

# Roxboro Community School's Technology Values

Roxboro Community School is deeply committed to technology as a vital tool for its students, teachers, and parents. As a user of technology, I understand that it is my responsibility to honor the Acceptable Use Policy and uphold the Roxboro Community School Values both online, offline, at school and at home. I understand that my actions can affect others and that I will be accountable for my behavior.

<b>Roxboro Community School Technology Values</b>	
<b>Values</b>	<b>Responsibilities</b>
We value communication; therefore, I will	<ul style="list-style-type: none"> <li>• use language that is pertinent and appropriate when submitting academic work, participate in online forums and work collaboratively.</li> <li>• use thoughtful and appropriate language for social postings.</li> <li>• be mindful of how my words are interpreted by others.</li> </ul>
We value privacy; therefore, I will	<ul style="list-style-type: none"> <li>• be aware of the privacy settings on any website to I which subscribe.</li> <li>• understand that anything I do online or electronically is not private and can be monitored.</li> <li>• not share personal information about myself, family, friends or faculty.</li> </ul>
We value honesty and safety; therefore, I will	<ul style="list-style-type: none"> <li>• not engage in behavior that puts myself or others at risk.</li> <li>• represent myself honestly.</li> <li>• seek help if I feel unsafe, bullied or witness unkind behavior.</li> <li>• communicate only with people I know.</li> <li>• follow safety guidelines posted by sites to which I subscribe.</li> </ul>
We value learning; therefore, I will	<ul style="list-style-type: none"> <li>• apply existing knowledge to generate new ideas, products or processes.</li> <li>• evaluate the validity of information presented online.</li> <li>• ask questions and seek help when using school technology.</li> <li>• have a positive attitude and be willing to explore different or new technologies.</li> </ul>
We value respect for self and others; therefore, I will	<ul style="list-style-type: none"> <li>• not upload or post personal information, private communications or photos of other people without permission.</li> <li>• respond thoughtfully to the opinions, ideas and values of others.</li> <li>• not send or share mean or inappropriate emails or texts.</li> </ul>
We value respect for school and personal property; therefore I will	<ul style="list-style-type: none"> <li>• take proper care of all equipment.</li> <li>• report misuse and/or inappropriate content to my teachers or adults.</li> </ul>
We value responsibility; therefore, I will	<ul style="list-style-type: none"> <li>• come with my computer charged and ready to learn</li> <li>• come with my computer charged and ready to learn everyday</li> <li>• only use computers during class if authorized to do so by a faculty member and only for the purpose stated by the faculty member</li> </ul>



## **Responsible Use Policy**

*2022-2023*

Roxboro Community School is very excited to provide a wide array of technologies to our students and faculty. The purpose of these technologies is to facilitate the learning that our students engage in on a daily basis. Use of these technologies is a privilege and is subject to certain terms and conditions. RCS reserves the right to change such terms and conditions at any time.

The rich sources of information available on the internet hold the promise of greatly enhancing the quality of education available to all students and staff. Therefore, internet access will be made available to students and staff at RCS for the purposes of communication, research, and education.

Internet access by students and staff will be monitored by school personnel and the degree of access to the Internet will be dependent upon the age of the student, Access to the Internet by staff will be as deemed appropriate by the School.

Please read these rules carefully with your child and acknowledge receipt of these rules by signing the form with your child and returning it to the school. Your child will not receive a computer until the form has been signed by you and your child and returned to RCS.

### **1. Communication**

- a. I will use language that is pertinent and appropriate when submitting academic work, participating in online forums and working collaboratively.
- b. I will be thoughtful and mindful about the language I use when posting online or sending messages to someone else wherever I may be.
- c. I will be mindful of how my words are interpreted by others.
- d. I will not use profanity or any language that is offensive to anyone.
- e. I understand that all communication on the computers is monitored and the property of the school.
- f. I will not use the school email for anything other than school related communication.

### **2. Privacy**

- a. I will be aware of privacy settings on websites to which I subscribe.
- b. I understand that anything I do online or electronically is not private and can be monitored.
- c. I will not share any personal information about myself, family or faculty. This includes passwords, home addresses, phone numbers, ages, and birth date.
- d. I will use only my login information, and I will not try to access anyone else's account.

### **3. Honesty and Safety**

- a. I will properly cite information and avoid plagiarism.
- b. I will not engage in behavior that puts myself or others at risk.
- c. I will represent myself honestly. This includes not accessing the network using an account other than my own.
- d. I will seek help if I feel unsafe, bullied or witness unkind behavior.
- e. I will not use social media to try and intimidate or otherwise bully anyone.
- f. I will only communicate with people I know.
- g. I will follow safety guidelines posted by sites to which I subscribe.

#### **4. Learning**

- a. I will have a positive attitude and be willing to explore different technologies.
- b. I will evaluate the validity of information presented online and understand that not everything online is true.
- c. I agree to document and properly cite all information acquired through online sources including but not limited to images, videos and music.
- d. I will not use the device to access social media (Snapchat, Twitter, Facebook, Instagram, etc) or any other site during class unless directed to do so by my teacher.

#### **5. Respect for self and others**

- a. I will not upload or publish personal information, private communications or photos of other people without permission.
- b. I will respond thoughtfully to the opinions, ideas and values of others.
- c. I will not send or share mean or inappropriate emails or texts.

#### **6. Respect for school and personal property**

- a. I will take care of all equipment on campus and off.
- b. I will report misuse and/or inappropriate content to my teachers and other adults.
- c. I will use the computers on campus and at home for school related purposes only.

#### **7. Responsibility**

- a. I will actively monitor email and calendars that my teachers use to communicate with me.
- b. I will come with my computer charged and ready to learn everyday.
- c. I will only use computers during class if authorized to do so by a faculty member and only for the purpose stated by the faculty member.

#### **Other important information:**

• The laptop computer assigned to your student belongs to RCS. Students are expected to take care of the equipment. The school has purchased an accidental damage warranty on the computer and charges a \$50 deductible for each physical break and \$100 fee the first time that the computer is damaged beyond repair with a \$395 fee for a second total loss. Lost and stolen computers will be replaced for a fee of \$395. Optional computer insurance can be purchased through the school for an annual fee of \$50 per device. Please note that this does not cover chargers. Lost and damaged chargers will need to be replaced with a genuine charger from Lenovo at a cost of \$35. Servicing and repairs should only be made by the schools' technology department or its authorized repair center

• The school reserves the right to deny access to a computer to anyone who has outstanding fees.

• Removal of a serial number sticker that identifies the computer to RCS voids all warranties purchased and may require the student to pay for a total replacement (\$395).

• Internet sites containing pornographic, violent, or other unacceptable content may not be visited either at home or on school property. Accessing, producing, posting, displaying or sending offensive messages, music, or images, including images of exposed private body parts is prohibited. Offensive material includes but is not limited to obscene, profane, lewd, vulgar, rude, or sexually suggestive language or images are prohibited. Sending false or defamatory information about a person or organization is prohibited. Harassing, threatening, insulting or attacking others is prohibited. We have internet content filters and software in place to track violations of this policy and we have the ability to monitor software and student activities on the computer in real-time. These reports will be reviewed on a regular basis to ensure compliance with the acceptable use policy

• Any other use in violation of federal or state law or is prohibited. The following consequences may apply if a student violates this policy. Any of the below consequences may be enforced alone or in conjunction with one another by the school against the violating student.

- Revocation or limitation of computer access privileges.

- Temporary or permanent confiscation of the student computer Disciplinary action as provided for in the student handbook
- Any other sanctions or remedies provided by law

#### **Student**

I understand that it is my responsibility to honor the Responsible Use Policy and uphold the Roxboro Community School Technology Values both online, offline, at school and at home. I understand that my actions can affect others and that I will be accountable for my behavior. I will not engage in activities that are in violation of the Technology Responsible Use Policy.

I have read the Responsible Use Policy and I agree to follow these rules and guidelines when using technology. I understand that the use of technology is a privilege that if necessary can be revoked. This applies while I am at Roxboro Community School as well as when I am off campus. I will abide by all Technology policies set forth by the Board of Directors.

By signing this you agree to follow all policies in place.

Student Name \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_

#### **Parent**

I hereby release Roxboro Community School, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the RCS network. I will instruct my child regarding the rules of use contained in this document. I understand that it is impossible for RCS to restrict access to all controversial materials and I will not hold the school responsible for materials accessed on the network. I accept full responsibility if and when my child's use of technology is not in a school setting and understand that my child is subject to the same rules and agreements while not at school. I understand that RCS encourages parents and guardians to supervise and monitor any online activity. I am aware of my child's account information and passwords for the RCS network, Google Docs and NCEdCloud. I further understand and give my permission for my child to use web resources deemed appropriate for my student by RCS instructors including but not limited to: SAS, Canvas, YouTube, Google Apps for Education, NC WiseOwl, etc.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_