be considered profane, obscene, abusive, intimidating, or offensive to others.
- iii. Do not send mass emails, chain letters or spam.
- iv. E-mail & communications sent / received should be related to educational needs.
- v. E-mail & communications are subject to inspection by the school at any time.

10. Protection and Storage

Devices are the responsibility of the student. ***This device will be yours for the duration of your time at Clear Lake Jr./Sr. High School. Take good care of it!***

a. Device ID

- i. Student devices will be labeled in the manner specified by the school similar to other textbooks and library books. Devices will be identified and assigned to individual students. Each device will have:
 1. A district asset tag and device serial number assigned to each device.
 2. An asset tag will be associated with the student and their username account.

b. Account Security

- i. Students are required to use their user ID and password to protect their accounts and are required to keep that password confidential.

c. Storing your device

- i. Nothing should be placed on top of the device when stored in the locker.
- ii. Devices should not be stored in a student's vehicle at school or at home for security and temperature control measures.

d. Device theft in unsupervised areas

Under no circumstances should devices be left in an unsupervised area.

- i. Unsupervised areas include the school grounds and campus, the cafeteria, computer labs, locker rooms , unlocked classrooms, and hallways.

- ii. Any device left in these areas is in danger of being stolen.
- iii. If an unsupervised device is found, notify a staff member immediately.
- iv. Unsupervised devices will be confiscated by staff. Disciplinary action may be taken for leaving your device in an unsupervised location.

11. Device Tech Support

- a. Technical support will be available through the IT Department.
- b. Services provided include the following:
 - i. Hardware maintenance and repairs
 - ii. Password resets
 - iii. User account support
 - iv. Coordination and completion of warranty repairs
 - v. Distribution of loaner devices
 - vi. **ALL REPAIRS** must be completed by authorized district personnel

12. Internet access and content filtering

Students may connect to the internet in several ways. Each device/account has security management installed with the account. Attempts to bypass the district's internet filtering server will constitute a violation of the Responsible Use Policy and may result in the loss of device privileges. All users will have filtered internet access just as they would on any other district owned device. The filtering capabilities provided by the district meet the guidelines established by the Children's Internet Protection Act (CIPA).

*** Internet usage is filtered both at home and at school and will be monitored**

13. Violations and Consequences

- a. Students are responsible for the appropriate use of accounts and equipment issued to them.
- b. Non-compliance with the policies of this document will result in disciplinary action.
- c. Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated district staff to ensure appropriate use.
- d. The district cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws

Violations will be categorized as Level I, Level II, or Level III. The following behaviors are examples of inappropriate usage. Keep in mind that it is neither possible nor necessary to specify every type of inappropriate behavior, or every inappropriate circumstance that would justify action under this Policy.

Level I

- Email violations
- Unintentional damage to devices (horseplay)
- Playing unauthorized games of any type
- Unauthorized use of blogs, chat rooms, social media, etc.
- Printing for personal use

Level II (begins at step 2 under consequences)

- Sharing passwords with others
- Violations of the General Rules of the User Agreement
- Using Internet for commercial purposes
- Attempting to access blocked sites
- Downloading of inappropriate material (examples: inappropriate images, unauthorized files, flagrant copyright violations, etc.)

Level III (begins at step 3 under consequences)

- Sending or displaying offensive or obscene material
- Using obscene, harassing, racist, sexist, abusive, or threatening language
- Engaging in illegal activities with the network
- Intentional damage to computers or network, including introduction of viruses
- Logging in as another individual, stealing passwords/data of others, attempts at “hacking”

Consequences:

Step 1 – Access privileges restricted for 0-5 school days

Step 2 - Access privileges restricted for 6-15 school days

Step 3 - Access privileges restricted 15 or more school days

Step 4 - Access privileges restricted or denied indefinitely

The school district reserves the right to skip to higher steps based on the severity of the violation. Law enforcement may be contacted and other school disciplinary action, including suspension or expulsion, may be initiated when warranted by the severity of the violation.

If you are ever in doubt whether something is appropriate or not, check with your supervising teacher or resource person.

Student Name (Please print)

Grade

Clear Lake School District Responsible Use Policy Authorization Form

The focus of the Clear Lake School District's Responsible Use Policy is to empower students to become fully active participants in the learning process. Through the 1:1 Device Program, students will acquire technological and critical thinking skills and will develop a sense of personal and social responsibility that will enable them to be successful in the world for which we are preparing them. Devices will transform teaching practices and encourage students to engage in problem-based learning and help them to realize that teaching and learning can occur anytime, anyplace.

Please complete this form and submit it to the office.

I have read and agree to the Responsible Use Policy.

Student Signature

Date

Parent Signature

Phone

Parent Name (Please print)

Date

I understand that my child's photo and/or work (writing, drawings, etc.) may occasionally be published on the Clear Lake School District website or social media pages for public view.

_____ I hereby give permission to publish photos/works of my child on the Clear Lake School District website.

_____ I hereby **do not** give permission to publish photos/works of my child on the Clear Lake School District website

School Year: 2023-2024