

SCHOOL DISTRICT OF LOYAL

Policy and Procedure

Policy IIBGC
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Approved By: _____
Board President

DIGITAL LEARNING ACCEPTABLE USE POLICY

Introduction: In this document, "Laptop/iPad" will be referred to as "device".

The devices and/or bags/cases that are issued to all students in grades 4-12 are the property of the School District of Loyal. The device is on loan to the student, and must be used in accordance with the following Policies and Procedures, the School District of Loyal's Digital Learning Acceptable Use Policy (AUP) and any applicable laws. Use of the device, as well as access to the computer network, the Internet and e-mail are a privilege and not a right. These items are provided for educational purposes only and are intended to support the learning objectives of the School District of Loyal.

General Use and Care of Devices

- Students are expected to treat their device with care and respect.
- Do not spray cleaning solutions on the device. Power down the device and dampen a soft cotton or cloth specifically designed for computer screens to clean the device screen.
- The device and/or bag/case should always be kept clean and free of marks. Placing stickers, writing or drawing on, engraving or otherwise defacing the device and bag are not allowed and will result in loss of privileges.
- When transporting a device to and from school, students should always be sure it is placed in the device bag/case, and the bag is fully closed.
- Device bags should not be placed inside the student's book bag or backpack where it may be compressed by other heavy books, etc.
- Students are encouraged to help each other in learning to operate their devices. However, such help should be provided verbally without touching the other person's device, and/or only with the user's express permission. Students should operate only their own device at all times.
- Any inappropriate or careless use of a device should be reported to a teacher or other staff member immediately.
- Devices can be fragile, and if they are dropped, they may break. Devices should only be used while they are on a flat, stable surface such as a table. Students should not use their device while walking, on the bus, or otherwise being transported.
- Students should protect their devices from extreme heat and cold. The School District of Loyal requires that devices not be left in cars to prevent damage from temperature extremes, as well as theft.
- Devices should be protected from the weather, water or other liquid, food and pets. Students should never eat or drink while using their device, or use their device near others who are eating or drinking.

- Heavy objects should never be placed or stacked on top of your device. This includes books, musical instruments, sports equipment, etc. In addition, devices should not be placed on or under soft items such as pillows, chairs or sofa, cushions, or blankets. This will cause the device to overheat, and will result in damage to the device.

Use of the Device at School

- Devices are assigned to individual students. Students should never "swap" or "share" their device with another student. Devices should be in a student's possession or secured in their locker at all times.
- If you have been issued a case, the device must be in its bag/case when transported. It is recommended that the student carry the bag with the strap across their body, over the opposite shoulder. This prevents the device bag from being dropped if the student is distracted or bumped. Do not swing the device by the case or strap. You are responsible for your device — do not carry a device that belongs to another student.
- If a student is participating in an activity that is not conducive to using their device (i.e., field trip, assembly, etc.), they are required to leave their device in its charging location, in their locker or at home.
- Students are responsible for bringing their device, fully charged, to school each day. Students who do not have permission to take their device home may pick up their device in their appropriate charging location each morning. Students are responsible for making sure their device is plugged in for recharging each night. Computers will be checked randomly to determine if students have the appropriate device and/or any inappropriate programs, images, etc. on their device.
- Students are not allowed to take their device into the cafeteria or gymnasium during lunch periods. Devices must be left in the student's locker prior to lunch. Devices are not allowed in locker rooms in accordance with [Board Policy JH - Locker Room Privacy and Wisconsin State Statutes](#). If the device is needed for Physical Education class the teacher will notify you the day before and you will be required to enter the gymnasium through the main entrance and leave the cased device in a location designated by your teacher.
- Students are responsible for saving or backing up their documents to One Drive, Google Drive, iCloud, Dropbox or other secure cloud service. Devices are to be used only in the classroom, designated areas, and/or at home for homework.
- Students are not allowed to download or install any software or other materials at any time. Students are not allowed to access, download or utilize non-educational games using school resources.
- Students are expected to use their district provided email account for all school related digital communication with their teachers or other staff members. Personal email accounts will not be supported.

Security

- Students and parents/guardians understand that the School District of Loyal does not have control over information on the Internet. Every attempt will be made to block access from inappropriate material while the student is using a school owned device. It is the parent/guardian's responsibility to help supervise information that a student is accessing from the Internet while at home.
- Passwords should always be kept confidential. Students may never share their password with another student.
- Students should never share personal information about themselves or others while using the Internet or e-mail. This includes a student's name, age, address, phone number or school name.
- Students should not leave their device unattended without locking.

- Students should be aware that Internet access and e-mail, and other media that are accessed, created or stored on their devices is the sole property of the District. The District has the right to review these items for appropriateness, and to limit or revoke a student's access to them at any time, and for any reason.
- To the greatest extent possible, users of the network will be protected from harassment or unwanted or unsolicited communication. Any network user who receives threatening or unwelcome communications shall immediately bring them to the attention of a teacher, network administrator or building principal. Student network users shall not reveal personal addresses or telephone numbers to other users on the network.

Cyber Bullying

The District's computer network and the Internet, whether accessed on or off campus, may not be used for the purpose of harassment. All forms of harassment, referred to as cyber bullying, are unacceptable and viewed as a violation of district acceptable use policy.

It is prohibited to access, transmit or maliciously use the District's computer system to harass other users or to gain unauthorized access to specific areas of the network.

Cyber bullying includes, but is not limited to, the following misuses of technology: teasing, intimidating, threatening, discriminatory remarks, anti-social behaviors or terrorizing another person by sending or posting inappropriate and hurtful email, instant or text messages, digital images, or website postings, including blogs. It is recognized that the author (poster/sender) of the material is often disguised (logged on) as someone else. In situations originating from a non-school computer, but brought to the attention of school officials, any disciplinary action shall be based upon the severity of disruption of the educational process.

Disciplinary action will be determined by administration. In addition, any threat determined as a hate crime, shall be reported to local law officials.

Consequences for Inappropriate Use

The use of any district technology is a privilege and not a right. Students are expected to use their device in accordance with these Policies and Procedures and any applicable laws. Failure to use the device in an appropriate manner will result in discipline as determined by the staff and administration of the School District of Loyal. Possible consequences include, but are not limited to:

- Cancellation of student use or access privileges, including the privilege of taking the device home
- Suspension from school
- Expulsion from School
- Civil or criminal liability under applicable laws

Use of the Device at Home

- Students must have the written permission of their parent or guardian before they will be allowed to take their device home. (form attached)
- Students are required to make available to parents/guardians their login name and password so that parent/guardians can supervise the student's use of the device at home. If the student changes the password they are required to inform their parents/guardians of the change. If a student does not do so the parents/guardians may contact the School District of Loyal, Director of Technology to have the password changed to something known to the parents and locked so the student must use that password.

- If the device is lost, stolen or damaged by another party, parents/guardians should immediately report the loss or theft to the School District of Loyal Technology Department, or Administration.
- If the device is damaged or not working properly, it must be turned in to School District of Loyal, Director of Technology for repair or replacement. Neither students nor parents/guardians are authorized to attempt repairs themselves, or contact with any other individual or business for the repair of the device.

Costs for Damaged, Lost or Stolen Laptops (grades 7-12)

If taken home, students will be held responsible for ALL damage to their device not covered by warranty including, but not limited to: broken screens, cracked pieces, inoperability etc. Students will not be held responsible for general computer problems that do not result due to negligence i.e. corrupt system files, defective hardware, etc. Administration will investigate all avenues to determine if damage was due to negligence or faulty equipment/software.

In the event of damage caused by negligence, the student and parent will be billed a fee according to the following schedule:

- First Incident \$25.00
- Second Incident \$50.00
- Third Incident Up to full cost of repair or replacement
- If your charger is lost or damaged you will be responsible for the full cost of replacing the charger. Cost varies based on where replacements can be purchased. Cost will not exceed \$30.00

NOTE: Full cost for repair or replacement will be charged when damage occurs due to gross negligence, intentional destruction or willful misconduct as determined by the administration. Examples of this type of damage include but are not limited to tossing the device, setting heavy items on top of the device, stepping on the device, leaving the device in extreme heat or cold temperatures, leaving the device in an unprotected/unsecured environment, pouring liquid on the device, etc. In the event the device, cover, or cables are lost or stolen, the student and parent may be billed the full cost of replacement as determined by the administration.

Parent Permission form to Publish Student Work or Student Picture

We understand that our daughter or son's picture, work or writing may be considered for publication by the School District of Loyal on the school's social media, school web page or other internet site. We further understand that any student work will appear with a copyright notice prohibiting the copying of such work without the express written permission. In the event anyone requests such permission, those requests will be forwarded to us. No home address or telephone number will appear with such work. Only the student's first name will be used when publishing their work. Such permission releases the Loyal School District, Board or employees from any and all liability and legal or equitable claims related to student work being published on the district web.

This policy does not apply to the newspaper or other similar form of internet media.

LEGAL REF: Sections 120.13 Wisconsin Statutes

175.22
942.09, 943.70
947.0125
968.27 -968.27
995.50

Communications Privacy Act of 1986

CROSS REF: Children Internet Protection Act; Responsible Use of Technology Policy (EGD)



SCHOOL DISTRICT OF LOYAL

Digital Learning Initiative Acceptable Use/Social Media Agreement

User Agreement

As the parent/guardian, my signature indicates I have read and understand this Digital Learning Initiative Use Policy, along with responsibility of damage, as well as the Responsible Use of Technology Policy (EGD), and give my permission for my child to have access to the described electronic resources.

- At School & Home (available to grades 1 – 12)
- At School Only

Parent/Guardian (please print) _____

Parent/Guardian Signature _____

Date _____

As the student, my signature indicates I have read or had explained to me and understand this Digital Learning Initiative Use Policy and the Responsible Use of Technology Policy (EGD), and accept responsibility for abiding by the terms and conditions outlined and using these resources for educational purposes.

Student (please print) _____

Student Signature _____

Grade _____ Date _____

Parent Permission form for the Internet Publishing of Student Work or Picture

I grant permission for the internet/social media publishing as described & length of time

- Yes
- No

Length of time you do or do not grant permission:

- Current Year
- Through Grade 6
- Through Grade 12

Parent Signature _____