

## *Appendix D—Technology, Internet, and Device Acceptable Use Policy*

Lidgerwood Public School provides devices and internet access in order to educate our students, and help them become efficient, productive, safe, and technologically literate in our modern world. By using this technology, we aim to become more effective in serving our students' needs. In order to assure these resources are used appropriately, Lidgerwood Public School reserves the right to review, restrict, and remove postings, material, and/or access for any users while on the school domain. The following user responsibilities are expected of all students at Lidgerwood Public School:

### 1. Personal Safety

- a. You will not post any contact information (including name, address, phone number, etc.) of yourself or any other person on any forum, page, or online form.
- b. You will not agree to meet someone you met online, or facilitate such a meeting, at any time. Any contact or receipt of contact of this nature must be reported to school officials immediately.

### 2. Illegal Activity

Students will not attempt to gain unauthorized access to this or any other computer system or go beyond authorized access by entering another person's login information.

- a. Students will not deliberately attempt to disrupt the system or network in any way or destroy data by any means.
- b. Use of the Lidgerwood School domain to facilitate any type of illegal or criminal activity is strictly forbidden.

### 3. System Security

Students are responsible for their own accounts and should take all reasonable precautions to protect them. Passwords should be kept private and/or changed if needed to prevent unauthorized access.

- a. Any strange findings that look like unauthorized access must be reported to the school administration immediately.

### 4. Appropriate Use

Lewd, profane, obscene, vulgar, inflammatory, threatening, or any other form of inappropriate behavior and language is not to be used online or with school devices. Any form of disrespect, misbehavior, harassment, or other inappropriate action is grounds for disciplinary action, including removal from school network access, computer usage, suspension, or expulsion.

- a. Taking part, in any form, of violent, derogatory, or harassing behavior in the online forum/system is strictly prohibited, and grounds for disciplinary action. Nature, tone, and intention of online actions can be arbitrary and/or ambiguous, and

therefore may not exclude you from disciplinary action. If it looks suspicious, derogatory, or wrong, do not link your name or online identity to it.

- b. System is only to be used for educational activities.
- c. Downloading of files/applications is strictly prohibited without administrative authorization.
- d. Plagiarism and copyright infringement are prohibited, illegal, and cause for disciplinary action.
- e. Access to any unacceptable material, including but exclusive to pornography and/or material depicting violence or discrimination of any kind, is strictly prohibited and grounds for disciplinary action.
- f. If you mistakenly access any inappropriate material, at any time, you must inform the school administration immediately. Failure to do so will not protect you from a claimed or verified infringement of this policy.
- g. You should expect no privacy of the contents of any personal files or material on the LPS system. Routine maintenance and/or incidental failure of system components may lead to loss of personal material at any time. Great efforts have been put in place to prevent this from happening, but it is always possible. Students must adequately protect themselves by backing up material via external media or cloud-based sources. Likewise, policy violations are subject to search and seizure of any and all online material in the student's possession.
- h. Lidgerwood Public School will cooperate fully with local, state, and federal authorities in any investigation related to illegal activities conducted throughout this school system.
- i. Any infraction of this use policy will result in immediate notification to parent/guardian, followed by appropriate action as deemed necessary by the school administration. These actions may include but are not exclusive to:
  - i. Suspended system rights and/or termination
  - ii. School Disciplinary action (Detention, Suspension, etc.)
  - iii. Appropriate Legal Action
  - iv. Student responsibility for the cost required to repair damaged system components or to purchase a replacement

### ***Chromebook Use***

Students in grades 7-12 are given a personal Chromebook to use during the school day and to take home for use on school work and personal work. All afore-mentioned acceptable use policies apply to the use of school Chromebooks while in school. While we are not able to monitor the use of Chromebooks outside of the school setting, we expect students to use them appropriately when outside of school as well and ask parents/guardians to help us with this endeavor.

Chromebook screens are made of glass and will break if the device is not cared for properly. A carrying case is highly recommended to protect devices from accidental breakage. **The user is responsible for screen replacement cost**, regardless of fault. If a student damages or loses their Chromebook they will be financially responsible for the cost required to replace or repair the Chromebook. Failure to pay will result in restriction of Chromebook privileges and further action by the school district. **If a student loses or breaks their Chromebook charger there will be a \$25 replacement fee.**

Only a soft cloth should be used to clean the device. Avoid using any household cleaners. A damp cloth with water may be used to clean the screen if the device is off.

Do not subject the device to extreme heat or cold.

Do not store the device in unlocked or unattended vehicles.

Users may not use the device to record or photograph any individual without that person's consent.

Chromebooks are subject to routine maintenance and monitoring and must be immediately surrendered to school personnel upon any request. LPS reserves the right to confiscate these devices at any time.

Lidgerwood Public School is **not** responsible for the financial or personal file/information loss that may be deleted from Chromebooks.

If a Chromebook is left at home, or uncharged, users are responsible for completing all work required of them as if they had access to their device. Users are solely responsible for the device and its battery life.

A user's Chromebook location should be known at all times.

Chromebooks belonging to other users are not to be used or tampered with in any fashion.

It is the sole responsibility of the user to keep his/her Chromebook safe, secure, and free from damage.

Unattended Chromebooks should be turned into the office immediately.

Students found in breach of this Chromebook agreement are subject to disciplinary action, financial obligation, confiscation of the device, removal of content, or referral to law enforcement for illegal activity.

In the event of temporary or permanent device confiscation, the student is still responsible for any and all school work that requires the use of a device.

**I have read the Lidgerwood Public School Technology, Internet, and Device Acceptable Use Policy, and agree to use school devices, technology, and internet/system access in a responsible, legal manner. I understand that, as a student and parent/guardian of said student, I accept these rules and regulations in order for my student to gain access to Lidgerwood Public School technology, devices, and internet/system access.**

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**Student Name**

**Student Signature**

**Date**

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**Parent Name**

**Parent Signature**

**Date**