

Westlake City Schools

Acceptable Use, Internet Safety and District Owned Device (1:1 Device) Agreement for Students

The Westlake City School District provides computer, network, Internet, remote access and other online resource and electronic messaging services to its students for educational purposes. The District believes that student access to these systems will facilitate academic development and personal growth; enhance their research, dissemination and communication skills; and allow for collaboration and the exchange of information consistent with the educational objectives of the District.

Acceptable and Unacceptable Uses

Use of the District's computer and technology systems (on site and remote) and resources is a privilege, not a right. Inappropriate use of these systems and resources may result in a revocation of that privilege. The District, including its administration, teachers or representatives, will determine what constitutes inappropriate use and that decision will be final.

In exchange for the privilege of accessing and using the District's resources, the student understands and agrees that the following uses are unacceptable under any circumstances:

1. transmitting, retrieving, storing or accessing any material, site, data or information that is discriminatory, harassing (cyber-bullying) or derogatory to any individual, group or entity, or any material that violates the District's anti-harassment policy or any other District policy;
2. transmitting, retrieving, storing or accessing any material, site, data or information that is obscene, pornographic or sexually-oriented;
(A good rule to follow is never view, send, or access materials which you would not want your teachers or parents to see. Should you encounter such material by accident, you must report it to your teacher immediately.)
3. posting, or otherwise transmitting in any manner, personal information about any student (including yourself), such as the student's personal email addresses, home address, phone number and/or photograph, to any website, chat room, electronic bulletin board system or any other person or location without approval from an appropriate administrator;
4. any use that constitutes intentional waste of the District's resources, including but not limited to mass mailings unrelated to academic functions, installing unauthorized software or games or using printer paper, disks or other District property for personal use;
5. communications that are threatening to any other person or group of persons;
6. uses that violate copyright laws;
7. any use that would violate Federal, State or local laws;
8. uses that attempt to gain unauthorized access to another computer system (or to impair the operation of another computer system (for example, the transmission of digital media such as a computer virus, song, movie, etc.);
9. accessing or attempting to access another user's account, using another user's password for any reason, misrepresenting yourself as another user and/or accessing another user's stored data, information, e-mail or files without express permission of the other user;
10. permitting any other individual to use your account to access the District's resources, Internet or e-mail systems, or sharing your password with other individuals (the student will be responsible for any activity or misconduct that results from sharing his/her account or password);
11. using the District's resources for commercial or profit-making activities, the facilitation of personal business, and/or personal fund-raising activities.

The list above is not exhaustive; the District reserves the right to address any further conduct that may constitute unacceptable use of its resources.

District Owned Device Responsibilities (1:1 Device)

The Westlake City School District may provide and assign students a device for use both at school and at home as a means to promote academic achievement and provide flexible learning opportunities. This policy provides guidelines and information about district expectations for students and families who are being issued the district owned (1:1) computing devices. Additional rules may be added as necessary and will become a part of this policy.

Our belief is that students will responsibly use district technology devices and that they understand the appropriate and acceptable use of both the technology and district network resources. We also expect that students will make a good faith effort to keep their district-issued devices safe, secure and in good working order. Our policies and procedures include the following specific responsibilities and restrictions.

The student Will:

- Follow building /classroom procedures to ensure devices are charged for daily use.
- Only use technology for school-related purposes.
- Return device (including the charger) upon school withdrawal or specific request of administration.
- Use appropriate language in all communications, refraining from use of profanity, obscenity and offensive or inflammatory speech (including cyberbullying, personal attacks, and threats). Any violation while using district owned technology is to be reported to appropriate school personnel.
- Understand that all digital activity on school-assigned accounts may be monitored for student safety purposes.
- Provide their own headphones and/or earbuds as needed for school related work.
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.
- Understand that all files sent or received to or from any internet location using District technology are subject to inspection by administration and staff. Files stored and information accessed, downloaded or transferred on District-owned technology are not private insofar as they may be viewed, monitored, or archived by the District at any time.
- Students are to advise school staff when they observe any violation of the school's policy for the use of the school's electronic devices.

Student/parent/guardian will be responsible for damages or loss due to vandalism, abuse, neglect, and/or theft.

An optional group insurance plan will be offered to all parents/guardians to cover costs associated with accidental damage (drops, cracked screens, liquid spills), liquid submersion, theft, fire/flood, vandalism, natural disasters, and power surge due to lighting. Repairs will be submitted to Worth Ave. group by the Westlake City School District.

Optional Group Insurance Plan - Full Coverage through Worth Ave. Group

Group Rate - **\$28**

Should a parent/guardian choose not to participate in the optional group insurance program, all repair costs will be the responsibility of the student/parent/guardian.

All ad-hoc repairs will be done by the Westlake City School District. The Ad-Hoc parts list (below) is not comprehensive, it represents the most common parts needed to repair a Chromebook, other additional parts/expenses will be determined at the time of the device repair.

Ad-Hoc parts costs *

| | |
|------------------------------|----------|
| full device replacement cost | \$267.00 |
| screen | \$56.95 |
| keyboard | \$19.95 |

| | |
|------------------|---------|
| battery | \$69.95 |
| power charger | \$34.95 |
| top/bottom cover | \$24.95 |
| screen bezel | \$24.95 |

* costs are subject to change, the prices listed represent the prices of parts on 7/12/21.

Student will NOT:

- Mark, deface or place stickers on the device.
- Attempt to override, bypass, or otherwise change Internet filtering software, device settings or network configurations.
- Share passwords or attempt to discover passwords of any other student or staff member. Sharing a password is not permitted and could result in disciplinary action, including liability for actions of others if problems arise due to unauthorized use.
- Download and/or install any programs, extensions, applications, files or games from the internet or other sources onto any district-owned technology without the permission of classroom teacher or principal.
- Tamper with computer hardware or software, attempt unauthorized entry into computers, and/or vandalize or destroy devices or files. Intentional or negligent damage to computers or software may result in financial and/or disciplinary and criminal charges.
- Attempt to locate, view, share, or store any materials that are unacceptable in a school setting. This includes but is not limited to pornographic, obscene, graphically violent or vulgar images, sounds, music, language, video or other materials.
- Modify or remove the Westlake City School District's asset tag or manufacturer serial number and model number tags.
- Attempt access to networks and other technologies beyond their authorized intent. This includes attempts to use another person's account and/or password or access secured wireless networks.

Proper Care of a 1:1 Device

In order to keep devices, secure and damage free, please follow these additional guidelines:

- The student is responsible for the device, charger, cords, school-owned case, etc. Do not loan any of these items to anyone else.
- While a properly designed case affords some protection, there are still many fragile components that can easily be damaged by dropping, twisting, throwing bookbags.
- Device screens can be easily damaged! Screens are particularly susceptible to damage from excessive pressure on the screen.
- Do not eat or drink while using the 1:1 device or have food or drinks in close proximity. Any liquid spilled on the device may cause damage (often irreparable) to the device.
- Keep your 1:1 device away from dangerous locations like table edges, floors, seats, or around pets.
- Do not stack objects on top of your 1:1 device.
- Devices should not be left in vehicles, outside, or near areas where it may get wet; do not expose devices to extreme hot or cold temperatures.
- Do not store or transport any item, including papers, between the screen and keyboard.

- Never transport your device with the power cord plugged in.
- Never move a device by lifting from the screen. Always support a Chromebook from the bottom with the lid closed.
- Do not peel off or otherwise rearrange keys.

Filtering and Monitoring

Pursuant to Federal law, the District has implemented technology protection measures which block or filter Internet access to visual displays that are obscene, constitute child pornography or are harmful to minors. The District may also monitor online activity of students in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Any student who attempts to disable the technology protection measures discussed above will be subject to discipline.

Nevertheless, parents/guardians are advised that an industrious user may be able to access information or images on the Internet the District has not authorized for educational purposes and which may be inappropriate, offensive, objectionable or controversial. Parents/guardians assume this risk by consenting to allow their student to use such resources.

The District reserves all rights to any material stored in files or other District media, and will remove any material which the District, in its sole discretion, believes to be unlawful, obscene, pornographic, abusive or otherwise inappropriate.

Waiver of Privacy

The District possesses the right to monitor, access and inspect any computer, device, network or Internet connection, e-mail system, files or other electronic media within its systems and any data, information, e-mail, transmission, upload, download or messages which may be contained therein. Therefore, all such data, information and the like are the property of the District and students specifically waive any right to privacy in anything they create, store, send, transmit, upload, download or receive on or through the District's computers, network, Internet connection or other online resources and electronic messaging systems.

Reliability

The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages. This includes loss of data resulting from delays, nondeliveries, misdeliveries or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy of quality of information obtained through the service to which it provides access.

Violations of the Policy

Violations of this policy compromise the security, integrity and availability of the District's resources and therefore will be taken very seriously. A user's account may be suspended or closed immediately and without warning as required by the network administrator or at the request of the administration, faculty or staff of the District, and the student may be subject to additional appropriate disciplinary action.

The user must be notified of the reason for termination in writing within two weeks of the action. Students whose accounts are denied, suspended or revoked have the following rights:

1. To request in writing a written statement justifying the actions from the system or building administrator.
2. To submit a written appeal to the system or building administrator and to meet with the designated administrator. Students under the age of 18 must have a parent or guardian present at the meeting.

Netiquette

Network (Digital) Etiquette (also known as Netiquette) is a basic set of rules that should be followed in all electronic communications. All users are expected to abide by the generally accepted rules of network etiquette. These rules include, but are not limited to, the following:

1. Reread what is written for tone and spelling.
2. Make messages easy to read and understand, stay away from abbreviations in formal conversation.
3. Communicate clearly and to the point.
4. Do not write in all capitals. It is digitally the equivalent of shouting.
5. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.

6. Be polite. Do not write or send abusive messages to others.
7. Assume everything is public, as if it was on the front page of the paper.

**Acceptable Use, Internet Safety for Students and District
Owned Device (1:1 Device) Acknowledgement / Release**

I have read and agree to abide by the rules and conditions set forth in this Acceptable Use Policy for Students. I understand a violation of this policy may result in disciplinary action, including revocation of my privileges to use the Westlake City School District's computer and technological resources, initiation of suspension or expulsion and/or civil and criminal penalties.

I have read and agree to abide by the rules and conditions set forth in this agreement regarding my district owned (1:1) device responsibilities.

In exchange for the privilege of using the District's computer and technology resources, I hereby release the District and its providers, operators, administrators and agents from any and all claims arising from my use or inability to use the District's computer, network, Internet connections, online resources, electronic messaging and related technological resources.

Student Name (Printed)

Date

Student Signature

As the parent or legal guardian of the student signing above, I have read and understand the Acceptable Use Policy for Students and have discussed the rules and conditions of this policy with my child. I understand violations of this policy may result in disciplinary action as discussed above.

I have read and agree to abide by the rules and conditions set forth in this agreement regarding my district owned (1:1) device responsibilities

In consideration for the privilege of allowing my child to use the District's computer and technology resources, I hereby release the District and its providers, operators, administrators, and agents from any and all claims arising from the student's use or inability to use the District's computer, network, Internet connections, online resources, electronic messaging and related technological resources.

Parent/Guardian Name (Printed)

Date

Parent/Guardian Signature