



JYKDCS DEVICE ACCEPTABLE USE POLICY

Introduction

Technology resources provide important tools for students to use to further the Jacquelyn Y. Kelley Discovery Charter School (JYKDCS) educational mission. This policy outlines the expectations for you to use technology resources responsibly.

Educational Purpose

The JYKDCS technology resources and Internet system have been established as a means to support the instructional program of the school. This means that you will use the system for classroom learning activities, online assessments and other school-related work.

Expectations

While using The JYKDCS and personal technology resources on or near school property, in school vehicles and buses, and at school-sponsored activities, each student must act in an appropriate manner consistent with The JYKDCS legal guidelines. It is the joint responsibility of school personnel and the parent or guardian of each student to educate the student about his/her responsibilities and to establish expectations when using technology. The JYKDCS may place reasonable restrictions on the material you access or post through the system, and may revoke access to these resources if you violate the law or this policy. Violations of the law or this policy also may be addressed through the JYKDCS student conduct policy amended online as of **11.18.19**.

Technology Use

I agree to abide by the generally-accepted rules for technology use. These include, but are not limited to, the following:

1. I accept personal responsibility for my use of the Internet and the school network. I understand that all rules of conduct described in the Student Rights and Responsibilities book apply.
2. I will keep personal account numbers, home addresses and telephone numbers private and will not disclose personal identification information about myself or others when using electronic communication.
3. Illegal activities of any kind are strictly forbidden. Illegal activities are those acts that constitute a violation of Education Code, local, state, and/or federal laws. Federal copyright laws will be observed in the use and distribution of information retrieved from or sent over the Internet.
4. Unauthorized access to other user's work and/or resources is prohibited. This includes the use of another's password to gain unauthorized access. Access is to be limited to those resources needed to complete educational goals.
5. I will not use the network for personal and/or commercial financial gain. Product advertisement and/or political lobbying is prohibited.
6. I will not access, use, post, publish, display or transmit language and/or material that is harmful or inappropriate, threatening, obscene, disruptive, sexually explicit, or that could be construed as harassment or disparagement of others based on their actual or perceived ethnic



JYKDCS DEVICE ACCEPTABLE USE POLICY

group identification, color, race/ethnicity, national origin, gender, sexual orientation, age, disability, or religion.

7. I will not engage in “cyberbullying” activities against other students or school staff.

Cyberbullying includes the transmission of communication, posting of harassing messages, direct threats, social cruelty, or other harmful texts, sounds, or images on the Internet, social networking sites, or other digital technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person’s electronic account and assuming that person’s identity in order to damage that person’s reputation or friendships. I understand that any student who engages in cyberbullying on school premises, or off-campus in a manner that impacts a school activity or school attendance, shall be subject to discipline in accordance with school policies and regulations.

8. I will not post or share photographs of other students without the other student’s permission. I know that video recordings or photos can be made only with express permission of students and require advance permission of the teacher.

9. I will not use technology resources to encourage the use of drugs, alcohol, tobacco, promotion of unethical practices, and/or any restricted activity as defined by law or school policy is prohibited.

10. I understand that copyrighted material is for personal use only and may not be placed on the system for distribution without the author's permission.

11. I understand that when using work of another, credit must be given to the person who created that work. Plagiarism is prohibited.

12. I understand that the damaging of computers, other users' work, and/or networks or changing settings is prohibited. Any software having the purpose of damaging any computer and/or network system or masking the identity of any user on the system is prohibited. Parents or guardians may be held financially responsible for any harm that may result from the student’s intentional misuse of school technology resources.

13. I understand that computer equipment (hardware and/or software) may not be repaired or removed from a school site or school property without written permission.

Privacy

You may be alone on the computer, but what you communicate and do can be viewed by others on the network. (Never use inappropriate language.) The network and/or other computerized information resources on the JYKDCS network may be monitored at any time by school personnel for possible abuse of this agreement. Students are not to reveal home addresses, telephone numbers, or any other personal information about themselves, other students, or school employees. Parents/guardians have the right to request to see their student’s computer files at any time.

Hot Spot Devices

Students will be issued a hot spot along with the iPad/CHROMEBOOK/HOTSPOT device. All Hotspots should remain at home for the duration of the iPad/CHROMEBOOK/HOTSPOT being signed out by the parent in a safe space to transmit a wifi signal for the



JYKDCS DEVICE ACCEPTABLE USE POLICY

iPad/CHROMEBOOK/HOTSPOT to connect to. All activity over the hotspot network will be monitored and retained. Access to online content via the network is restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).

iPad/CHROMEBOOK/HOTSPOT Return

iPad/CHROMEBOOK/HOTSPOT with accessories (cases, chargers, hot spot, power bricks) will be returned to the Multimedia Lab directly to Mr. Fields when students transfer to other schools. The same applies to students who are expelled or terminate enrollment out of The JYKDCS.

All other students will return their iPad/CHROMEBOOK/HOTSPOT (with cases, chargers, hot spot, power bricks) at the end of the last week in May to the Multimedia Lab directly to Mr. Fields.

Damage, Loss, Theft

Parent/Student Financial Responsibility for Repairs

Students/Parents are responsible for any instances of breakage or damage to the iPad/CHROMEBOOK. Students are encouraged to take VERY good care of their iPad/CHROMEBOOK device.

Financial Responsibility

Replacement Costs are as follows:

iPad Replacement fee - \$350.00

CHROMEBOOK fee - \$250

Hot Spot - \$100.00

iPad Case fee - \$20.00

Lightning cable - \$15.00

Power brick - \$10.00

NOTE: The JYKDCS does not loan extra chargers

Parents may pay for LOST/STOLEN equipment in one of the following ways:

- pay in full at time of loss
- payment plan (to be determined at school where iPad/CHROMEBOOK/HOTSPOT was reported lost)

If a lost iPad/CHROMEBOOK/HOTSPOT is found in good working condition, parents will be reimbursed for any amount of money they have paid to replace the lost item. If the iPad is found but is not in good working condition, parents will be charged for the total cost of repair.



JYKDCS DEVICE ACCEPTABLE USE POLICY

School Responsibilities

- Provide Internet (at school) and
- Provide Email accounts to all students.
- Provide Internet filtering/blocking of inappropriate materials while at school.
- Provide "cloud" storage via Google Drive. JYKDCS reserves the right to review, monitor, and restrict information stored on or transmitted via JYKDCS owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help assure student compliance of the Acceptable Use Policy.

Student Responsibilities

- Using digital devices in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that apply to network use and according to the JYKDCS Acceptable Use Policy.
- Using all technology resources in an appropriate manner so as to not damage school equipment. This "damage" includes, but is not limited to, the loss of data resulting from delays, non-deliveries, miss-deliveries or service interruptions caused by the students' own negligence, errors or omissions. Use of any information obtained via JYKDCS's designated Internet System is at your own risk. JYKDCS specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Helping JYKDCS protect our computer system/iPad by contacting an administrator about any security problems they may encounter.
- Monitoring activity on their account(s).
- If a student should receive email or other electronic messages containing inappropriate, threatening or abusive language or if the subject matter is questionable, he/she is asked to contact a school administrator.
- Returning their iPad/CHROMEBOOK/HOTSPOT to the school MultiMedia Room at the end of each school year. Students who move schools, are expelled or terminate enrollment at The JYKDCS must return their individual school iPad on the last day of attendance.

Student Activities Strictly Prohibited

- Illegal installation or transmission of copyrighted materials
- Any action that violates existing JYKDCS Board Policy, or public law
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Messaging services and chat rooms (i.e. GOOGLE Messenger, etc.) **without prior staff permission**
- Internet/computer games with inappropriate content (i.e. extreme violence)
- Changing of iPad/CHROMEBOOK/HOTSPOT settings (exceptions include personal settings such as font size, brightness, etc)
- Downloading non-school inappropriate Apps
- Spamming or sending mass or inappropriate emails
- Gaining access to other student's accounts, files, and/or data



JYKDCS DEVICE ACCEPTABLE USE POLICY

- Use of the school's Intranet/E-mail accounts for financial or commercial gain or for any illegal activity
- Use of anonymous and/or false communications through web services such as GOOGLE Messenger, Yahoo Messenger, Facebook, etc.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior
- Vandalism (any malicious attempt to harm or destroy hardware, software or data) of school equipment will not be allowed
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients
- Bypassing the JYKDCS's web filter through a web proxy or Virtual Private Network (VPN)
- "Jail-breaking" of an iPad for any purpose
- Other activities deemed inappropriate by JYKDCS

Student iPad/CHROMEBOOK Care

- iPad batteries must be charged and ready for school each day.
- Students will be held responsible for maintaining their individual iPads and keeping them in good working order.
- Only labels or stickers approved by The JYKDCS may be applied to the iPad device and/or iPad device protector/cover.
- iPad/CHROMEBOOK/HOTSPOT that malfunction or are damaged must be reported to the MULTIMEDIA room. JYKDCS Information Technology Services will be responsible for repairing iPads that malfunction. iPads that have been damaged from student misuse, neglect or are accidentally damaged will be repaired with cost being by the student. Parents will be responsible for the entire cost of repairs to iPads that are damaged intentionally.
- iPad/CHROMEBOOK/HOTSPOT that are stolen must be reported immediately to the school.

Following the Law

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Use or possession of hacking software is strictly prohibited and violators will be subject to disciplinary action in accordance with all applicable school and federal laws. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the school.

Student Discipline

The discipline procedure in the JYKDCS Student Handbook addresses serious and major offenses such as stealing and destruction of school or personal property; cell phone user policy; possession of improper images on any electronic device; or any other violation of the school discipline policy will apply to the iPad device. Depending on the seriousness of the offense students may lose iPad and/or network privileges as well as being held for detention, suspension or even in extreme cases expulsion.



JYKDCS DEVICE ACCEPTABLE USE POLICY

Disclaimers

Please note that since the Internet provides access to computers and people all over the world, that even using The JYKDCS filtered network, which follows federal CIPA guidelines, there is a possibility that students may encounter areas of adult content and objectionable material. While the JYKDCS will take reasonable steps through training and filtering to preclude access to such material, and does not encourage such access, it is not possible to absolutely prevent such access. Also note, when devices are used outside the school's network, The school is not responsible or liable for providing filters and firewalls to prevent unacceptable inappropriate websites.