

# 1:1 FUTURE-READY PROGRAM

## RESPONSIBLE USE POLICY



**PURPOSE:** North Thurston Public Schools (NTPS) may issue students a one-to-one (1:1) chromebook as a means to promote student achievement and provide equitable access to learning technology. This policy outlines NTPS expectations for students and families issued a 1:1 device. In addition to this policy, the use of district-provided technology requires students to abide by the Acceptable Use Procedure outlined within the Student Rights and Responsibilities Handbook.

NTPS expects students to use district issued equipment responsibly. This policy will help you understand responsible use of your device and district network resources. NTPS also expects students to make a good faith effort to keep their 1:1 devices safe, secure, and in good working order. *This policy includes the following specific responsibilities and restrictions.*

### Student Expectations:

1. **Charge your 1:1 device at home every night and bring it to school each day with a full charge.** If a device is repeatedly brought to school without a charge, the student may lose their take-home privileges.
2. **Bring your 1:1 device to school every day.** If a device is left at home, a loaner may be available from the school. If not, students will be expected to complete their coursework by hand. If a device is left at home repeatedly, the student may lose their take-home privileges.
3. **Use your district chromebook case.** The case is provided to protect your device from accidental damage. If a device is damaged because the case was removed, you may be charged for repair.
4. **Communicate Responsibly!** All electronic communication must be conducted in a respectful and academic manner, using appropriate language, and avoiding profanity and offensive or inflammatory speech. All student emails sent and received over district systems are archived and retained per WA state public record laws.
5. **Back up important files.** NTPS maintains 1:1 devices with periodic updates. Students should save files in online storage (e.g. Canvas or Google Drive) to avoid accidental loss of course work. *NTPS cannot guarantee data loss will not occur and is not liable for such loss.*
6. **Use technology for school-related purposes only.** Use for commercial or political purposes is prohibited.
7. **Follow copyright laws and fair use guidelines.** Only download/save music, videos, or other content related to specific assignments. Do not use your device to store personal content.
8. **Make your 1:1 device available for inspection by any administrator or teacher upon request.**

### Prohibited Activities:

1. Do not mark or deface your NTPS chromebook or device case. Defacing includes use of stickers or tape.
2. Do not loan your 1:1 device, charger, or case to anyone; do not leave your device in a vehicle or unattended at any time, and do not eat or drink while using your device.
3. Do not attempt to change or bypass the internet filtering, security, network/wifi settings, or any other device settings, including the installation of games or other unauthorized software.
4. Do not attempt to access systems beyond your authorized access. This includes sharing your account password for any system with others, or using another person's account and/or password.
5. Do not attempt to locate, view, share, or store materials that are unacceptable in an academic setting. **This includes, but is not limited to, pornographic, obscene, graphically violent, or vulgar images, sounds, music, language, video, or other materials.**

**Hacking:** Please note that "hacking" of any type, including the intentional introduction of malicious software (viruses), attempts to gain unauthorized network or system access, or attempts to disrupt normal network traffic, will result in district discipline and may lead to criminal charges.

### **Student Safety:**

1. **Students should not reveal or post identifying personal information, files, or communications to unknown persons through email or other means.**
2. Cyberbullying, including personal attacks or threats toward anyone using online resources **is strictly prohibited and may lead to criminal charges.** *If you are aware of cyber bullying, please report it to responsible school personnel!*
3. All student 1:1 computing devices are configured to filter internet content and communications at school, at home, and on any other network.
4. While internet filtering is intended to restrict access to inappropriate or non-educational content, NTPS cannot guarantee that students will not intentionally or unintentionally access content that may be deemed unacceptable. If you access inappropriate content on your device, report it to school staff immediately.
5. All electronic communications, activities, and files created and/or accessed on district technology are not private and are subject to being viewed, monitored, and/or archived by the district at any time.

**Parental/Guardian Monitoring Responsibility:** Parents/guardians assume all responsibility for monitoring their student's activity on district issued devices and accounts during non-school hours and on all non-student attendance days. Students are responsible for the appropriate use of the device and all accounts, applications, and services. **The district does not actively monitor the internet and email filters on student devices during non-school hours. If inappropriate or concerning content is identified, it will be dealt with during normal school hours.**

Important resources for families around child technology use and digital citizenship can be found at the [www.nthurston.k12.wa.us/futureready](http://www.nthurston.k12.wa.us/futureready) and clicking on "Digital Citizenship Resources" on the right hand side of the webpage.

**Fiscal Responsibility:** For a small fee, the NTPS Assurance Program covers all accidental damage for student devices and lessens the financial burden if a loss or theft a device occurs. Please refer to the "NTPS 1:1 Assurance Program" form for more details.

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Students and families assume responsibility for the appropriate and safe use and care of NTPS district-issued technology. You understand that should you fail to comply with the terms of this policy, access to 1:1 technology, the internet, and other digital content or services may be limited. Students may also be subject to disciplinary action as outlined in the NTPS Student Rights and Responsibilities Handbook.

**Take Home Opt-Out:** Families can opt-out of their student taking home their chromebook. Note that a chromebook is still a required instructional resource at school. If a family opts-out of take home, their student will still have their own chromebook to use at school, but will store it at a designated location at the end of each day.

**Opt-Out Process:** Families can opt out of take home by visiting the NTPS Future Ready website at [www.nthurston.k12.wa.us/futureready](http://www.nthurston.k12.wa.us/futureready) to print the opt-out form to be returned to your school office. You can also visit your school office to fill out the opt-out form in person.

**IF YOU DO NOT OPT OUT USING THE OPT-OUT FORM, YOU WILL BE DEEMED TO HAVE AGREED TO HAVE YOUR STUDENT TAKE HOME THEIR 1:1 DEVICE.**

# NTPS 1:1 Assurance Program

**NTPS Assurance Program:** The NTPS Assurance Program covers all repair costs for any accidental damage to student Chromebooks and reduced replacement costs if loss or theft occurs. The Assurance Program fee will cover the current school year for a single device. The fee can be paid through the NTPS Online Payment Portal after August 1<sup>st</sup> or in person once your school office opens for the school year.

NTPS Assurance Enrollment
<b>\$10 Annual Cost</b>
<b><i>Pay through NTPS Online Payment Portal or make checks payable to North Thurston Public Schools</i></b>

Device Coverage		
Occurrence	Lost/Stolen	Accidental Damage
1st Incident:	\$25 to replace	Assurance fully covers the costs of accidental damage for Chromebooks.
2nd Incident:	\$100 to replace	
3rd Incident:	Full Cost	
Explanation:	Police report filed within 24 hours if stolen and provided to NTPS.	Dropping device, water damage, natural disaster, etc.

Hardware Repair Costs without Assurance Coverage	
Charger:	\$20
Camera:	\$20
Case:	\$25
Keyboard:	\$30
Screen:	\$35
Device Exterior:	\$80
New Chromebook:	\$200

## Fine Print

- All fees for 1:1 Assurance stay within the program and fund continued repairs, replacements, and upgrades to student 1:1 devices.
- Lost chargers and cases are not covered by assurance and will be charged to the student account for replacement.
- Assurance fee will be automatically loaded to all secondary students' accounts and is non-refundable.
- Students will be charged full price for parts if they intentionally vandalize their device.
- Repeated damage to a device may result in loss of take-home privileges and/or fines on a case-by-case basis.
- If a lost, stolen, or non-returned device is later recovered in working condition, any related fines will be refunded.
- If a student leaves the district and does not return their Chromebook, a fine for the full replacement cost will be placed on the student record and restriction of records and transcripts will apply.