

Technology Acceptable Use Policy – Students

SY 2022-2023

Rochambeau, The French International School (“Rochambeau”) provides access to technology resources in support of our pedagogical outcomes for students at every grade level. These resources are intended to be used for academic purposes only AND only in support of your efforts at Rochambeau. All technology platforms that are provided (hardware, software, cloud-based) are covered by this document, and you will be held accountable for any and all technology use that is both provided and/or impacts members of the Rochambeau community (students, faculty/staff, parents, etc.). We believe that the use of technology is necessary in developing lifelong skills that will facilitate collaboration and dialog, written and verbal skills, access to content and tools, and the development of knowledge. We are excited to provide you with access to these resources, and we hope you take full advantage of them in your endeavors at Rochambeau.

Grade Level Breakdown for School-issued Devices

GS – CM1:	iPads (Stay at School) ¹
CM2:	Chromebooks (Stay at School – Stylus/Touch enabled) ²
6eme – 3eme:	Chromebooks (Travel – Home/School - Stylus/Touch enabled) ³
2nde – Terminale:	Bring your own device (BYOD)

Privacy:

Whether you are using a school-issued device, a personal device with Rochambeau accounts installed or accessed, or accessing/sharing/transmitting or receiving resources via our school internet connection, students should not maintain an expectation of privacy. While we support your use of our resources in pursuit of your academic endeavors, we also expect you to act as a representative of Rochambeau at all times. Rochambeau reserves the right to monitor, inspect, copy, review, and store data; at any time and without prior notice. All usage of our technology resources shall be the property of Rochambeau.

General Use Expectations

1. Accounts:

- At a minimum, you will be provided access to systems with two logins:
 - A computer login (usually your lastname+firstinitial, i.e. smithj)
 - A Google Workspace login (usually lastname+firstinitial@rochambeau.org)
- These accounts will be provided to you to access resources community-wide
- It is your responsibility to remember these passwords and you should:
 - Never share your passwords with anyone other than your parents, your teachers (if necessary), or IT. NEVER SHARE YOUR PASSWORD WITH OTHER STUDENTS
- Your Google Workspace login may be used to gain access to another of other resources. If you feel that your password has been compromised, you should change it immediately or report it to IT immediately

- Email:** Use of Rochambeau email is limited to communication with members of the “school” community (including teachers, students, guest lecturers, staff, universities, parents, etc.)

¹ Device assigned for in-school use. Additional uses may be allowed under certain conditions

² Device assigned for in-school use. Additional uses may be allowed under certain conditions

³ Devices travel to and from school daily.

- a. Your Rochambeau email should not be used to communicate with personal contacts, etc. for any reason
 - b. When utilizing email for communication, you are expected to use appropriate openings and closings, grammar, and tone (courteous and respectful, at a minimum)
 - c. Communications with other students should be limited to discussions about Rochambeau-related activities (groupwork, classwork, homework, clubs, athletics, etc.)
 - d. If you need assistance with your accounts/access (please contact IT at stechsupport@rochambeau.org)
- 3. Computers in classrooms, the library, and carts:**
 - a. You will be required to use your school-issued Windows login for these resources
 - i. Remember to log out at the end of each use or class
 - ii. You are not to make any system changes (hardware OR software) to any computer or device in the school, for any reason
 - iii. You are not to modify network settings (wireless, etc.) without the permission of the IT Department
 - iv. You must return the laptop or mobile devices to the cart and plug it back into power at the end of your session.
- 4. Online/Blended/Hybrid Learning**
 - a. Use of online chat and video platforms in support of our academic program may be required during a school year. Access to these resources will be provided as necessary
 - i. You must act with the same responsibility as you would in class, on-campus
 - ii. Failure to act responsibly in, Google Meets, Google Chats, or other online activities provided by Rochambeau may result in disciplinary action, including your loss of access
 - iii. The Chat function in Google Meet, Gmail, or Google Chat is to be used with your teachers' permission ONLY. You are not allowed to use the chat tool for non-academic conversations with other students
 1. At present, students are not allowed to create meetings OR use the chat feature in Google Workspace
 - iv. REMINDER: All activities in Google are archived**
- 5. Personal computing devices (iPads, Computers, etc.) for students in TPS-3ème are not allowed on campus without the permission of your child's School Director and the Director of IT**
- 6. Due to health concerns, all families are required to supply their own headsets for use with school-issued devices AND students who bring their own devices in grades 2nde-Terminale.** Students should have headsets (headphones with a microphone, can be identified by 3 rings on the plug). iPads and Chromebooks can use standard headset jacks. Chromebooks, in addition to standard headset jacks, can also use USB headsets.

School-issued Devices (for Qualifying Classes only)

All school devices (iPad, Chromebook, Computer, and etc.) are the property of Rochambeau. Students and families are entrusted with these devices to support the best educational outcomes for each user. You are expected to treat this device with the greatest possible care and are assuming responsibility for it once you have taken possession, in class OR at home. These devices are to be used for educational purposes only, including adherence to all state and federal laws with regard to copyright infringement, fair use, plagiarism, and the unauthorized use or duplication of intellectual property. School devices are to be returned upon request, including, but not limited to breaks, end-of-year, inspections, etc. Please do not keep devices beyond required return dates without the written permission of the Director of IT. We understand that accidents can happen, however, once the device is in

the family's possession, breakage must be reported to the IT Department immediately and will be the financial responsibility of the family. Parents are encouraged to support the proper use of devices at home and to verify that students follow the same rules as at school.

Each student is responsible for the care and maintenance of their device. Some common-sense principles to remember include:

- The school-issued device must always remain in its protective cover (Chromebooks must remain in their case when not in use and/or outside, iPads, in their cover)
- iPad and Chromebooks must be charged to 100% every night and ready for use in class at the start of each day
- Plugs and cables must be inserted and removed from your school-issued device carefully
- Never drop or sit heavy objects on your school-issued device
- Keep your school-issued device away from any food or drink
- Use only a soft cloth or a **product specifically designed** to clean the computers or tablets (Never spray any liquid cleaning products directly on your school-issued device.
- Do not leave your school-issued device unattended. iPads and Chromebooks should be stored in your classroom, locker, or with you in your school bag or backpack at all times
- Do not lend your device to another student, ever
- Do not subject your device to extreme heat (hot vehicles, etc.)
- All labels must remain affixed to the device
- Storage space on each device is limited. Academic content takes precedence over everything else and content should be stored in your Google Drive account for safe keeping
- Students must immediately turn over their device to any staff member that requests it

Rules for Effective School-Issued Device Use

- **My teacher determines how and when to use the device:** It should be used as directed by my teacher and only using those applications needed for the assignment or task. I will come to class with it fully charged and ready for use
- **I will not use my device outside of the classroom:** I will not use my device in the corridors, in the cafeteria at lunch or break or during lock down/fire drills. If I need to use it outside of the classroom, I will obtain permission from my teacher or another adult.
- **I will act responsibly at home:** My parents will decide how much and when I may use my school-issued device. I may download only those photos, videos, and text/emails relating to my schoolwork and as requested by my teacher. I may not download music, games, or social media apps.
- **I will use the Internet and my Google Workspace account responsibly:** My device will only have my Rochambeau-provided accounts installed. I will use my **Google Workspace** account for school-related activities only. Social media sites such as Snapchat, Instagram, Facebook, TikTok, etc. are not permitted. If I have a mobile device, I will not use it as a hotspot. I will NOT add any personal email accounts to my school-issued device.
- **I will always be respectful of others.** My device is a personal electronic device (PED). I will not lend it to others nor borrow another student's school-issued devices or PED's. I will ask for my teacher's permission to film the classroom lesson or take a picture of the white board. I will obtain permission from other students prior to sharing photos, videos or text documents belonging to other students or individuals. I will use headphones only after obtaining permission to do so and for school-related tasks only.
- **I will use content appropriately that I access online or through books, e-books, or other sources:** By definition, plagiarism is the act of copying the ideas or words of another person without giving credit to that person. Committing plagiarism is a serious conduct violation and can result in disciplinary action.

- Google Drive should be used for storing work, assignments and other documents created on your device
- Rochambeau has purchased and installed apps that are appropriate for your current course of study and must not be removed for any reason
- Device updates should be run, when alerted
- **All students must return their school-issued devices, with all accessories, to Rochambeau at the conclusion of each school year or upon request.** If a student leaves Rochambeau during the school year, the student must return his/her device, with all accessories, no later than the student's last day at the school
- Failure to return your school-issued devices and accessories may result in the future assignment of devices and/or transcripts being withheld or other penalties
 - **Any family who owes the school for device damage or lost accessories must pay the associated fees prior to the start of the year or account/device access will be withheld**

School-Issued Device Repairs

Equipment is provided to students during the first 2 weeks of school, under normal operating conditions. In the event your child's assigned device has an issue, the IT department **MUST** be alerted immediately at stechsupport@rochambeau.org. When your child's device first arrives home, please inspect the device for any physical damage or defects in operation (test the headphone jack, all buttons, camera and verify the device has no obvious bends or cracks in the chassis or screen). You must report damage or operational issues within 24 hours of receipt of the device or you will be responsible for its repair.

If issues occur with your child's device, the IT Department will inspect the unit to determine the appropriate course of action. If the device cannot be repaired quickly, a loaner device will be issued to the student until the repair is complete.

If the nature of the repair extends beyond a programming or application issue (i.e. broken screen, bent device, other physical damage that impedes operation, etc.), parents will be charged according to the following schedule (prices are iPad and Chromebook respectively):

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| • First Repair: | 50% of the cost of the device (\$150/\$175) |
| • Second Repair: | 75% of the cost of the device (\$225/\$265) |
| • Third Repair or Total Loss: | 100% of the cost of the device (\$300/\$350) |

Additionally, if accessories are not returned, in a working, undamaged state, the following charges will be incurred. If you choose to replace the accessory on your own, please contact the IT Department for the correct replacement part numbers or links.

iPads:

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| • Power Brick: | \$20 USD |
| • Charging/Lightning Cord: | \$20 USD |
| • Case: | \$40 USD |

Chromebooks:

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| • Charger | \$50 USD |
| • Stylus | \$35 USD |
| • Case: | \$40 USD |

Students and their families should be aware that if the damage incurred to a school-issued device is the result of gross negligence, excessive abuse or carelessness on the part of the student, the full repair or replacement cost will be charged and disciplinary action may be taken. Careful handling and proper maintenance are always required. If your school-issued device is lost/stolen, please contact the IT Department immediately so it can be tracked. If your school-issued device is not found and returned within 2 weeks, the full cost of the device will be charged to your account.