

Ottawa Township High School

District #140

District Technology System

Student Responsibilities and Acceptable Use Guidelines



The policies, procedures, and information within this document apply to all electronic devices, property of Ottawa Township High School, and the District Technology System used by students and staff.

Teachers may set additional guidelines and requirements for use of all electronic devices in their classroom.

The rules and regulations contained within this document are not to be considered exclusive and are subject to change and revision during the school year.

A. Device Longevity

Students will be issued a device at the start of each school year and return the device at the end of the year for maintenance and updating. The same device will be assigned to the student throughout his/her OTHS career.

B. Student Responsibilities Related to Care and Usage of OTHS Devices

1. General Care of Devices:

- Carefully insert cords, cables, and removable storage accessories into the Laptop.
- Use only the issued power adapter to charge the device. Charging with the wrong power adapter will damage the battery.
- Keep your device in your possession. Do not leave the device unattended.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, thumb drives, earbuds, etc.).
- Store the device with the screen closed.
- Keep the device on a flat, solid surface so air can circulate. (Using a device directly on a bed or carpet can cause damage due to overheating).
- Do not set books or stack heavy objects on top of the device.
- Keep food and drink away from the device.
- Do not loan the device or its accessories to another student.
- Do not deface the device or accessories through use of writing, drawing, stickers, labels, or by any other means.
- Do not use the device to charge a cell phone.
- Never leave the device exposed to direct sunlight, extreme temperatures, or moisture sources for extended periods of time.

2. Bringing the Device to School:

- Students must bring their laptop to school every day that classes are in session.
- Students are responsible for ensuring their laptop is charged before school each day.
- Students must have earbuds/headphones (plug-in, NOT Bluetooth) to be used as needed per teacher discretion.
- Students may bring a wireless mouse if preferred.
- Students who leave their laptop/earbuds/headphones at home or who have a dead battery will not be issued another laptop/earbuds/headphones for that day, and they are responsible for all activities and assignments missed due to not having their laptop/earbuds/headphones.

3. Carrying the Device in a Safe and Secure Manner:

- Transport school-owned devices in the carrying case provided by OTHS at all times. Keep the charger and cord in the side pocket, not in the main compartment with the computer, as doing so may damage the screen.
- Never lift the devices by the screen when opened.

- Do not transport the device in another bag, such as a backpack, athletic bag, etc., that is not designed to protect electronic devices during transport.
- Make sure no items are between the screen and keyboard when closing the device.
- Transport devices with care and with the screen closed.

4. Security of the Device and Accessories:

- Devices and accessories are required to be locked in the student's school-issued locker when not in the student's possession.
- Devices or accessories must not be left in unsupervised areas such as bathrooms, cafeteria, computer labs, hallways, Library/Media Center, unlocked classrooms, unlocked locker rooms, or any other area deemed insecure.
- Devices and accessories left in these areas are in danger of being stolen or tampered with by unauthorized individuals. Any device found in an unsupervised area should be taken immediately to Room 201.
- Devices are not allowed in the cafeteria when food or drink is present.

5. Screen Care:

- The screen of a device can be damaged if subjected to heavy objects, rough treatment, some cleaning products/solvents, and other liquids.
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.
- Screens are particularly sensitive to damage from excessive pressure, heat, and light. The student is responsible for ensuring screen precautions.

6. Problems with and Repair of School-Owned Devices:

- Students should bring a school-owned device that is not working properly or needs repair to the Student Technology Center, located inside the library on the 300 floor.
- The following are required for a device to be collected for service or repair:
 - The device must be in the school-issued case, along with the cord and charger.
 - The student must have his/her Student ID so that a copy may be made and adjoined to the case/device.
 - The student must complete a service/repair form to be adjoined to the case/device.
- Students and parents/guardians must never:
 - Attempt to repair or reconfigure a school-owned device.
 - Attempt to open or tamper with the internal components of the device.
 - Remove any screws or otherwise access batteries, drives or other components.
 - Take school-owned Laptops to an outside computer service for any repairs or maintenance.
- See "I. Device Warranty and Repair Costs" for additional information.

7. Appropriate Classroom, Library, and Study Hall Routines:

- Students will use devices, as well as the school's network, strictly for educational purposes.

- Using devices or the network for recreational use during class time, while in the Library, or during study hall periods is prohibited.
- Students are expected to participate fully in all classroom activities as directed by their teacher.
- Students are expected to assume the responsibilities as listed above, as well as following the rules outlined in the OTHS #140 Acceptable Use Agreement, the Parent-Student Handbook, and Board of Education policy. Failure to do so may result in loss of privileges and appropriate disciplinary consequences.

C. Acceptable Use

All users of the District Technology System (DTS) must comply with the District Acceptable Use Guidelines, as amended from time to time.

The DTS shall include all computer hardware and software owned or operated by the District, the District electronic mail, the District web site, and the District on-line services and bulletin board systems. "Use" of the DTS shall include use of or obtaining access to the DTS from any computer terminal whether owned or operated by the District.

Students have no expectation of privacy in their use of the DTS. The District has the right to access, review, copy, delete, or disclose, as allowed by law, any message sent, received, or stored on the District's electronic mail system. The District has the right to and does monitor use of the DTS by students, including students' access of the Internet, as part of DTS maintenance and to determine whether the use is consistent with federal and state laws and District policies and guidelines.

D. Privileges

Access to the DTS is provided as a privilege by the District and may be revoked at any time. Inappropriate use may result in discipline, including loss of DTS use privileges.

E. Prohibited Use

Prohibited uses of the DTS include, but are not limited to, the descriptions listed below.

Prohibited usage may result in discipline or other consequences as provided for in this document, the OTHS Parent-Student Handbook, or OTHS Board of Education policy. The DTS shall **not** be used to:

1. Engage in activities which are not related to District educational purposes or which are contrary to the instructions from supervising District employees as to the use of the DTS.
2. Engage in any activity that constitutes an interference with school purposes or an educational function, or any disruptive activity.
3. Access, upload, download, or distribute pornographic, obscene, or sexually explicit material.
4. Access, retrieve, view or disseminate any material in violation of any federal or state laws or regulation or District policy or rules. This includes, but is not limited to, improper use of copyrighted material; improper use of the DTS to commit fraud or with the intent to commit fraud; improper use of passwords or access codes; or disclosing the full name, home address, or phone number of any student, District employee, or DTS user.
5. Transfer any software to or from the DTS without authorization from the DTS Administrator.
6. Engage in for-profit or non-school sponsored commercial activities, including advertising or sales.

7. Harass, threaten, intimidate, or demean an individual or groups of individuals because of sex, color, race, religion, disability, national origin or sexual orientation.
8. Disrupt the educational process, including use that is reasonably foreseeable to result in a disruption, or interfere with the rights of others at any time.
9. Disrupt or interfere with the DTS.
10. Gain unauthorized access to or vandalize the data or files of another user.
11. Gain unauthorized access to or vandalize the DTS or technology system of any other individual or organization.
12. Forge or improperly alter electronic mail messages, use an account owned by another user, or disclose the user's individual password or that of another user.
13. Invade the privacy of any individual, including violating federal or state laws regarding limitations on the disclosure of student records.
14. Download, copy, print or otherwise store or possess any data which violates federal or state copyright laws or the Guidelines.
15. Send nuisance electronic mail or other online messages such as chain letters, pyramid schemes, or obscene, harassing or other unwelcome messages.
16. Send mass electronic mail to multiple users without prior authorization by the appropriate district Administrator.
17. Conceal or misrepresent the user's identity while using the DTS.
18. Post material on the District's web site without the authorization of the appropriate District administrator.
19. Engage in any behavior, activity or action that may be deemed inappropriate by the administration.

F. Discipline for off-site use of electronic technology which disrupts or can reasonably be expected to disrupt the school environment

The District may discipline a student whose personal web site or other off-site activity involving electronic technology causes, or can reasonably be expected to cause, a substantial disruption of the school environment, without regard to whether that activity or disruption involved use of the DTS.

G. Websites

Unless otherwise allowed by law, District web sites shall not display information about or photographs or works of students without written parental permission.

Any web site created by a student using the DTS must be part of a District-sponsored activity, or otherwise be authorized by the appropriate District administrator. All content, including links, of any web site created by a student using the DTS must receive prior approval by the appropriate District administrator. All content of a web site created by a student using the DTS must conform to the Acceptable Use Guidelines.

H. Disclaimer

The District makes no warranties of any kind whether express or implied for the DTS. The District is not responsible for any damages incurred, including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. Use of any information obtained via the

DTS is at the user’s own risk. The District is not responsible for the accuracy or quality of information obtained through the DTS. The District is not responsible for any user’s intentional or unintentional access of material on the Internet which may be obscene, indecent, or of an inappropriate nature.

I. Security and User Reporting Duties

Security in the DTS is a high priority and must be a priority for all users. Students are prohibited from sharing log-in IDs or passwords with any other individual. Any attempt to log in as another user will result in discipline. A user who becomes aware of any security risk or misuse of the DTS must immediately notify a teacher, administrator, or other staff member.

J. Device Warranty and Repair Costs

The laptop has a limited warranty covering normal use, mechanical breakdown or faulty construction. The limited warranty only covers the laptop; it does not include coverage for the accessories, which include the carrying case, power adapter, and cord.

- The warranty DOES NOT cover misuse, abuse, or neglect of the laptop and accessories. Damage to or loss of the device and or accessories resulting from negligence or improper care may result in discipline, and 100% of the cost of the repair or replacement will be the responsibility of the student/family.
- The student/family must pay the repair or replacement cost before the laptop is repaired/replaced and returned to the student. The parent/student may set up a payment plan with the school to clear the bill if needed.
- Damages caused by another person should be reported to administration, room 201, to investigate cause and determine responsibility.
- The administration will review all damages determined to be from negligence and will assess whether or not the student has continued privilege of taking the laptop to and from school.
- The District will not be obligated to replace a student laptop in the case of intentional damage, negligence, or repeat incidents.

K. Excessively Wear or Odor

The laptop, charger, and bag should be cared for and are subject to a replacement fee for excessive wear, dirtiness, or odors which would make them unsuitable to distribute to another student.

Repair/Replacement Costs:

****Costs are estimates and subject to change in accordance with current market values without prior written notice.*

Screen repair or replacement	\$70.00
Keyboard and Touchpad	\$75.00
Work-in carrying case	\$15.00
Power adapter with cord replacement	\$25.00
LCD Bezel	\$30.00
Motherboard	\$140.00
Laptop	\$300.00

L. Lost or Stolen Equipment

The student or parent/guardian must report lost equipment to school administration immediately. Reports should be filed with the attendance office (room 201), or 815-433-1326. The circumstances of each situation involving lost equipment will be investigated individually. Students may be billed for lost equipment.

M. Stolen Equipment

Equipment that is stolen while off school property must be reported to the police, a report must be filed, and a copy of the report must be provided to the school administration (room 201) by the student upon return to school. If there is not clear evidence of theft or the equipment has been stolen due to student negligence, the student and parent/guardian will be responsible for the full cost of replacement.

Equipment that is stolen while at school must be reported to school administration (room 201) immediately. If there is not clear evidence of theft or the equipment has been stolen due to student negligence, the student and parent/guardian will be responsible for the full cost of replacement.

The District may use its discretion to replace a student laptop if and only if it is determined by the District that the student acted in good faith to find the laptop. The District will not be obligated to replace a student laptop in the case of negligence and/or failure to use diligence with District policy.

N. Asset Tag

An asset tag is a barcode-like sticker placed on the device for inventory and monitoring purposes.

- All laptops have an inventory tag and asset tag
- Tags may not be modified or tampered with in any way.
- A student may be charged up to the full replacement cost of a laptop for tampering with a school asset tag logo or turning in a laptop without a school asset tag.

O. Vandalism

Vandalism or attempted vandalism to the DTS is prohibited and will result in discipline as set forth in Section I of these Guidelines, and in potential legal action. Vandalism includes, but is not limited to, downloading, uploading, or creating computer viruses.

P. Consequences for Violations

A student who engages in any of the prohibited acts listed above shall be subject to appropriate discipline, which may include: (1) suspension or revocation of DTS privileges, (2) other discipline up to and including suspension or expulsion from school, and (3) referral to law enforcement authorities or other legal action in appropriate cases.

Misuse of the DTS by a student may be considered gross misconduct as that term is defined by the District Student Discipline Policy and rules, and a student may be subject to discipline pursuant to the Student Discipline Policy and rules. A student who believes that his/her DTS use privileges have been wrongfully limited may request a meeting with the building principal to review the limitation. The decision of the building principal shall be final.

Q. Loaner Devices/Equipment

Students may receive a loaner device as a result of a number of conditions. Loaner equipment will be distributed from the Technology Office, Room 301. Students receiving a loaner

computer will also receive a charger/cord and bag. Students receiving loaner equipment are responsible for all items until returned.

Students may check out a loaner computer because:

1. The student's computer is not at school.
 - Students who do not have their computer at school should go to the Technology Office by 7:45 AM and are expected to arrive in their 1st hour class before 8:00 AM.
 - Loaner equipment (computer, charger/cord, and bag) will be provided to the student for that school day. Students must return loaned equipment before leaving school for the day, no later than 15 minutes after dismissal.
 - i. Students may receive loaner equipment due to not having theirs at school a maximum of three times each semester.
 - ii. Students who receive loaner equipment and do not return it before leaving school at the end of the day are subject to school discipline.
 - iii. Students who do not return the loaner device before leaving school on the day it is issued become ineligible for loaner equipment under any other circumstance until the loaner is returned.
2. The student's computer has been damaged or is not working properly and is being turned in for repair.
 - Students whose computer needs to be repaired due to damage, software issues, required updates, etc. will bring their computer, charger/cord, and bag to the Technology Office, where staff will exchange all equipment.
 - Loaner equipment will remain with the student until s/he is contacted by the Technology Department that original equipment is ready to be returned. Students should exchange equipment for their original equipment as soon as possible.
3. The student's computer has been lost, stolen, or is missing.
 - Please see "L. Lost or Stolen Equipment" and "M. Stolen Equipment" above.
 - Students may receive loaner equipment from the Technology Office during the course of investigation, upon request of administration after a report is made in Room 201.
 - Loaner equipment will remain with the student until the investigation is completed. If the computer (bag and charger/cord) is found and is undamaged, the original and loaner equipment will be exchanged as soon as possible. If the computer (bag and charger/cord) is not found, the student will retain loaner equipment and may be held responsible for original equipment as is outlined in sections L and M above.

Students may not check out a loaner device due to:

1. Having a dead battery.
2. Forgetting their charger/cord at home.
3. Not having their computer, and/or charger/cord at school more than three times in any semester.

The above complications are student responsibility issues, not technology issues, and are therefore not eligible assistance from the District technology staff.

R. Cell Phone Use In Place of School Computer

Students are not to use their cell phone as a replacement for their school-issued computer. Cell phones are not monitored by the District and use during class/instructional time violates the

school cell phone policy. Students who insist on using their cell phone as a replacement for their school computer are subject to discipline consistent with the cell phone policy.