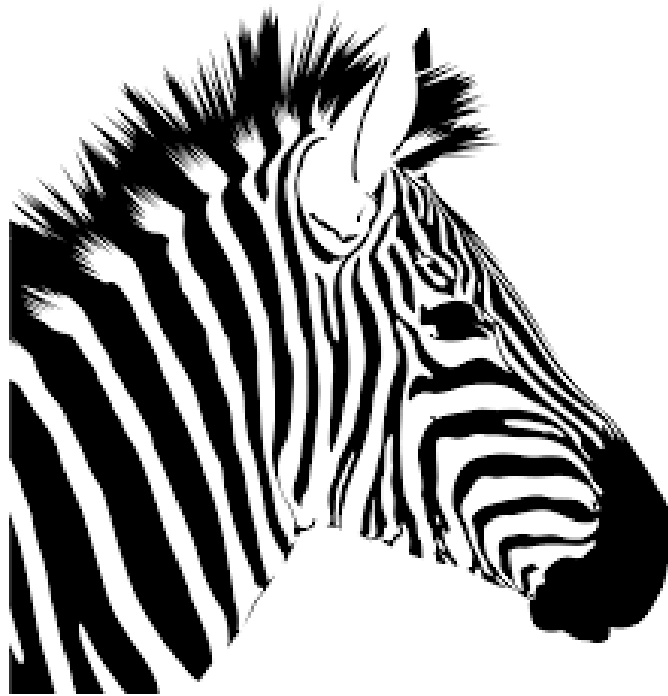


Rochester Community Schools

Student Technology Handbook

2018-2019



Rochester Community Schools 1:1 Device Program

The policies, procedures and information within this document apply to all student devices used at Rochester Community Schools, including any other device considered by the Administration to come under this policy.

REVISED: 5/08/2018

PENDING BOARD APPROVAL

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ROCHESTER COMMUNITY SCHOOL CORPORATION
STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY POLICY

Network (Local area network and Internet) access is available to the educational community of Rochester Community School Corporation. The goal in providing this service is to promote educational excellence in the schools by facilitating resource sharing, innovation, and communication. The Network is an electronic highway connecting thousands of computers all over the world and millions of individual users. The purpose of the Network is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. Student computer users have access to:

- University libraries, ERIC, and other informational databases.
- Information and news from government institutions such as NASA, the U.S. Weather Service, or the U.S. Geographical Survey.
- A wide variety of subject areas for research.

With access to computers and people all over the world through the Network/Internet, also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Rochester Community School Corporation has taken the precaution of allowing access only under supervised conditions, as well as complying with the Children's Internet Protection Act. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. Because there is a possibility that users may procure material that is not consistent with the educational goals of the school district, this policy was developed to establish responsibility of individual users.

DISTRIBUTION OF ACCOUNTS

The most important prerequisite for someone to receive a Network account is that he or she take full responsibility for his or her own actions. All terms and conditions as stated in this document are applicable to any school user accessing the Network through any resources provided by Rochester Community School Corporation. Prior to receiving an account, all users agree to abide by the provisions of this document. System administrators have the right to terminate an account for inappropriate use as defined in this document. The system administrator may also close an account at any time as required for administrative or technical reasons. If you do not sign and return the last page of this document, you will not receive access to a Network account.

PRIVILEGES

The use of the Network Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. All users who receive an account will be part of a discussion with a Rochester Community School Corporation faculty member pertaining to the proper use upon the acceptable use guidelines outlined in this document, the system administrators will deem what is inappropriate use. The system administrator may deny, close, revoke, or suspend a user account at any time. Any member of Rochester Community School Corporation's educational community may request the system administrator to deny, revoke, or suspend specific user accounts. In order to ensure adherence to this Student Network and Internet Acceptable Use and Safety Agreement Policy, teachers and administrators reserve the right to monitor all activity on the system and to inspect any files. Privacy is not guaranteed. Users of the Network/Internet and the Rochester Community School Corporation's computers shall have no expectation of privacy in the material generated or received as a result of system access through this policy.

USE OF THE SYSTEM

Users shall not engage in any of the following:

1. Access, upload, download or distribute defamatory, abusive, obscene, profane, sexually oriented, threatening, harassing, racially offensive, illegally discriminatory, or other illegal materials;
2. Transmit materials, which are defamatory, abusive, obscene, profane, sexually oriented, threatening, harassing, racially offensive, or illegal;
3. Violate any local, state or federal statute, rule, regulation, code, ordinance, or other authority;
4. Vandalize, damage, or disable the property of another person, organization, or the school;
5. Access another person's materials, information, or files without the direct written permission of that person;
6. Violate copyright, or otherwise using another person's intellectual property without his or her prior written approval or proper citation; and
7. Violate any district code of conduct.
8. Installation of any software or hardware.

UNACCEPTABLE USE

Those accessing the Internet through Rochester Community School Corporation's Network must also abide by the following:

- Do not download any form of executable files, shareware/freeware programs, or other types of extractable file.
- Do not be abusive in messages to others. Do not swear, use vulgarities or any other inappropriate language.
- Do not use the Network in such a way that would disrupt the use of the Network by other users; this includes sending "chain letters".
- Do not vandalize, damage or disable the property of another person or organization.
- Do not access another person's materials, information, or files without the direct permission of the person.
- Do not reveal your personal address or phone number, nor those of your colleagues or students.
- Do not use the Network for commercial activities, product advertisement, or political lobbying.
- Do not commit the School Corporation to any unauthorized financial obligation.
- Do not respond to unsolicited on-line contact. If such contact persists, report it to your system administrator.

The administration will periodically review for revision and updates, and make recommendations to the Board for policy changes.

SECURITY

Security on our Network is a high priority. Attempts to log on to the system using another member's account or as a system administrator will result in the termination of the violator's account and access. Users should immediately notify the system administrator or his authorized representative if their password is lost or stolen, or if they have reason to believe that someone has obtained access to their account and has abused their access privileges. Anyone identifying a security problem on the Network/Internet should notify the system administrator or his authorized representative. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Network/Internet.

NETWORK ETIQUETTE/ON-LINE CONDUCT

Users are expected to abide by the generally accepted rules of Network/Internet etiquette. These include (but are not limited to) the following:

- Be polite. Do not be abusive in your messages to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Illegal activities are strictly forbidden.
- Do not reveal your personal address or phone number, nor those of students or colleagues.
- Electronic mail (e-mail) is not permitted by students using Corporation Technology.
- Do not use the Network in such a way that you would disrupt the use of the network by other users.

Students utilizing school provided Network/Internet access are responsible for good behavior online just as they are in a classroom or any other area of the school.

VANDALISM

Vandalism is defined as any attempt to harm or destroy data or hardware. Vandalism will result in cancellation of privileges. Vandalism includes, but is not limited to:

- Any attempt to harm or destroy data of another user;
- Any attempt to harm or destroy data on any Network server;
- The uploading or creation of computer viruses;
- The physical destruction of Corporation-owned hardware, for example, removing the roller balls from mice or jamming objects into disk drives.

FEDERAL COPYRIGHT LAW (96-517 SECTION 7 [B])

Copyright is the exclusive right that protects an author from having his/her work published, recorded, distributed, or reproduced, without the expressed permission of the copyright holder.

Owning a specific piece of software is not the same as owning the copyright on that software. For the purposes of copyright, a computer program is defined in the law as a set of statements or instructions to be used directly or indirectly in a computer in order to bring about a certain result.

In brief, the copyright law says that you may:

- Make one archival or back-up copy of the copyrighted program;
- Adapt a copyrighted program from one language to another in which it is not already commercially available;
- Add features to a copyrighted program in order to make better use of the program;
- Adapt a copyrighted program to meet local needs.

The copyright law says that, without the expressed permission of the copyright owner, you may not:

- Make multiple copies of a copyrighted program, even for use within a single school;
- Make replacement copies from an archival or back-up copy;
- Make copies of copyrighted programs to be sold, leased, loaned, transmitted, or given away to other users.
- Sell a locally produced adaptation of a copyrighted program;
- Make multiple copies of an adaptation of a copyrighted program even for use within a single school;
- Make and use printed copyrighted software documentation that is not allowed by the actual copyrighted program itself.

Duplicating copyrighted computer software is a federal offense. Criminal penalties make the violators subject to fines of up to \$10,000.00 and prison of up to five years.

PARENT/GUARDIAN RESPONSIBILITIES

The educational value of student Network/Internet access is the joint responsibility of students, parents and faculty of Rochester Community School Corporation. Parents/guardians and staff are required to sign the Staff/Student Network and Internet Acceptable Use and Safety Agreement Policy prior to use. While our intent is to make Network/Internet access available in order to further educational goals and objectives, students may find ways to access other materials as well. Families should be aware that some material accessible via the Network/Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. Also, it is possible to purchase certain goods and services via the Network/Internet that could result in unwanted financial obligations for which a student's parent or guardian would be liable. Parents/guardians have the option of requesting alternative activities for their children that does not require Network/Internet use.

CONSEQUENCES

School policy regarding computer use as outlined herein applies to Network use. In addition to revoking a user's account, school discipline procedures may apply.

1. All users of the corporation computer facilities and equipment are expected to adhere to the provisions of Public Law 96-571, Section 7(b) with regard to copyrighted software.
2. Unauthorized copies of any software on computers belonging to the school is prohibited.
Installing, copying, altering, or tampering with data files, software programs, or system settings on any school computer is not permitted without prior approval of the Technology Department.
3. Unauthorized persons may not use equipment, software, security passwords or access codes belonging to the school to access or attempt to access data files, a network, or data systems either in local or remote locations.
4. Anyone witnessing the violation of any of the above provisions should immediately report the violation to the teacher or administrator in charge.

Any violation of the above policies will be viewed as destruction of school property. Using another student/staff user's data as his own is considered cheating. Consequences may include:

Detention;
In school assignment;
Denial of access to computers.;
Out of school suspension or expulsion.

ROCHESTER COMMUNITY SCHOOL CORPORATION DISCLAIMER

Rochester Community School Corporation makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school system will not be responsible for any damages a user suffers. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by it's own negligence or any user's errors or omissions. The school district will not be responsible for the accuracy, nature, or quality of information stored on school district diskettes, hard drives, or servers; nor for the accuracy, nature, or quality of information gathered through school-provided Network/Internet access. The school district will not be responsible for unauthorized financial obligations resulting from school-provided access to the Network/Internet. Rochester Community School Corporation makes the complete Network/Internet policy and procedures available on request for review by all parents, guardians, and other members of the community. This policy and all its provisions are subordinate to local, state, and federal statutes.

- A. The use of the Network/Internet is a privilege, which may be revoked by the Corporation at any time and for any reason. The Corporation reserves the right to remove files, limit or deny access, and refer the school user for other disciplinary actions.
- B. The Corporation reserves all rights to any material stored in files-which are generally accessible to others and will remove any materials which the Corporation, at its sole discretion, believes to be unlawful, obscene, pornographic, abusive, or otherwise objectionable.
- C. The student user is responsible for the use of his/her account/password and/or access privilege. Any problems that may arise from the use of a student user's account are the responsibility of the account holder. Use of an account by someone other than the registered account holder is forbidden and may be grounds for loss of access privileges.
- D. Any misuse of the account will result in suspension of the account privileges and/or other disciplinary action determined by the Corporation.
- E. The student user may not transfer files, shareware/freeware, or software from information services. The user will be liable to pay the cost or fee of any file, shareware, or software transferred, whether intentional or accidental without such permission.
- F. The student user, and his/her parent, agrees to indemnify the Corporation for any losses, costs, or damages, including reasonable attorney fees, incurred by the corporation relating to, or arising out of, any breach of this policy.
- G. The Corporation assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.
- H. All student data files will be deleted at the end of each school year, should the student wish to maintain copies of such data, then he/she must do so before the last day of school.

Rochester Community School Corporation's Device Use Policy and Loan Agreement

This agreement is made effective upon receipt of a 1:1 device (i.e. Macbook or iPad, depending on the school building) between the Rochester Community School Corporation ("RCSC"), the student receiving an 1:1 device ("Student"), and his/her parent(s) or legal guardian ("Parent"). This agreement is considered an addendum to the "Student Network and Internet Acceptable Use and Safety Policy" (AUP).

ROCHESTER COMMUNITY SCHOOL CORPORATION'S DEVICE USE POLICY

1. CHECK-OUT and CHECK-IN

1.1 Receiving your device

Devices will be distributed each fall. **Parents & students must sign and return the Student Device Handbook (Device Handbook) and the Acceptable Use Policy (AUP) documents before the Device can be issued to their child.**

1.2 Device Check-in

Individual school devices and accessories must be returned to the designated location at the assigned time for inspection. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment for any other reason must return their individual school device on or before the date of termination.

1.3 Check-in Fines

The student will be responsible for any damage to the device. The student/guardian will pay the replacement and repair costs of anything lost or broken regarding their device. Failure to return the device or make payment will result in a theft report being filed with local law enforcement.

2. TAKING CARE OF YOUR DEVICE

Students are responsible for the general care of the device they have been issued by the school, at all times. Devices that are broken or fail to work properly must be immediately taken to the designated location within the building and reported. If at any time, the Rochester Community School Corporation Student Network and Internet Acceptable Use and Safety Policy; or the Rochester Community Schools Device Use and Loan Agreement are not upheld, Rochester Community Schools reserves the right to restrict and/or revoke the device. Depending on the violation, disciplinary actions may also be taken.

2.1 General Precautions

Cords and cables must be inserted carefully into the device to prevent damage.

Devices that are damaged or not working properly will be reported to a superior immediately.

Devices must remain free of any writing, drawing, **stickers**, or **labels** that are not the property of Rochester Community Schools.

Devices should remain only in the possession of the assigned student; the action of lending the device (or accessories) to friends or siblings is prohibited.

Rochester Community Schools cannot be held responsible for devices left in an unlocked locker, unlocked car or any unsupervised area or location.

Students are responsible for keeping their device's battery charged for school each day.

Devices should be treated as the student's own property.

All repairs must be done by/through Rochester Community Schools; never should they be attempted to fix at home or by external third party without administration authorization.

Devices should remain up to date on all maintenance and system alerts.

2.2 Screen Care

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

Proper care must be taken at all times.

Do not lean on the top of the device when it is closed.

Do not place anything near the device that could put pressure on the screen.

Do not touch the screen with any foreign object such as, a pen or a pencil.

Always check to make sure there are no objects inside the case before closing the cover.

Do not place anything in the carrying case that will press against the cover.

Clean the screen with a soft, dry cloth or anti-static cloth.

Do not "bump" the device against lockers, walls, car doors, floors, etc.

2.3 Handling Devices

A school provided protective case has sufficient padding to protect the device from every day use and provides a suitable means for carrying the device within the school. Devices should always be within the protective case when carried or placed in a secure backpack. To further prevent damage, devices should not be taken out on the bus, or in any other situation where the device is not necessary.

3. USING YOUR DEVICE AT SCHOOL

Devices are intended for use at school every day. In addition to teacher expectations for device use, school messages, announcements, calendars and schedules may all be accessed 24/7 using the device. Students are responsible for bringing their device, fully charged, to all classes, unless specifically instructed not to do so by their teacher.

3.1 Devices Undergoing Repair

Loaner devices may be issued to students for repair in the Media Center. Depending on device inventory, there may be a delay in getting a loaner device. Rochester Community Schools can not guarantee a loaner device for every student, however, all compensatory actions will be tried in such event.

3.2 Charging Your Device's Battery

Devices must be brought to school each day in a fully charged condition. Students need to establish a routine to charge their device each evening. Repeat violators will be disciplined according to the individual school conduct handbook.

3.3 Screensavers/Background photos

Inappropriate media may not be used as a screensaver or background photo. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures, etc. will result in disciplinary actions. Special passwords and/or passcodes are not to be used. Any attempt to lock device from administrative access will constitute an Acceptable Use Policy violation. This includes lock screens or modifying passwords on laptops.

3.4 Sound, Music, Games, or Programs

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Per teacher discretion, music is allowed on the device, however the use of personal provided head phones may be required. Internet games are never allowed on the device. All software/apps must be district provided.

3.5 School Provided Accounts

Rochester Community Schools will provide any and all accounts needed for educational purposes. Students will use only school provided accounts on their device. Personal accounts, such as email, are strictly prohibited.

3.6 Non-School Provided Internet Access

RCSC provides wireless internet for devices while on school grounds. However, students are allowed to connect to external wireless connections on their device, while they are not on campus, assist them while not at school.

4. MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving to the Device

Students may save work to the device, though it is recommended students save documents to a cloud location or flash drive. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Device malfunctions are not an acceptable excuse for not submitting work.

4.2 Network Connectivity

The Rochester Community Schools make no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for any lost or missing data. Nor is this an excuse for a late/missing assignment.

5. SOFTWARE ON DEVICES

5.1 Originally Installed Software

All software/apps originally installed by Rochester Community Schools must remain on the device in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular course. The licenses for this software require that the software be deleted from device at the completion of the course. Periodic checks of device will be made to ensure that students have not removed required applications.

5.2 Additional Software

Students are not allowed to load extra software/apps on their device. Rochester Community Schools will synchronize the device so that they contain only the necessary applications for school work.

5.3 File Sharing and Proxy Applications

The installation and/or use of any internet-based file sharing tools or proxy application/website designed to circumvent the school's filtering software is explicitly prohibited. Disciplinary actions will be taken.

5.4 Inspection

Students may be selected at random to provide their device for inspection. Consequential actions may take place regarding the results of the random inspection.

5.5 Procedure for Re-Loading Software

In some situations, the device may need to be restored from backup. When the causation is a technical issue, time and assistance will be provided to save any/all necessities to the cloud (if able). If the causation, is due to prohibited applications or programs found on the device, the device will be reimaged and the school will not be held responsible for any loss of data, documents, or software due to the reformatting.

5.6 Software Upgrades

Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in their device for periodic updates and syncing.

6. PROTECTING & STORING YOUR DEVICE

6.1 Device Identification

Student devices will be labeled in the manner specified by the school. As well as many other forms of identification, typically devices will be identified by record of serial numbers and school labels. Students are prohibited from removing, modifying, altering, or covering up any and all identifying label(s) issued by the school.

6.2 Storing Your Device

MACBOOK - When students are not using their device, they should be stored in their lockers. The Rochester School District recommends the students use the lock provided by the school. Nothing should be placed on top of the device, when stored in the locker. Students are encouraged to take their device home every day after school, regardless of whether or not they are needed. Devices should never be stored in a vehicle due to extreme temperature changes. If a student needs a secure place to store their device, they may check it in for storage with the Media Center.

IPAD – Depending on the school, if iPads are allowed to be taken home each night, they need to be taken home or properly locked up in the cart. If the iPad remains at school every night, it is the student responsibility to make sure their device gets into the locked cart before they leave that afternoon. iPads should not be exposed to any extreme temperature.

6.3 Devices Left in Unsupervised Areas

Under no circumstances should devices be left in unsupervised areas. Unsupervised areas include, but are not limited to: the school grounds and campus, the lunchroom, computer labs, locker rooms, media center, unlocked classrooms, gymnasium and hallways. Any device left in these, or similar, areas is in danger of being stolen. If a device is found in an unsupervised area, it will be taken to the media center or office. Disciplinary action may be taken in accordance to the individual school's student conduct handbook. As stated previously, the student will be held accountable for stolen devices, so it is in their best interest to abide by this rule.

7. FINANCIAL TERMS OF DEVICE USE

7.1 Terms

Parents of students with devices will pay a non-refundable curricular amount. Users will comply at all times with the Rochester Community Schools' Student Technology Handbook policies. Any failure to comply may terminate user rights of possession, effective immediately, and the district may repossess the device.

7.2 Title

Rochester Schools has legal title to the property at all times. The user's right of possession and use is limited to and conditioned upon full and complete compliance with this agreement. Upon violation of this or the AUP agreement, RCSC can revoke/repossess their device at any time.

7.3 Loss, Theft or Damage

Should a device be damaged, lost, or stolen the parent/guardian/student should immediately notify the school administration. If a device is stolen the student/guardian should file a police report as soon as possible. If the device is lost, stolen, or totally damaged as a result of irresponsible behavior, the parent/student may be responsible for the **full replacement cost**.

In the event of a lost or stolen device and once a police report is filed, the Rochester School Corporation, in conjunction and with police, may deploy location software which may aid the police in recovering the device.

7.4 Repossession

Rochester Community Schools has the right to restrict, revoke, and repossess the devices and all other accessories at any time if the user does not fully comply with all terms of this Agreement. A police report will be filed if device is not returned.

7.5 Device Costs

The student or guardian may be responsible for costs due to damage or loss. The below list is a listing of Rochester Community School's cost for repair (on average). Amounts are subject to change depending on the level of repair needed to restore the device to its working state. Device holders will be notified if any changes occur regarding the cost of the repair.

	Screen	Other	Charger	Cable	Tempered Glass	Ridge Cap Replacement	Full Device Replacement
iPad 5th Generation	\$75.00	\$65.00 - \$150.00	\$15.00	\$10.00	\$10.00	\$5.00	\$294.00

	With Keyboard	Without Keyboard	Keyboard Replacement	Screen Cover Only	In-House Keyboard Repair (if able)
iPad 5th GEN. Cases	\$100.00	\$80.00	\$50.00	\$15.00	\$10.00

	Screen	Other	Charger	Ext. Cable	Plug	Case
11" MacBook	\$165.00	\$185.00	\$30.00	\$10.00	\$8.00	\$25.00

END OF STUDENT DEVICE POLICY

ROCHESTER COMMUNITY SCHOOL CORPORATION'S LOAN AGREEMENT

___ One device, charger and case are being lent to the student and are in good working order. It is the student's responsibility to care for the equipment and ensure that it is retained in a safe environment, until it is returned back to the school.

___ This equipment is, and at all times remains, the Property of Rochester Schools and is herewith lent to the student for educational purposes only for the Academic School Year: 2018-2019. The student may not deface or destroy this property in any way. Inappropriate use of the machine may result in the student losing their right to use the device. The equipment will be returned when requested by Rochester Schools, or if the student withdraws from Rochester Schools prior to the end of the school year.

___ The District Property may be used by the student only for non-commercial purposes, in accordance with the District's policies and rules, the District Acceptable Use Policy, as well as local, state, and federal laws and statutes.

___ The student may not install or use any software other than software owned or approved by the District and made available to the student in accordance with this Receipt and Agreement.

___ One user with specific privileges and capabilities has been set up on the device for the exclusive use of the student to which it has been assigned. The student agrees to make no attempts to change or allow others to change the privileges and capabilities of this user account.

___ The student may not make any attempt to add, delete access, or modify other users' accounts on the device.

___ The device does have identification on it indicating that it is the property of Rochester Community Schools. This identification should not be altered, removed, or modified in any way.

___ The student agrees to use best efforts to assure that the District Property is not damaged or rendered inoperable by any such electronic virus while in student's possession.

___ The student acknowledges and agrees that the student's use of the District Property is a privilege and that by the student's agreement to the terms hereof, the student acknowledges the student's responsibility to protect and safeguard the District Property and to return the same in good condition.

___ The parent acknowledges the responsibility to enforce all of the details mentioned in this document, as well as, monitor the student's device usage and content while at home.

___ The student agrees to abide entirely with the complete details of the Student Network and Internet Acceptable Use and Safety Policy, the Rochester Community Schools Device Policy, and Rochester Community Schools Loan Agreement.

GUARDIAN/STUDENT SIGNATURE SHEET

Acceptable Use Policy

I have received, read, fully understand and will abide by the Student Network and Internet Acceptable Use and Safety Policy (AUP). I further understand that any violation of the regulations outlined in the AUP is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, I will be responsible for the financial responsibility of the device, and school disciplinary action and/or appropriate legal action may be taken.

Student Signature: _____

ROCHESTER COMMUNITY SCHOOLS'S DEVICE USE AND LOAN AGREEMENT

I have received, read, and fully understand both the Rochester Community Schools Device Policy and the Loan Agreement, and agree to abide by the rules, regulations, and policies of the Rochester Community School Corporation.

Student Signature _____ Date _____

Parent Signature _____ Date _____

STUDENT HANDBOOK RECEIPT

I have received a copy of the Rochester Community Schools Student Technology Handbook for my building, and I agree to abide by the rules, regulations, and policies of the Rochester Community School Corporation.

Student Signature: _____

PRINT STUDENT NAME: _____ GRADE LEVEL: _____

APPLE ID DISCLOSURE CONSENT

<http://www.apple.com/privacy/parentaldisclosureconsent.pdf>

Parent Signature: _____