

**Collaborative College for Technology and Leadership**  
**Student Required and Responsible Use and Internet Safety—**  
**Acceptable Use Policy (AUP)**

**PURPOSE:** CCTL provides all students with access to the Internet, network resources, and laptop computers as a means to promote achievement and provide diverse opportunities during the educational experience. This policy provides guidelines and information about the limitations the school imposes on use of these resources. In addition to this policy, the use of any school technology, including laptops, also requires students to abide by the ISS Technology Use Guidelines as stated in the ISS Student Code of Conduct, ISS Acceptable Use Policy (AUP), and the CCTL Usage Fee Policy. Additional rules may be added as necessary and will become a part of this policy.

**TERMS OF THE REQUIRED USE AND INTERNET SAFETY POLICY:**

Specifically, the student will adhere to the following guidelines each time the Internet is used at home and school.

**Network Access and Acceptable Use:**

ALL students

- Will connect to and remain on CCTL networks when within range.
- Will not attempt to override, bypass, or otherwise change the Internet filtering software, proxy settings, or other network configurations.
- Will not connect any personal technologies such as laptops and workstations, wireless access points and routers, printers, etc. to district owned and maintained local, wide, or metro area network.
- Connection of personal devices such as iPods, Smartphones, and printers is permitted but not supported by CCTL technical staff. Home Internet use is the responsibility of the student both in cost and configuration. Dial-up is not an option as recent laptop configurations do not include modems.

**Email and Other Communications:**

ALL students

- Will use technology for school-related purposes during instructional blocks while refraining from use related to commercial, political, or other private purposes.
- Will use CCTL email ONLY for academic purposes and will check email daily (and not during instructional blocks unless explicitly told to do so by instructional staff). Students must respond to staff emails within the time limit requested in the email.
- Will not send mass emails or use CCTL technologies to send mass communications. Requests for mass communications must go through appropriate staff members.
- Will use appropriate language in all communications avoiding profanity, obscenity, and offensive or inflammatory speech. Cyber-bullying such as personal attacks and/or threats on or against anyone made while using district owned technology to access the Internet or local school networks are to be reported to responsible school personnel.
- Rules of netiquette should be followed conducting oneself in a responsible, ethical, and polite manner.

## **Operating System, Files, and Applications:**

ALL students

- Will make available for inspections by an administrator or staff upon request any messages or files sent or received at any Internet location. Files stored and information accessed, downloaded, or transferred on district-owned technology are not private.
- Will follow copyright laws and will only download/import music or other files to a district owned technology that he/she is authorized or legally permitted to reproduce or for which he/she has the copyright.
- Will not download and/or install any programs, files, or games from the Internet or other sources onto any district owned technology. This includes the intentional introduction of computer viruses, user rights circumvention, key-loggers, and other malicious software.
- Will not use an alternate boot device or tamper with the installed boot configuration.

## **Information and Account Security:**

ALL students

- Will not have administrator access or make any attempts to obtain administrator access.
- Will not create any user account that is not created by CCTL staff or tamper with user accounts.
- Will never reveal identifying information, files, or communications to others through email or posts to the Internet.
- Will not attempt to access unauthorized networks and other technologies. This includes attempts to use another person's account and/or password.
- Will not share passwords or attempt to discover passwords. Sharing a password could make you liable if problems arise with its use and subject to disciplinary action. When using an iMac, YOU are responsible for logging out of your accounts when you leave the workstation.
- Will not tamper with computer hardware or software attempting unauthorized entry into computers and/or vandalism or destruction of the computer or computer files. Damage to computers may result in felony criminal charges.
- Will not make use of materials or attempts to locate 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 inappropriate materials. The criteria for acceptability is demonstrated in the types of material made available to students by administrators and staff. Specifically, all district owned technologies should be free at all times of any pornographic, obscene, graphically violent, or vulgar images, sounds, music, language, video or other materials (files).

## **Laptop Protection and Damage Prevention:**

ALL students

- Will keep laptop secure and damage free. Each laptop is issued with a protective carrying case. Use of provided laptop bags is required at all times.
- Follow these general guidelines:
  - Do not loan your laptop or charger and cords.
  - Do not leave the laptop in a vehicle.
  - Do not leave laptop unattended.
  - Do not eat or drink while using the laptop or have food or drinks in close proximity to the laptop.
  - Do not allow pets or small children near your laptop.

- Do not place the laptop on the floor or in sitting areas such as couches or chairs.
- Do not leave the laptop near tables or desk edges.
- Do not stack objects on top of the laptop.
- Do not carry laptop by display screen.
- Do not carry laptop with lid open.
- Do not leave laptop power on inside laptop bags for longer than ½ hour.
- Do not leave the laptop outside or use near water, such as a pool.
- Do not check the laptop as luggage at the airport.

**IMPORTANT DATA INFORMATION:**

- Students are responsible for their school-related data and will back up data and other important files routinely (either to the CCTL server or to personal flash drives).
- CCTL will at times wipe all data and reimage laptops. All files not backed up to server storage space or other storage media will be deleted during the process. Students are ultimately responsible for backing up all files on their own storage media.

**DISCLAIMER:**

- CCTL will not be responsible for any damages suffered, including loss of data resulting from delays, non-deliveries, service interruptions, inaccurate information, or hardware failure. Students need to back up their files on a regular basis.
- The loss of data from a computer will not excuse a student from having submitted on time.
- Additionally, users must understand that CCTL cannot control the content of the information available on the Internet. Some information may be controversial and/or offensive. CCTL does not condone the use of such materials and takes all reasonable precautions to limit access to these materials by using filtering and blocking technology.
- Within reason, freedom of speech and access to information will be honored. The user accepts personal responsibility for any information obtained or sent via the network, including the sharing of personal information such as home address, checking account and credit card information.
- CCTL disclaims responsibility for the loss of data or interference with files resulting from its efforts to maintain the privacy and security of the system's computer/technology facilities.

*Legal reference: U.S. Const. amend. I; 17 U.S.C. 100 et seq.; Electronic Communications Privacy Act, 18 U.S.C. 2510-2522; U.S. Const. amend. I; 17 U.S.C. 100 et seq.; Electronic Communications Privacy Act, 18 U.S.C. 2510-2522*

**Collaborative College for Technology and Leadership**  
**Parent/Guardian and Student Guide for Student Laptop Usage Fee Policy**

There will be a usage (rental) fee of \$50. The fee will be paid each year, and it is NOT INSURANCE. The laptop remains the property of CCTL, and your rights extend to usage for academic purposes ONLY. The CCTL-issued laptop is mandatory for all CCTL students taking high school classes.

- The fee is payable when the computer is assigned to the student.
  - Freshmen pay (exact amount) during or before parent orientation (cash, check, or online).
  - Upperclassmen pay (exact amount) by the first day of classes (cash, check, or online).
    - Credit card payment can be made online via the CCTL website.
- CCTL will provide a protective carrying case for the laptop's protection, and the case MUST be used at ALL times (not backpacks, etc.). Do NOT put on any stickers, adhesives, or skins.
- Negligent, willful, deliberate, overuse, and/or misuse damage to laptops will cause CCTL to charge the student/parent the full cost of the replacement or repairs of the laptop. Some incidents may be turned over to the Statesville Police Department.
- **ALL** damage incidents will be assessed by CCTL staff.
- Damages may include but are not limited to the following (laptop, charger, and/or case):
  - Damage resulting in a broken screen
  - Damage caused by liquids
  - Damage caused by dropping or falls
  - Damage caused by foods or other debris (e.g. hair, dirt, ashes, etc.)
  - Damage caused by use with non-Apple hardware or software products
  - Damaged caused by tampering with or hacking the provided operating system and/or applications
  - Damage caused by accidental abuse, misuse, flood, fire, earthquake, or other external cause
  - Damage as a result of a pet or small child
  - Damage as a result of negligence (e.g. the laptop is placed in an unsafe location or position, misuse, or laptop not handled properly)
  - Damage caused by operating the laptop outside the permitted or intended uses described by Apple
  - Damage caused by service performed by anyone who is not a representative of Apple or an Apple Authorized Service Provider
  - Damage to a part or product that has been modified to alter functionality or capability without the written permission of Apple
  - Consumable parts, such as batteries, unless damage has occurred due to a defect in materials or workmanship
  - Damage that is cosmetic, including, but not limited to, scratches, dents, cracks, and broken areas that does not otherwise affect functionality or materially impair use
  - Any issue when the Apple serial numbers have been removed
  - Damage caused by loaning your laptop or charger to another student
  - Damage, loss, or theft caused by leaving the laptop or charger unattended

## CCTL AUP & Laptop Usage Fee Policy

**Please sign and return this last page.**

I affirm that I have read the CCTL AUP & Laptop Usage Fee Policy thoroughly. I understand all that is expected and required of me as a student/parent. I accept responsibility for meeting those expectations and requirements, and I agree to be bound by their provisions. My signature binds this agreement.

Student Name (please print): \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Name (please print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Name (please print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_