

# K-12 DURANT COMMUNITY SCHOOL DISTRICT IPAD USE AGREEMENT AND INTERNET SAFETY POLICY 2018-2019 SCHOOL YEAR

Please read the entire document carefully.

The primary goal of DCSD's available technology is to enrich the learning that takes place in and out of classrooms. In particular, technology offers opportunities for exploration and analysis of academic subjects in ways that traditional instruction cannot replicate. However, certain legal and ethical restrictions apply. Also, the limited supply of both hardware and software requires us to set priorities for use. Academic work for courses always takes priority over any other use of the computer equipment.

This agreement is made effective for general use of iPads between the Durant Community School District (DCSD), the student using an iPad ("Student"), and his/her parent(s) or legal guardian ("Parent"). The student and Parent(s), in consideration of being provided the use with an iPad, software, and related materials (the "iPad") for use while a student is at Durant Community School District, hereby agree as follows:

## 1. EQUIPMENT

**1.1 OWNERSHIP:** DCSD retains sole right of possession of the iPad and grants permission to the student to use the iPad according to the guidelines set forth in this document. Moreover, Durant administrative staff retains the right to collect and/or inspect the iPad at any time; and to alter, add or delete installed software or hardware.

**1.2 DEVICE INFORMATION:** Durant CSD will assign an iPad to all students in grades K-12 beginning each fall. All iPads will be expected to be checked back in at the end of each school day; if a student leaves early, they will still be expected to return their iPad to their designated staff member before they leave the premises.

**1.3 LOSS OR THEFT:** Just like a library resource, textbook or a school uniform, the iPads are the property of DCSD and students are responsible for returning them in a reasonable condition. Loss or theft of iPad must be reported to the Technology Director immediately. If an iPad is lost, the student will be financially responsible for its replacement. If an iPad is stolen or vandalized while not at a District sponsored event, the parent shall file a police report. Any loss or damage to an iPad is the responsibility of the students. Students will be charged the actual cost of any needed repairs, not to exceed the replacement cost of the iPad.

**1.4 EQUIPMENT PROVIDED:** Efforts are made to keep all iPad configurations the same. DCSD will retain records of the serial numbers of provided equipment.

**1.5 SUBSTITUTION OF EQUIPMENT:** The student is responsible for the iPad they use and shall use reasonable care to be sure the iPad is not being used in an unsafe environment. In the case of damage to, or iPad in need of service, there will not be a loaner iPad issued.

## 2. RESPONSIBILITY FOR COMPUTER USE AND CONDUCT POLICY AGREEMENT

The following is a list of rules and guidelines, which govern the use of DCSD computers and network resources.

### **The Student(s) will:**

- use the iPad for educational purposes
- use the appropriate language and be respectful of others
- observe and respect license and copyright materials
- keep passwords and personal information confidential
- treat the equipment with as much care as if it were your own property.
- **NOT** be allowed to bring the iPad in the cafeteria any time meals are served . (i.e., breakfast, lunch, banquets, etc.)
- **NOT be in locker rooms or restrooms with iPads to ensure privacy to all of our students and staff.**
- Keep the iPad lid fully closed whenever it is moved from one point to another.
- Only use their assigned iPad.
- Adhere to DCSD iPad Use Agreement at all times and in all locations. When in doubt about acceptable use, contact the Tech Center.
- Allow their iPad subject to random checks.

### **The student may not use network resources:**

- to create, send, access or download material which is abusive, hateful, harassing or sexually explicit.
- to download, stream or listen to Internet-based music, video and large image files not required for school work, as this slows the performance of the network for all users. The school will monitor the network for violations.
- to send file attachments that are greater than 2MB in size(the transfer process can hinder network speed and access to others - if you need to transfer large files, please contact the Technology Director to make special arrangements).
- to conduct any commercial business
- to conduct any illegal activity (this includes adhering to copyright laws).
- to access the data or account of another user (altering files of another user is considered vandalism).
- to install any software onto DCSD computers/iPads or to copy DCSD school software (copying school owned software programs is considered theft)
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### **In addition, students may not:**

- ask for personal information about other students. Examples include but are not limited to: email address, phone number, home address and physical description.
- give out their home address or phone number to anyone on the Internet (this protects users from becoming potential victims of those with criminal intent).
- give password(s) to anyone
- post anonymous messages
- bring in their own laptop or electronic device from home to use at school. Some examples are, but not limited to: cell phones, iTouch
- attempt to change any Durant Community School District network or servers
- access/use school issued passcodes to JMC, Edmodo, Google and such for personal use
- videotape staff or students without their consent or knowledge, this includes:
  - Webcams
  - Laptops
  - Cameras
  - Cell Phones
  - Or any other digital service/equipment

- create their own activities or events on the school district's technology network without consent and direction of the classroom teacher or Building Principals. This includes but is not limited to Edmodo, Prezi, Wiki, and any other tool the district is using.
- ask for or send photos of other students without consent and direction of the classroom teacher or Building Principals.

**This section is not intended as a comprehensive list. The student handbook and school board policy may apply for disciplinary consequences including limited access to network services and loss of computer privileges if there is a violation. Other student conduct rules and policies may apply.**

### **3. TAKING CARE OF YOUR IPAD**

**3.1 Students iPad Agreement Form:** The student is expected to follow all the specific guidelines listed in the iPad Use Agreement herein, and take any additional common sense precautions to protect their assigned iPad. Parents must sign the iPad Agreement.

**3.2 General Precautions:** The iPad is school property and all users will follow this policy and the DCSD Acceptable Use Policy for Technology. Cords and cables must be inserted carefully into the iPad to prevent damage. iPads and cases must remain free of any writing, drawing, stickers, or labels that are not the property of the DCSD. An iPad should always be locked or supervised directly by the student to whom it is assigned. iPads should never be left in an unsupervised area. Students are encouraged to keep their iPad in a locked locker when not in use if available.

#### **3.3 The Student's Responsibilities for General Care**

- Do not attempt to remove or change the physical structure of the iPad. Doing so may damage the iPad.
- Do not remove or interfere with the serial number or any identification placed on the iPad.
- Keep the equipment clean. For example, **NEVER** eat or drink while using the iPad. (\***NOTE:** Liquids **WILL** damage the iPad)
- Keep the iPad lid fully closed whenever it is moved from one point to another.
- Promptly report any problems to the Classroom Teacher, Building Principals or Technology Director, immediately.
- Any damage that is deemed intentional will be the responsibility of the parent/guardian. Cost incurred will be no more than \$499.00.
- **When in doubt, ASK for help.**

**3.4 Carrying iPads:** The protective cases provided with iPads have sufficient padding to protect the iPad from normal treatment and provide a suitable means for carrying the device within the school.

The guidelines below should be followed:

- iPads should always be within the protective case provided by the District when not in use or being transported.
- **No** other items should be stored or carried within the iPad case to avoid pressure and weight on the screen.
- **Do not lean** on the top of the iPad
- **Do not place** anything near the iPad that could put pressure on the iPad.
- Clean the screen with a soft, dry cloth or anti-static cloth
- Take care not to bump the iPad against lockers, walls, floors, etc., as it will eventually break the screen or damage it.

#### **4. LEGAL AND ETHICAL USE REGULATIONS**

##### **4.1 Education, Supervision and Monitoring**

It shall be the responsibility of all members of the Durant Community School District staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act. DCSD will monitor iPad use to assure compliance with DCSD's Legal and Ethical Use Regulations.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Technology Director or designated representatives.

The Curriculum Director(s) and/or Administration will designate representatives who will provide age-appropriate training for students who use the Durant Community School District's Internet facilities. The training provided will be designed to promote the Durant Community School District's commitment to:

- a. The standards and acceptable use of Internet services as set forth in the Durant Community School's Internet Safety Policy;
- b. Student Safety will regard to:
  - I. Safety on the Internet;
  - II. Appropriate behavior while on online, social networking Web sites, and in chat rooms; and
  - III. Cyber bullying awareness and response.
- c. Compliance with the E-RATE requirements of the Children's Internet Protection Act. (CIPA)

**4.2 Legal and Ethical Use:** All aspects of DCSD iPad Use Agreement remain in effect, except as mentioned in this section.

**4.3 File-sharing and File-sharing Programs:** The installation and/or use of any Internet-based file-sharing tools are explicitly prohibited. File-sharing programs and protocols like: Bittorrent, Limewire, Kasaa, Acquisition and others may not be used to facilitate the illegal sharing of copyrighted material (music, video, and images).

The Student is **NOT** permitted to download, install, or use any software/apps without the permission of the DCSD Administration and Technology Director.

**4.4 Copyright Laws:** The Student will not duplicate or distribute copyrighted materials other than a copy of those items the Student legally owns.

#### **5. VIDEOS, PICTURES, DISCUSSION AREAS, PUBLISHING ON THE SCHOOL NETWORK USE OF DIRECTORY INFORMATION Board Policy Code 506.2R1**

The following information may be released to the public in regard to any individual student of the school district as needed. Any student over the age of eighteen or parent not wanting this information released to the public must make objection in writing to the principal. The objection needs to be renewed annually.

This may include: name, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, photograph and likeness and other similar information.

### **5.1 Use of Teacher Web Tools for Learning**

- While enrolled at Durant Community School District, the Student will have access to the teachers' course management systems such as Edmodo. DCSD's primary use of Edmodo, Google or other course management systems and web tools is for academic purposes only. Edmodo or Google, like other course management systems, allows the academic community to use social networking to interact with learning content, student peers, resource persons, and teachers. As such, students are expected to use assigned social networking areas as a learning tool and not for unrelated communication and gossip. As always, classroom teachers and administration will monitor all networking activities for appropriate use.

### **5.2 School Sponsored Pictures, Video and Chat Logs:**

- Student work will be solely shared to serve the purpose of improving our school and/or public relations by promoting the positive image and work of the teachers and students within the school. Public relation promotions may include our school website, PK-8 Memory Book or HS Yearbook, and social media

## **6. DISCIPLINE**

Any student who violates these rules will be subject to disciplinary action as outlined in the "Computer/iPad & Internet Appropriate Use Violation Notices.

Those include:

- **First offense:** The Student produced inappropriate materials, vandalized the iPad or accessed restricted material. The consequence of such action(s) may restrict the Student for up to two weeks without iPad use.
- **Second Offense:** The Student produced inappropriate materials, vandalized the iPad or accessed restricted material a second time in a one year period. The consequence of such action(s) may restrict the Student for a period of up to 4 weeks without iPad use.
- **Third Offense:** The Student produced inappropriate materials, vandalized the iPad or accessed restricted material a third time in a one year period. The consequence of such action(s) may restrict the Student for the remainder of the school year without iPad use.

## **7. LEGAL ISSUES AND JURISDICTION**

The DCSD owns and operates the equipment and software that compose our network resources; the school is obligated to take steps to insure that all facilities are used legally. It is the policy of the Durant Community School District to:

- (a) prevent user access over its computer to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;
- (b) prevent unauthorized access and other unlawful online activity;
- (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
- (d) comply with the Children's Internet Protection Act (CIPA) [Pub. L. No. 106-554 and 47 US 254 (h)]

Hence, any illegal use of network resource is prohibited. Network services refers to all aspects of DCSD's owned or leased equipment, including computers, iPads, printers, scanners and other peripherals, Internet services, servers, network files and folders, and all other technology - related equipment and services. These rules apply to any use of DCSD's network resources whether this access occurs while on or off the school premises. All content created, sent, accessed or downloaded using any part of DCSD's network resources is subject to the rules stated in this

policy.

Computers provided in the Media Center and other computing centers located in the school building equipment are reserved exclusively for academic use and the Student is expected to follow all protocols established.

School administration monitors our network and may find it necessary to investigate electronic incidents. As the owners of our network resources, the school administration reserves the right, if needed and at its discretion to remotely access, open, examine and/or delete electronic files that violate this iPad Use Policy.

## **8. DISCLAIMER**

### Access to Inappropriate Material

To the extent practical, technology protection measures {or Internet Filters} shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specially, as required by the Children's Internet Protection Act, blocking shall be applied to visual depiction of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

### Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Durant Community School District online computer/iPad network when using electronic mail, chat rooms, instant messaging and other forms of direct electronic communication.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking' and other unlawful activities; and (b) unauthorized disclosures, use, and dissemination of personal identification information regarding minors.

Though DCSD has a filtering policy in place according to CIPA (Child Internet Protection Act) it does not have control of the information on the Internet. Therefore, sites accessible via the Internet may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal or otherwise inconsistent with the mission of the Durant Community School District. While DCSD's intent is to make Internet access available for educational goals and objectives, account holders will have the ability to access other materials as well. At DCSD, we expect students to obey the iPad Use Agreement when using the Internet. Students found in violation of the policy will be disciplined.

In addition, DCSD account holders take full responsibility for their access to DCSD network resources and the Internet. Specifically, DCSD makes no warranties with respect to school network resources nor does it take responsibility for:

1. the content of any device or information received by an account holder.
2. the costs, liability or damages incurred as a result of access to school network resources or the Internet; any consequences of service interruptions.

**Please sign below the agreement to participate in the iPad program.**

Student Name (print clearly) \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**This completed and signed form is a mandatory requirement for the assigning and issuing of a Durant Community School District iPad. It must be filed prior to the issuing and assigning of an iPad. Students will not be allowed to use an iPad until a signed form is received. If the individual chooses not to participate the student is still required to abide by the listed expectations on the iPad User Agreement while on school campus and using school issued equipment.**

**\*\*If for some reason you choose not to allow the use of an iPad during the school day, please sign below. My signature below indicates that I have read and understand the Durant Community School District iPad Use Agreement and choose NOT to allow my student access at this time.**

Student Name (print clearly) \_\_\_\_\_ Grade \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Adapted with permission from: Clayton Ridge Community School District

This DURANT COMMUNITY SCHOOL DISTRICT COMPUTER USE AGREEMENT AND INTERNET SAFETY POLICY was adopted by the Board of the Durant Community School District at a public meeting, following normal public notice, on:

Policy Board approved July 11, 2011

Amended: June 5, 2017

Amended: June 11, 2018