

**CUMBERLAND SCHOOL DISTRICT
ONE-TO-ONE TECHNOLOGY PROGRAM ACCEPTABLE USE POLICY
363.25**

Introduction: In this document, “Laptop/iPad” will be referred to as “device”.

The devices and bags/cases that are issued to all students in grades 5-12 are the property of the Cumberland School District. The device is on loan to the student, and must be used in accordance with the following Policies and Procedures, the Cumberland School District’s Acceptable Use Policy and any applicable laws. Use of the device, as well as access to the computer network, the Internet and e-mail are a privilege and not a right. These items are provided for educational purposes only, and are intended to support the learning objectives of the Cumberland School District.

General Use and Care of Devices

Students are required to read and understand the care and use guide found on their computer, and students are expected to treat their device with care and respect.

The device and bag/case should be kept clean and free of marks at all times. Placing stickers, writing or drawing on, engraving or otherwise defacing the device and bag are not allowed and will result in loss of privileges.

When transporting a device to and from school, students should always be sure it is placed in the device bag/case, and the bag is fully closed. The bag has a tag that identifies the device as Cumberland School District property, and identifies the student that the device is on loan to. The tag **MUST** remain on the bag at all times.

Device bags should not be placed inside the student’s book bag or backpack where it may be compressed by other heavy books, etc.

Devices must be hung from the carrying handle on the middle coat hook when stored in lockers.

Commercially designed device “skins” are not allowed.

Students are encouraged to help each other in learning to operate their devices. However, such help should be provided verbally without touching the other person’s device, and/or only with the user’s express permission. Students should operate only their own device at all times.

Any inappropriate or careless use of a device should be reported to a teacher or other staff member immediately.

Devices can be fragile, and if they are dropped, they may break. Devices should only be used while they are on a flat, stable surface such as a table. Students should not use their device while walking, on the bus, or otherwise being transported.

Students should protect their devices from extreme heat and cold. The District encourages that devices not be left in cars to prevent damage from temperature extremes, as well as theft.

Devices should be protected from the weather, water or other liquid, food and pets. Students should never eat or drink while using their device, or use their device near others who are eating or drinking.

Heavy objects should never be placed or stacked on top of your device. This includes books, musical instruments, sports equipment, etc.

Devices should never be placed in the bag while turned on. The device should either be turned off or in “sleep” mode. In addition, devices should not be placed on or under soft items such as pillows, chairs or sofa cushions, or blankets. This will cause the device to over heat, and will result in damage to the device.

Use of the Device at School

Devices are assigned to individual students. Students should never “swap” or “share” their device with another student. Devices should be in a student’s possession or secured in their locker at all times.

When being transported, the device must be in its bag/case, and it is recommended that the student carry the bag with the strap across their body, over the opposite shoulder. This prevents the device bag from being dropped if the student is distracted or bumped. Do not swing the device by the case or strap. You are responsible for your device – do not carry a device that belongs to another student. The ID tag must remain on the device at all times.

If a student is participating in an activity that is not conducive to using their device (i.e., field trip, assembly, etc.), they are required to leave their device in their locker or at home.

Passwords should always be kept confidential. Students may never share their password with another student.

Students are responsible for bringing their device, fully charged, to school each day.

Students who do not have permission to take their device home may pick up their device in the library each morning. Students are responsible for making sure their device is plugged in for recharging each night.

Devices will be checked randomly to determine if students have the appropriate device.

Students are not allowed to take their device into the cafeteria or gymnasium during lunch periods. Devices must be left in the student’s locker prior to lunch.

Students are responsible for saving or backing up their documents to the server.

Devices are to be used only in the classroom, designated areas, and/or at home for homework.

Students are not allowed to access, download, install or utilize non-educational content using school resources.

Use of the Device at Home

Students must have the written permission of their parent or guardian before they will be allowed to take their device home.

Parents/guardians will be given the child's login name and password so that they can supervise the student's use of the device at home.

If the device is lost, stolen or damaged by another party, parents/guardians should immediately report the loss or theft to the Cumberland School District administration and Cumberland Police Department.

If the device is damaged or not working properly, it must be turned in to Cumberland School District Technology staff for repair or replacement. Neither students nor parents/guardians are authorized to attempt repairs themselves, or contract with any other individual or business for the repair of the device.

Use of the Device for Internet and E-mail

Students and parents/guardians understand that the Cumberland School District does not have control over information found on the Internet. While every attempt is made to block access from inappropriate material while the student is at school, the District is not able to control student usage of the device while at home. It is the parent/guardian's responsibility to supervise information that a student is accessing from the Internet while at home. Random checks will be done, and students with inappropriate material will be disciplined accordingly.

Students should never share personal information about themselves or others while using the Internet or e-mail. This includes a student's name, age, address, phone number or school name.

Parents/guardians and students are required to read and agree to the District's Acceptable Use Policy prior to receiving Internet and e-mail access.

Students should be aware that Internet access and e-mail, and other media that are accessed, created or stored on their devices is the sole property of the District. The District has the right to review these items for appropriateness, and to limit or revoke a student's access to them at any time, and for any reason.

Consequences for Inappropriate Use

The use of any district technology is a privilege and not a right. Students are expected to use their device in accordance with these Policies and Procedures, and District Acceptable Use Policy and any applicable laws. Failure to use the device in an appropriate manner will result in the following consequences, as determined by the staff and administration of the Cumberland School District:

- ◆ Cancellation of student use or access privileges, including the privilege of taking the device home
- ◆ Suspension from school

- ◆ Expulsion from school
- ◆ Civil or criminal liability under applicable laws

CUMBERLAND SCHOOL DISTRICT
One-to-One Technology Program Acceptable Use Agreement for Parents/Students
User Agreement

As the parent/guardian, my signature indicates I have read and understand this One-To-One Acceptable Use Policy, and give my permission for my child to have access to the described electronic resources.

Parent/Guardian (please print): _____

Parent/Guardian Signature: _____ Date: _____

As the student, my signature indicates I have read or had explained to me and understand this One-To-One Acceptable Use Policy, and accept responsibility for abiding by the terms and conditions outlined and using these resources for educational purposes.

Student (please print): _____

Student Signature: _____ Date: _____

LEGAL REF: Sections 120.13 Wisconsin Statutes
943.70
947.0125
968.27 -968.27
Electronic Communications Privacy Act of 1986

CROSS REF: Children Internet Protection Act; 522.6 and 522.6 Rule Computer, Internal Network, Electronic Mail & Internet Acceptable Use Policy for Employees; 522.6 Exhibit Technology Acceptable Use Agreement for Employees; 363.2 and 363.2 Rule Computer, Internal Network, Electronic Mail & Internet Acceptable Use Policy for Students; 363.2 Exhibit Student Technology Acceptable Use Agreement

Adopted: July 19, 2011

Revised: July 31, 2012