

Tri-County RVTHS Network & Technology Responsible Use Policy

1. Introduction

This document formalizes the policy for responsible use of the Tri-County RVTHS computer network and computing devices owned by Tri-County RVTHS or used on the Tri-County RVTHS campus. All students are covered by this policy and are expected to be familiar with its provisions. The use of technology is a privilege, not a right.

2. User Responsibilities

The Tri-County RVTHS computer network and all related technology systems are designed and maintained in compliance with state and federal law, including the Children's Internet Protection Act and Protecting Children in the 21st Century Act Amendment. All use of the network to access the Internet is filtered via a firewall, and network activities harmful to minors or non-compliant with educational uses are prohibited (see Section 3). When a user is no longer a member of the Tri-County RVTHS community, he or she shall no longer have user rights to network and technology resources.

It is the responsibility of students who are using Tri-County RVTHS computer network tools to learn about safe and responsible use of the Internet. They are responsible for using these resources appropriately. They must abide by the Acceptable and Unacceptable Uses as stated in this document (Section 3). If a student is misusing the system, educators must follow appropriate disciplinary protocols, including but not limited to reporting the misuse to the Tri-County RVTHS Technology Director, who has the right to discontinue his/her use of the system.

3. Acceptable and Unacceptable Uses

The resources available to Tri-County RVTHS computer network students are to be used for educational purposes. Students should not use Tri-County RVTHS computer network to store any files that are not educational. Tri-County RVTHS will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

It is unacceptable for students to use these resources for:

- furthering any political or religious purpose
- engaging in any commercial or fundraising purpose that is not relevant to or approved by the district
- sending threatening or harassing messages
- gaining unauthorized access to computer or telecommunications networks
- interfering with the operations of technology resources
- accessing or sharing sexually explicit, or obscene materials
- intercepting communications intended for other persons
- attempting to gain unauthorized access to the Tri-County RVTHS computer network
- logging in through another person's account or attempting to access another user's password or

- files, except where necessary for a teacher or administrator to do so
- sending defamatory or libelous material concerning a person or group of people
 - furthering any illegal act, including infringing on any intellectual property rights
 - researching, storing, or sending information regarding weaponry, except in bona fide research as required by the district's curriculum (for example, an assignment studying a war)
 - downloading, uploading, or distributing any files, software, or other material that is not specifically related to an educational project
 - downloading, uploading, or distributing any files, software, or other material in violation of federal copyright laws

As with any other form of communication, these systems may not be used to transmit or store messages or other data that are prohibited under existing Tri-County RVTHS policies, such as those prohibiting sexual harassment, protecting civil rights, and maintaining a safe school environment. Students should take all reasonable precautions against receiving or downloading messages, images, or other data of this sort.

4. Tri-County Chromebook Policy

Tri-County RVTHS School is supplying all students with a Chromebook device. This device is property of Tri-County RVTHS. The supplied instructional device's function will provide each student access to required educational materials needed for each student to be successful. The Chromebook allows student access to Google Apps for Education, itslearning, educational web-based tools, as well as many other useful sites. The supplied device is an educational tool not intended for gaming, social networking or high end computing.

The policies, procedures, and information within this document apply to all Chromebooks used at Tri-County RVTHS by students, including any other device considered by the Administration to fall under this policy.

Teachers may set additional requirements for Chromebook use in their classroom.

Chromebooks will be distributed during the first week of school. Parents & Students must sign and return the Chromebook Policy Sign-off before the Chromebook can be issued to their child. This document will need to be signed during Chromebook pick-up. Return: Student Chromebooks and accessories (charger and battery) will be collected at the end of the 2020-2021 school year. Any student who transfers out of Tri-County RVTHS will be required to return their Chromebook and accessories. If a Chromebook and accessories are not returned, the parent/guardian will be held responsible for the replacement cost of the device and, in addition, student's records will not be released until payment is received.

Students are responsible for the general care of the Chromebook which they have been issued by the school. Chromebooks that are broken or fail to work properly must notify a teacher, who will direct the issue to the Technology Coordinator's office. If a loaner Chromebook is needed, one will be issued to the student until their Chromebook can be repaired or replaced.

General Precautions:

- No food or drink is allowed next to your Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Students should never carry their Chromebook while the screen is open unless directed to do so by a teacher.
- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the laptop.

Screen Care:

The Chromebook screen 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 top of the Chromebook.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook.

Using Your Chromebook

At School:

The Chromebook is intended for use at school each and every day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, academic handbooks, student handbooks and schedules will be accessed using the Chromebook. Students must be responsible for bringing their Chromebook to all classes, unless specifically advised not to do so by their teacher.

At Home:

All students are required to take their Chromebook home each night throughout the school year for charging. Chromebooks must be brought to school each day in a fully charged condition. Students need to charge their Chromebooks each evening. If students leave their Chromebook at home, they must immediately phone parents to bring the Chromebook to school. Repeat violations of this policy will result in referral to administration and possible disciplinary action.

It is recommended that students not carry the AC Adapter power cord (charger) to school. If fully charged at home, the battery will last throughout the day.

Repairing or Replacing Your Chromebook:

Chromebooks Undergoing Repair:

- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair with the Technology Coordinator.
- Repaired Chromebooks will end up with the original factory image as first received. It is important that students keep their school data synced to cloud drives so documents and class projects will not be lost.
- If repair is needed due to malicious damage, the school may refuse to provide a loaner Chromebook. Reoccurring damage to a Chromebook can be considered malicious damage.
- Students and parents will be charged for Chromebook damage that is a result of malicious damage, misuse or abusive handling. This includes parts and labor. The Dean of Students will also be contacted in this situation.

Lost, Stolen or Intentionally Damaged Device and Accessories:

A Chromebook or any of its accessories that are lost (whereabouts unknown) or intentionally damaged is the responsibility of the student and parent involved in the loss of property. The replacement costs are listed below. The user will not be given another device or accessory to use until the replacement cost of the lost/damaged device or accessory is paid to the school.

- Replacement of the Chromebook - \$250
- AC Adapter & power cord - \$25

5. Violations

Failure to observe these guidelines may subject Students to termination of their Tri-County RVTHS computer network accounts, including Google Apps for Education/G Suite accounts, email accounts, and accounts with other district-provided services. Tri-County RVTHS administrators will be notified of any inappropriate activities by Students, and they will be subject to recourse through other existing Tri-County RVTHS policies as applicable. Tri-County RVTHS administrators will also advise law enforcement agencies of illegal activities conducted through the Tri-County RVTHS computer network and will cooperate fully with local, state, and/or federal officials in any investigation related to illegal activities conducted through the Tri-County RVTHS computer network.