



## EDUCATIONAL TECHNOLOGY – ACCEPTABLE USE POLICY

*This Policy is incorporated by reference into the Resilience Charter School Code of Conduct and the Resilience Charter School Employee Manual.*

Technology is a focus for Resilience Charter School (RCS or School) and policies have been developed to ensure that our students are competent users of technology and behave as model digital citizens in technology-mediated environments.

Technology, as referenced in this policy includes, but is not limited to, computers, tablets, handheld devices, cameras, calculators, technical equipment (e.g. probeware for science), telephones, cellphones, software, the Internet, websites, email, and other online communication tools.

### Digital Citizenship

Digital citizenship is a set of accepted behavioral expectations or standards describing use of technology and the online environment. The International Society for Technology in Education (ISTE) has identified nine areas of digital citizenship.

1. **Etiquette:** electronic standards of conduct or procedure
2. **Communication:** electronic exchange of information
3. **Education:** teaching and learning about technology and the use of technology
4. **Access:** full electronic participation
5. **Commerce:** electronic buying and selling of goods
6. **Responsibility:** electronic responsibility for actions and deeds
7. **Rights:** those freedoms extended to everyone in a digital world
8. **Safety:** physical well being in a digital technology world
9. **Security** (self-protection): electronic precautions to guarantee safety

### Digital Citizenship at Resilience Charter School

Members of the Resilience community and users of our network and equipment are expected to act in a responsible, ethical, and legal manner in all the areas identified above.

1. **Etiquette:** All members of the Resilience community will be polite and respectful in digital communications with other members of the Resilience community and the community at large.
2. **Communication:** Digital communications will be governed by the same rules of courtesy, conduct, and ethics as face-to-face communications.
3. **Education:** All members of the Resilience community will commit to being both teachers and learners in relation to technology and its use for education and information management.
4. **Access:** Resilience commits to providing the highest level of safe and appropriate access possible to all members of the Resilience community. Access refers to both infrastructure supporting digital communications, networks, and equipment.
5. **Commerce:** Student members of the Resilience community will not engage in commercial activities while on school property, while using school equipment, or while accessing the school network, unless it is part of a lesson plan. Faculty and staff will engage in commercial activities online only as required and sanctioned by the School Administration.
6. **Responsibility:** All members of the Resilience community will be responsible for their own digital communications, activities, and behavior. For example, the owner of an email account will be held accountable for all communications originating from his or her account. The expectation is that users will keep usernames and passwords for their own personal use and not allow others to engage in digital communications in their name.
7. **Rights:** All members of the Resilience digital community will have the same rights as those exercised in the face-to-face environment. In addition, members of the community have the right to use equipment and access digital content as deemed appropriate under the guidelines of the Children's Internet Protection Act (CIPA) and other applicable State and Federal laws.
8. **Safety:** The digital safety of all members of the Resilience community is of utmost importance. Consequently, Resilience implements policies and safeguards to protect all members of the community. These safeguards and policies limit student access to content considered unsafe by CIPA both through supervision and online tools. While student use of equipment and the Internet is carried out under faculty and staff supervision; additionally, an Internet filter is used in compliance with CIPA and limits student access to malicious websites and content where student safety may be compromised.
9. **Security:** In addition to safety measures implemented by Resilience, members of the community will take responsibility for their own digital security by exercising caution in all online activities and reporting any questionable incidents to the Administration. Exercising caution may include but not be limited to: not sharing personal information on the Internet, not transmitting sensitive information such as social security numbers via the internet, and not sharing physical location information with unknown parties online.

### **Resilience Charter School Digital Community Member Responsibilities**

First and foremost, technology and access to online tools at Resilience is for educational purposes only. All members of the Resilience community will, as digital citizens, demonstrate ethical behavior when functioning inside a technology-mediated environment.

## **Ethical Behavior**

As active members of a digital community, Resilience students, faculty and staff commit to:

- Being respectful and courteous in all digital/online communications.
- Engaging in digital activities and communications that are legal.
- Following the same rules of courtesy and conduct expected in face-to-face communications.
- Not masquerading as another member of the Resilience community by using that person's email address or username and password.
- Not providing false information.

## **Equipment:**

Members of the Resilience community enjoy access to equipment at a level not often found in public schools and as a result, members of the RCS community must commit to being good stewards of the equipment they use. In order to maintain our current level of access to equipment, there are strict guidelines to which all users must adhere.

## **A user may NOT:**

- Eat or drink while using a computer or other technological device.
- Remove any peripheral device such as a keyboard, mouse, etc.
- Damage equipment in any way: remove keys, scratch screens, insert foreign objects into ports and CD/DVD drives, scrape letter markers off keys, break computer mice, mistreat power cords, etc.
- Change any settings on technological devices, including but not limited to, dashboards, preferences, control panels, system components, or configuration files unless directly supervised by a teacher or administrator.
- Leave a technological device without logging off from the network.
- Leave a technological device turned on prior to stowing it in its designated location.
- Remove any inventory label.

**IMPORTANT:** Misuse of equipment includes incorrect stowing of equipment in designated locations. This includes laptops in mobile lab carts. Incorrect stowing of equipment results in damage to equipment and incurs significant cost.

## **Restrictions -- Technology Use**

The following are restrictions on the use of technology through school systems, on school property, at any school-sponsored event or in connection with school-related work, even if conducted at home.

Members of the Resilience community **MAY NOT:**

- Use any technological device for accessing, uploading, downloading, transmitting, displaying, or distributing obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language, images, or other content at any time.
- Modify, damage, or compromise any technological device, computer system, or network.
- Attempt to gain unauthorized access to technological devices, network systems, the Internet, or the work of others.

- Use any type of computer hacking software, pirated software, or P2P (peer to peer) file sharing software.
- Set up a network server or wireless access point and/or provide network services.
- Transmit any personal information, yours or that of others, including photos, on the Internet, network, or technological device.
- Take unauthorized photos, videos, or other recordings of members of the community.
- Engage in unauthorized transmission of photos, videos, or other recordings of others on the Internet, network, or other technological device.
- Access auction sites, gambling sites, or any other inappropriate sites as determined by the Administration.
- Access online games that are not related to the curriculum unless approved by a teacher.
- Use the Internet or any technological device in class without permission and/or supervision by a staff/faculty member.
- Violate copyright, engage in plagiarism, or trespass in another person's accounts, folders, work, or files on all technological devices.
- Violate local, state, or federal statutes.

### **Acceptable Network and Internet Uses**

Network and Internet use at Resilience is intended to support research and education. Its use is to be consistent with Resilience Charter School's Code of Conduct and the educational objectives of the school. Use of the school's network and the Internet from any technological device (school-issued or personal) may be monitored by school officials.

#### All members of the Resilience community will:

- Be polite in all communications using technological devices. This includes using appropriate language at all times. Vulgar, abusive, obscene, threatening, discriminatory, disrespectful or harassing language, as defined by the Administration, will not be tolerated.
- Be responsible for all uses of their network accounts (i.e. server, email, blog, etc.)
- Use the network for educational and administrative purposes at all times.
- Use the network to store school-related files only. The network may not be used to store personal photos, music, video, or game files.
- Use the Resilience email accounts for school-related communications only.
- Adhere to all copyright laws and fair use of information policies.
- Notify a teacher or administrator if it is suspected that someone else knows your password or might be using your account.
- Report the discovery of another person's password to a teacher or administrator immediately.

#### **Unacceptable uses of network resources and Internet include, but are not limited to:**

- Accessing, submitting, posting, publishing, or displaying any inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, disrespectful, sexually explicit or illegal material.

- Accessing the data or account of another user.
- Erasing, renaming, moving, or making unusable anyone else's files, equipment, or programs.
- Altering files of another user is considered vandalism.
- Authorizing anyone else to use your account name(s) or files for any reason.
- Conducting any illegal activities that utilize network resources.
- Accessing resources for gambling, gaming, shopping, trading, etc.
- Using network resources for any commercial purposes, private advertising, or personal hobbies, specifically, but not limited to: web hosting, game server, chat rooms, etc.
- Downloading copyrighted material for other than legal personal use.
- Posting pictures, videos, or other recordings of another person.
- Posting material authored or created by another without his/her consent.
- Constructing, owning, or contributing to a web site that negatively affects the name of the school or any of its students, faculty, staff or Administration.
- Accessing of anonymous web surfing and proxy web browsers.
- Installing or running any software on the Resilience network without authorization by the network administrator(s).

### **Electronic Communication**

Electronic communication is the exchange of electronic messages and computer files between computers and/or other electronic devices that are connected to the Internet or some other computer network. This includes, but is not limited to, e-mail, texting, iChat, and instant messaging systems.

### **General Electronic Communication Guidelines:**

Sending and receiving electronic communications related to or in support of illegal activities are prohibited and must be reported to appropriate system administrators.

Recognize that e-mail is not guaranteed to be private. Network administrators have access to all mail. The inspection by system administrators may be done without the consent of the sender or identified recipient.

Discussing confidential or sensitive information through electronic communication is prohibited except to counselors, administrators or teachers.

Using inappropriate language --- disrespectful, obscene, or inflammatory language, ethnic or racial slurs, and bullying are prohibited.

Revealing, publicizing, using or reproducing confidential or proprietary information regarding the Resilience community is prohibited.

Transmitting inappropriate pictures, videos or other types of electronic media or software is prohibited.

Using your Resilience e-mail for commercial purposes is prohibited.

Sending unsolicited junk mail, chain letters, jokes, advertisements, and messages relating to political lobbying is prohibited.

Sending electronic communications representing you as another person is prohibited. Sending electronic communications anonymously is prohibited.

Sending electronic communications that are inconsistent with Resilience Charter School's Code of Conduct is prohibited.

Opening unknown e-mails or e-mail attachments could compromise the school's network and should be avoided.

### **Web Publishing**

Web publishing includes any content that is posted on the Internet to include but not necessarily be limited to web sites, blogs, wikis, microblogs, instant messaging programs, podcasts, VoiceThreads, photo storage sites, and social networking sites. Anything that is placed on the web for public or Resilience community consumption falls under these guidelines. Any Internet posting will be for educational, non-commercial use and all postings must have prior approval from teachers or system administrators.

All members of the Resilience community will:

- Think before posting anything. Content published on the Web is permanent.
- Act safely by keeping personal information out of posts. Students will not post or give out family names, passwords, user names, e-mail addresses, home addresses, phone numbers, school name, city, country, or other information that could help someone locate or contact the student in person. Students may share interests, ideas, and preferences.
- Never log in as another member of the Resilience community.
- Treat the space as a classroom space. Speech that is inappropriate for class is not appropriate on the Web. Students are encouraged to engage in debate and conversations with others; however, they will conduct themselves in a manner reflective of a representative of Resilience Charter School. Comments of any kind will be thoughtful and respectful.
- Use Web publishing tools as a forum for expression. However, it is first and foremost a tool for learning, and as such will sometimes be constrained by the various requirements and rules of classroom teachers. Students are welcome to post on any school-appropriate subject.
- Use Web publishing tools as a vehicle for sharing creative expression with real audiences. Most visitors who comment will leave respectful, helpful messages. Students who receive uncomfortable or disrespectful comments will tell a teacher or administrator right away. Students will not respond to the comment.
- Never construct, own, or contribute to a web site that negatively affects the name of the school or any of its students, faculty, staff, or Administration.
- Follow copyright laws and fair use\*\* practices. Words, photographs, music, video, and all

intellectual property belong to the creator and are protected by copyright. Students will never post the work of others without providing proper citation.

- Follow these guidelines for all school-related work, even if conducted at home. It is expected that the student will use the same standards of behavior when using the Web for personal purposes.

\*\*Copyright and Fair Use Guidelines may be found at:

- <http://libguides.uflib.ufl.edu/copyright>
- <http://copyright.columbia.edu/copyright/fair---use>
- <http://www.utsystem.edu/ogc/intellectualproperty/ccmcguid.htm>

**All members of the Resilience community will:**

- Properly document all ideas, insights, materials, and images obtained through research. Ideas and information are the property of the creator. Using another person’s ideas without permission is theft. Plagiarism is taking the ideas or writings of others and presenting them as your own.
- Follow all copyright rules and regulations. Copyright infringement occurs when one reproduces or copies works that are protected by copyright. All material on the Internet is considered copyrighted unless otherwise stated.
- Use the Fair Use Guidelines for Educational Multimedia (<http://www.utsystem.edu/ogc/intellectualproperty/ccmcguid.htm>) when completing papers, multimedia presentations, or other school projects.
- Document the use of any image found on the Internet by a URL or citation.
- Follow any additional copyright and fair use policies outlined in the divisional handbooks.
- Use legal software. Users shall not install illegally copied software on any technological device. The use of illegally copied software is considered a criminal offense.
- Use of any type of computer hacking software, pirated software, or P2P (peer to peer) file sharing software is prohibited.

**Cell Phones and Other Electronic Devices**

- Cell phones and/or electronic devices include but are not limited to CD players, iPods or MP3 players, smartphones or other web browsing devices, and hand-held video games/PSPs.

**For students,** the use of cell phones and other electronic devices:

- May only occur during times designated by school policy. At all other times cell phones and/or electronic devices shall be kept out of sight and turned off.
- Will be subject to all guidelines outlined in the Resilience Acceptable Use Policy when used on campus or at any school-sponsored event.
- May be allowed for educational purposes and may be earned at a teacher’s discretion.

Parents are requested to refrain from calling or texting their child during the school day. Messages may

be given to students through contact with the front office.

Electronic items that are contributing to class disruption or interfering with student participation and learning shall be confiscated, and made available to a parent to pick-up.

### **1:1 LAPTOP INITIATIVE**

Resilience Charter School, in an effort to ensure students are equipped with the tools, skills, and knowledge necessary to maximize this potential, has initiated a one-to-one program of student to computing device with the provision of Laptops in the Classrooms. The use of the Laptop as a technology resource is required. Students will only use their devices on campus and will not take them home.

#### **GENERAL INFORMATION**

1. Using a Laptop
  - a. Laptops will be available in all classrooms.
  - b. Parents and students must sign and return the Educational Technology Acceptable Use - Student and Parent Agreement documents before using the Laptops.
2. Laptop Check-in
  - a. Laptops will be returned to charging carts in Resilience classrooms at the end of class. Each Laptop, Laptop charger, and any other peripheral devices/tools must be accounted for and checked in with the teacher each day and are not to be removed from the School campus or classroom without permission.
  - b. If a student intentionally damages a Laptop, Laptop charger, or any other peripheral devices/tools provided, that student will be required to pay for the damages or replacement and may be subject to criminal prosecution. Ultimate failure to return the Laptop, Laptop charger, and any other peripheral devices/tools provided will result in a theft report being filed with the appropriate authorities.
3. Check-in Fines
  - a. If at any point during the school year there is damage, loss, or theft of a Laptop, the student must contact Administration immediately.
  - b. Any technical issue with the device must be brought to the attention of Administration or a member of the IT Team, immediately. This includes but is not limited to: Windows (operating system), battery issues, loss of Internet connectivity, failure of apps to launch, etc.
  - c. Any hardware repairs that are not due to misuse or damage will be covered without cost; however any intentional damage to the device will incur a cost.

#### **TAKING CARE OF YOUR LAPTOP**

Students are responsible for the general care of the Laptop that they are using during class. Laptops that are broken or fail to work properly must be reported to Administration immediately.



## **General Precautions**

- The Laptop is school property and all users will follow this policy and the Resilience Charter School Educational Technology – Acceptable Use Policy.
- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted carefully into the Laptop to prevent damage.
- Laptops must remain free of any writing, drawing, stickers, or labels that are not the property of Resilience Charter School.
- Laptops must never be left in any unsupervised area.
- Students are responsible for keeping the Laptops fully charged as needed throughout each school day.
- Laptops are very sensitive to extreme heat and extreme cold therefore leaving devices in direct sunlight, etc. that may expose them to these conditions is potentially harmful to the device and should be avoided.
- Do not place the Laptop in areas (i.e. near water) that can potentially damage the device.

## **Screen Care**

The Laptop screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the Laptop when it is closed.
- Do not place anything near the Laptop that could put pressure on the screen.
- Clean the screen with a soft, dry cloth or anti-static cloth
- Do not "bump" the Laptop against walls, floors, etc. as it may cause damage to the device.

## **Laptop Undergoing Repair**

- Please note that there may be a delay in using a Laptop should the school not have enough to distribute.

## **Charging Your Laptop Battery**

- Laptops must be ready for use each day in a fully charged condition. Students need to charge the Laptops in school laptop carts at the end of class.
- In cases where use of the Laptop has caused the battery to become discharged during the school day, students will be able to connect their Laptops to a charging cart or power outlet in class.

## **Photo Library/ Screensavers/ Background photos**

- Inappropriate media should not be on the device.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures, or any other photo deemed inappropriate will result in disciplinary actions and may also result in a loss of Laptop privileges.
- Only photos/videos that are for an educational purpose should be saved. All other

photos/videos should not be taken or stored.

### **Sound, Music, Games, or Programs**

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Data storage is limited and should be managed by the students so that the full educational potential of the Laptop is available. In general, all storage must be made to the cloud (e.g., Google Drive).

### **Printing**

- Printing functionality will be available on a limited basis at school and subject to classroom requirements.

## **MANAGING YOUR FILES & SAVING YOUR WORK**

### **Saving to the Laptop**

- Students may save work to the cloud (e.g., Google Drive), USB drive, and/or Edio accounts via the Laptop.
- Storage space on the Laptop has limitations and it is vital that the storage space be reserved for educational use only. It is also important to note that Laptops will NOT be backed up by Resilience Charter School in cases of resetting or re-imaging.
- It is the student's responsibility to ensure that their work is stored in the cloud (e.g., Google Drive), USB drive, or Edio and, therefore, not lost due to mechanical failure or accidental deletion.
- Laptop malfunctions are unacceptable excuses for failure to submit work.

### **Network Connectivity**

- Resilience Charter School makes no guarantee that access to the school network will be available 100% of the time. In the rare case that the network is down, RCS will not be responsible for lost or missing data.
- Students will not be penalized if the network is down and a completed assignment cannot be accessed for class projects, presentations, etc. as this type of network outage will affect all students and staff in the school building.

## **INSPECTION OF LAPTOPS**

### **Inspection**

- Students may be selected at random to provide their Laptop for inspection. Reasons for Laptop inspection may include but are not limited to the following: functionality, maintenance, serviceability, and various violations of student acceptable responsibilities when using the Laptop. Any attempt to "jailbreak" the Laptop or change the configuration will result in an immediate disciplinary action. This includes, but is not limited to, music, games, videos, images, e-Books, and apps as noted above. Immediate removal of material (or full reset of the device),

contact with parents, and disciplinary action will take place.

### **Procedure for Reinstalling Original Settings**

- If technical difficulties occur, the Laptop may be restored from backup.
- The school does not accept responsibility for the loss of any documents deleted due to a need to reformat and/or re-image any device.
- Students are highly encouraged to store all Laptop documents and work in the cloud (e.g., Google Drive).

### **Software Upgrades**

- Upgrade versions of licensed software/apps may become available from time to time.
- Students are encouraged to periodically upgrade the apps on the Laptop if prompted. Laptops run Windows (Operating Software). OS updates are conducted automatically on the OS.

## **ADDITIONAL RESPONSIBILITIES AND EXPECTATIONS**

### **Parent/ Guardian Responsibilities**

- Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.
- The following resources will assist in promoting positive conversation(s) between you and your children regarding digital citizenship as it relates to Internet safety, conduct, and Netiquette.
  - NetSmartz: [www.netsmartz.org](http://www.netsmartz.org)
  - CommonSense Media: <http://www.commonsensemedia.org>

### **School Responsibilities**

- Provide Internet and online course materials access to its students during school hours.
- Provide Internet filtering and blocking of inappropriate materials as able.
- Resilience reserves the right to review, monitor, and restrict information stored on or transmitted via RCS owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help ensure student compliance of the acceptable use policy.

### **Student Responsibilities**

- Using computers/devices in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that apply to technology use.
- Using all technology resources in an appropriate manner so as to not damage school equipment. Taking a proactive role to aid RCS in the protection of our computer system/device by contacting an administrator about any security problems they may encounter.
- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If they are unsure, ask a teacher or parent.

- Plagiarism is a violation of the RCS Code of Student Conduct. 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.
- Use or possession of hacking software is strictly prohibited and violators will be subject to policies outlined in this document and the RCS Student Code of Conduct. Violation of applicable state or federal law may result in criminal prosecution or disciplinary action by Resilience Charter School.
- If a student should receive emails containing inappropriate or abusive language or if the subject matter is questionable, they are to make a teacher or administrator aware immediately.
- Returning the Laptop to the laptop cart at the end of each class period
- Monitoring all activity on their account(s).

### **Student Activities Strictly Prohibited**

Students are strictly prohibited from the following actions while using the Laptop. (Resilience reserves the right to modify this list at any time.)

- Illegal installation or transmission of copyrighted materials
- Any action that violates an applicable existing or future school policy and any applicable laws
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Use of chat rooms or sites selling term papers, book reports and other forms of student work
- Messaging services-Ex: MSN Messenger, ICQ, Google Hang-Outs, Snapchat, etc.
- Use of outside data disks or external attachments without prior approval from the Administration
- Changing of Laptop settings (exceptions include personal settings such as font size, brightness, etc.)
- Spamming-Sending mass or inappropriate emails
- Using the internet to access personal (non-school related) accounts - i.e. non- school sanctioned e-mail accounts (yahoo, Hotmail), Facebook, other social media sites, etc. (NOTE: It is unlawful for children under the age of 13 to enter into contracts used by social media and e-mail account user agreements.)
- Gaining access to other student's accounts, files, and/or data
- Sending anonymous or misleading communications for any inappropriate purpose via any means
- Giving out personal information, without the permission and supervision of their parents or a school staff member, over the Internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, eBay, email, etc.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed

- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients
- Bypassing the Resilience web filter
- Any other items deemed inappropriate by Administration

### **Laptop Care**

- Students will be held responsible for maintaining the Laptops and keeping them in good working order.
- Laptop batteries must be charged and ready for school each day.
- Only labels or stickers approved by Resilience Charter School may be applied to the device.
- Laptops that malfunction or are damaged must be reported to the Administration. The school will be responsible for repairing Laptops that malfunction. Laptops that have been damaged from student misuse, neglect or are intentionally damaged will be repaired with cost being borne by the student. Students will be responsible for the entire cost of repairs to Laptops that are intentionally damaged or lost.
- Students may be responsible for any and all damage as circumstances warrant.
- Laptops that are stolen must be reported immediately to school Administration, who will then notify the Gainesville Police Department and local law enforcement.

### **Legal Propriety**

- Comply with all applicable laws, including but not limited to trademark and copyright laws and license agreements.
- Plagiarism is a violation of the RCS Code of Student Conduct. 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.
- Use or possession of hacking software is strictly prohibited and violators will be subject to the RCS Code of Student Conduct. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the school.

### **Student Discipline**

If a student violates any part of the policies, procedures, expectations outlined in this document, the student handbook or district policies, he/she will be disciplined in accordance with the school's discipline policy (outlined in the Code of Student Conduct).

## **PROTECTING & STORING LAPTOPS**

### **Laptop Identification**

Student Laptops will be labeled in the manner specified by the school. Laptops can be identified in the following ways:

- Record of serial number
- Resilience Charter School label

### **Storing the Laptops**

- When students are not using the Laptops during class, they should be stored in the laptop cart in their classroom. To prevent damage, nothing should be placed on top of the Laptop.

### **Laptops Left in Unsupervised Areas**

- Under no circumstances should Laptops be left in unsupervised areas.
- Unsupervised areas include the school grounds and campus, the lunchroom, student lounge, unlocked classrooms, bathrooms, and hallways.
- Any Laptop left in these areas is in danger of being stolen. If a Laptop is found in an unsupervised area, it will be taken to the Associate Director's office and may result in disciplinary action.

### **Damage to Equipment**

In the case of intentional damage to equipment, **the member of the Resilience community responsible for the abuse will be required to provide funds for the replacement of the damaged item.**

Equipment replacements costs are dependent on the cost of the item to be replaced. Repair and replacement costs will be based on current market prices at the time damage takes place, and the make and model of equipment.

### **ACTIONS REQUIRING DISCIPLINARY ACTIONS**

As mentioned throughout this document, misuse of Laptops has the potential to earn disciplinary consequences.

Examples of conduct warranting disciplinary action include, but are not limited, to the following:

- Downloading inappropriate apps and/or media, including games.
- Leaving Laptop unattended.
- Deleting school-installed settings from a Laptop.
- Lack of adequate care for Laptop and/or charger, etc.
- Resetting Laptop to factory defaults.
- Placing the Laptop in developer mode.
- Adjusting settings on someone else's Laptop.
- Adding a credit card to a Google Account (Google Wallet) to purchase music/unapproved apps.
- Logging in under personal Google account to download purchased apps for yourself or another student(s).
- Taking Laptop off school grounds.
- Loaning of school device to other individuals.
- Multiple damage instances caused by lack of care for the Laptop and other peripheral devices.
- Any other items deemed inappropriate by Administration

Consequences for violating the above mentioned rules may include, but not be limited to:

- Verbal warnings
- Detention
- Suspension of technology/computer privileges
- School suspension
- Involuntary dismissal from Resilience

***Any abuse of the Acceptable Use Policy for Educational Technology may be considered a disciplinary violation and/or violation of Resilience Charter School's Code of Conduct.***

### **PLEDGES FOR LAPTOP USE**

#### **Student Pledge for Laptop Use**

- I will take care of the Laptops.
- I will never leave a school Laptop unattended.
- I will return Laptops to the carts to charge the batteries daily.
- I will keep food and beverages away from the Laptops.
- I will not disassemble any part of the Laptops or attempt any repairs.
- I will use the Laptops in ways that are appropriate, meet Resilience Charter School's expectations, and are educational.
- I will not place decorations (such as stickers, markers, etc.) on the Laptops.
- I will not deface the serial number or any other identification sticker installed by Resilience on any Laptop.
- I understand that the Laptops are subject to inspection at any time without notice and remain the property of Resilience Charter School
- I will follow the policies outlined in the Code of Student Conduct while at school, as well as outside the school day.
- I will notify the administration in case of theft, vandalism, and/or other acts covered by insurance.
- I will be responsible for all damage or loss caused by my neglect or abuse.
- I agree to return the school's Laptops and power cords in good working condition.
- I will be a proactive digital citizen when using the Laptops.
- I understand that my use of the Laptops are subject to all applicable district policies and regulations, including but not limited to the Resilience Charter School Educational Technology Acceptable Use Policy, as well any applicable provisions of the Code of Student Conduct and any individual building policies and procedures.

#### **Student/ Parent Agreement for Laptop Use**

- I /we understand that Laptops are intended solely for educational use and that students are

not permitted to download any applications not authorized by their teachers or approved by Resilience Administration.

- I/we understand the terms and conditions of the damage policy for the Laptops that were purchased by Resilience Charter School.
- I/we understand that students must return Laptops at the end of each class period in the condition they were received.
- I/we understand that my student or I must report any problems or damage to the Laptops to the classroom teacher, Administration or the IT Team.
- I/we understand that Resilience reserves the right to conduct unannounced inspections of school Laptops.
- I/we understand that the use of Laptops will be governed by all terms and conditions of the RCS policies and regulations, including but not limited to, the RCS Educational Technology Acceptable Use Policy and the RCS Code of Student Conduct. School Laptop computers and accessories must be returned to the laptop carts at the end of each class.