



Electronic Devices & Internet Acceptable Use Guidelines Richland School District School Year 2025–26

Summary

Richland School District views the use of electronic resources as a means to deliver educational curriculum. By providing each student with a Chromebook to use at school and at home, the district intends to create an engaging, collaborative, self-directed, and empowering learning environment. It is the district’s goal that students will safely learn, share, collaborate, think critically, and solve problems to succeed in a modern, digital world. In addition, educational technology has been proven to promote student engagement and enthusiasm for learning, ultimately assisting students in their acquisition of knowledge and thinking skills.

Students are expected to responsibly and appropriately use district technology and network resources, keeping their district-issued devices safe, secure, and in good working order. The information in this document outlines each party’s responsibilities and will assist students and parents in meeting these expectations.

Responsibilities and Expectations

Student Responsibilities

Students are responsible for the care and proper use of school district property. Students are expected to always maintain the following responsibilities whether they are on or off campus. Concerning their district-issued Chromebook, students are responsible for:

- Using the computer/device in a responsible and ethical manner, complying with the responsible use guidelines outlined within this handbook.
- Obeying school rules concerning behavior and communication that apply to technology use.
- Avoiding damage by using the device appropriately and taking a proactive role in aiding Richland School District in protecting the Chromebook by reporting all issues.
- Complying with trademark and copyright laws and all license agreements. If you are in doubt, ask either a staff member or a parent/guardian.
- Notifying a parent/guardian or staff member immediately of inappropriate, dangerous, or uncomfortable content.
- Returning the Chromebook at the end of the school year or upon withdrawal in the same condition received.
- Monitoring all account(s) or device activity.
- Always secure the school issued device.
- Reporting device damages to a parent/guardian, teacher or Administrator as soon as possible.
- Using Google drive cloud storage to avoid data loss.
- Maintaining the security of login credentials. “DO NOT SHARE CREDENTIALS”

- Adhering to digital communication etiquette.
- Complying with Richland School District Policy 2022 Electronic Resources and Internet Safety Policy and Procedure.

Parent/Guardian Responsibilities

Parents and guardians play a vital role in ensuring the safe and appropriate use of student devices outside of school. Active supervision is the most effective way to keep students safe and focused.

To support this, parents/guardians are expected to:

- Engage in regular conversations with your child about digital citizenship, appropriate online behavior, and how internet use should reflect family values, like expectations around TV, phones, and other media.
- Actively participate in your child's technology use by reviewing websites they visit and discussing how these tools support schoolwork.
- Prevent other family members from using the district-issued device for personal use.
- Accept responsibility for the repair or replacement of the device if it is lost, damaged, or stolen.

Richland School District Responsibilities

Richland School District is committed to providing students and families with the tools and information necessary to support the safe and effective use of digital devices both in and out of the classroom. To ensure student safety and compliance with federal regulations, all district-provided devices are equipped with internet filtering services that remain active whether the devices are used on campus or at home.

When issuing take-home devices, Richland School District is responsible for the following:

Richland School District will:

- Provide internet access and course material on campus.
- Offer content filtering through Linewize or similar products.
- Provide parents with guidance on appropriate device use and enforce acceptable use policies.
- Investigate inappropriate use of resources.

Responsible Use Guidelines

The following guidelines outline student responsibilities when using a district-issued device. Students are expected to use technology in an efficient, ethical, and legal manner. Misuse of devices may lead to disciplinary action and loss of laptop privileges. Throughout their time in Richland School District, students receive training to help them become responsible digital citizens and to support appropriate use of technology.

Students are expected to:

- Use technology efficiently, ethically, and legally.
- Understand violations may result in loss of privileges and disciplinary action.
- Receive ongoing training in responsible digital citizenship.

Taking Care of Your Chromebook

Students are responsible for the proper care and maintenance of their assigned Chromebook. Devices that are damaged or malfunctioning should be brought to the designated school technology office for evaluation and repair. Taking care of your device helps ensure it functions properly and lasts throughout the school year.

Students must care for their device:

- Use only a clean, soft cloth for cleaning.
- Insert cords and cables carefully.
- Keep Chromebooks free of writing, stickers, and labels that do not belong to RSD.
- Avoid extreme temperatures.
- Never stack heavy items on the Chromebook or leave it unattended.

Appropriate Use

Digital devices and the Internet are great learning tools and can enhance student learning when used appropriately. All use of technology should support learning, follow all laws, and be school appropriate

Students should:

- Create digital content supporting education.
- Use online platforms like blogs and wikis for educational purposes.
- Create content that supports education and research.

Students **may not**:

- Engage in cyberbullying, harassment, or access inappropriate content.
- Install or distribute copyrighted materials without permission.
- Engage in activities that violate Board Policy or public law including cyberbullying, harassment, or access inappropriate content.
- Alter device settings beyond personal preferences (e.g., font size, brightness).
- Access another student's accounts, files, or data without authorization.
- Use anonymous or false identities to communicate.
- Take inappropriate photos with the device camera, including taking photos without someone's consent.
- Share personal information online.
- Intentionally damage or attempt to harm hardware, software, or data.
- Attempt to bypass the Richland School District web filter or other security measures.

Software on Chromebook

RSD-installed software must always remain on the devices. Students may not install software for personal use. Regular updates are necessary to fix bugs, address security vulnerabilities, and improve software functionality. Updated versions of licensed software/apps will be deployed and managed by the RSD Technology Department, making every effort to ensure updates are implemented with minimal disruption to instruction.

Using the Device at School

Devices should be fully charged each day and used only for schoolwork. Students may be selected for random inspections and have no expectation of privacy regarding content on their devices.

District-issued devices are intended for daily use and students are expected to bring their devices to class fully charged each school day, unless instructed otherwise by their teacher. During class, devices must be used solely for instructional purposes related to the assigned task. Misuse, such as using the device for non-instructional activities may result in loss of privileges and disciplinary action. Final authority on when and how devices may be used rests with school staff.

Students may be subject to random inspections of their devices. There should be no expectation of privacy regarding the use of district-issued laptops. Inspections may include, but are not limited to, a review of saved files, browsing history, search terms, emails, and websites visited. The physical condition of the device will also be reviewed to ensure district property tags and barcodes remain intact, and that no unauthorized stickers, markings, or skins have been applied.

All devices remain the property of the Richland School District. Staff may confiscate a device at any time if necessary.

Devices Left at Home

Students are expected to bring their district-issued device to school each day. If a student forgets their device, they are still responsible for completing all coursework as assigned. Repeated failure to bring the device may result in the loss of take-home privilege.

Charging Your Device's Battery

Students are required to bring their device to school fully charged each day. Devices should be charged at home each evening to ensure they are ready for use during class. Students who consistently fail to bring a charged device may lose their take-home privileges.

Wireless Access

All school campuses are equipped with wireless internet, and students are welcome to stay after school to complete assignments—arrangements can be made with school staff as needed. Additionally, many public locations throughout Richland, including restaurants and retail stores, offer free Wi-Fi access.

To support at-home learning, the federal government launched the Affordable Connectivity Program in 2022, which provides free or discounted internet service to eligible households. For more information, visit: <https://www.fcc.gov/acp>.

Students are encouraged to take advantage of on-campus access or public Wi-Fi networks to complete their schoolwork.

Digital Citizenship and Healthy Media Use

Richland School District is committed to educating every student on how to use technology in ways that augment their learning experience, leading to analysis, evaluation, reflection, and enhanced expression

skills. Just as children need guidance in the physical world, they also need support in learning how to navigate the digital world safely and respectfully.

Digital Citizenship Guidelines for Students

The district recognizes that students are consumers and creators of information and ideas, and the district promotes cross-curricular integration of digital citizenship and media literacy and leadership instruction at all levels. The district recognizes the importance of students as active participants, role models and peer mentors in addressing the following topics:

- **Online safety, responsibility, and security**
 - Students will learn how to be safe and responsible digital citizens, and they will be encouraged to teach others about issues such as cyberbullying, social networking, online predators, and risky communications. Lessons on online safety issues, including cyberbullying awareness/response will be provided according to 2022/2022P – Electronic Resources and Internet Safety.
- **Media literacy**
 - Students will learn how to produce their own media; how to examine the ways in which people experience or interact with media differently; how to identify embedded values and stereotypes; how to analyze words and images critically; and how to evaluate the various sources of information with which they are presented.
- **Law, fair use, copyright, and intellectual property**
 - Students will learn about the importance of navigating the digital landscape in ways that are legal, including access to and use of copyrighted materials. Students will also learn how to access and create intellectual property legally.
- **Online identity and personal brand**
 - Students will learn about their “digital footprint” and the persistence of their digital information, including on social media. Students will also learn about the creation and maintenance of their self-image, reputation, and online identity.
- **Ethics, digital communications, and collaboration**
 - Students will learn about fairness and civil discourse in the digital environment, including the appropriate uses of artificial intelligence and the importance of collaborating and ethically interacting with others online.

Tips for Parents and Guardians: Supporting Healthy Media Use

Children today are growing up surrounded by digital media. When balanced thoughtfully with offline activities—like play, study, conversation, and rest—media can enrich their lives. As a parent or guardian, you play a vital role in modeling and mentoring healthy technology use.

Here are practical tips to support your child:

- **Set Expectations**
 - Discuss your family’s values and rules for internet use, just as you would for TV, movies, and music.

- **Use Parental Controls**
Explore content filters and controls available through your home internet service provider or wireless router.
- **Create Boundaries**
Establish clear rules for device use, including time limits and appropriate content.
- **Balance Screen Time**
Ensure technology doesn't replace important activities like physical play, sleep, and face-to-face interaction.
- **Designate Media-Free Spaces**
Set boundaries by keeping devices out of bedrooms and reserving times like dinner or driving for conversation.
- **Model Positive Behavior**
Demonstrate respectful and responsible technology use. Children learn by observing adults.
- **Stay Involved**
Keep devices in common areas. Ask your child about what they're doing online and review their work and activity regularly.
- **Monitor Use**
Periodically check browser history with **Ctrl + H** and review the types of resources your child is accessing.
- **Establish a Tech Curfew**
Designate a bedtime for devices and charge them in a shared space. Consider turning off home Wi-Fi at night to encourage rest.
- **Understand the Tools**
Familiarize yourself with the platforms your child uses. Explore apps or email with them to gain insight and stay connected.
- **Create a Family Media Plan**
Outline your household's media guidelines to help everyone maintain healthy habits and purposeful use.

Device Take-Home and Parent Tools

Chromebooks are a powerful learning resource tool and essential for school instruction. Students cannot fully participate in instructional activities without a district-issued device. The district's instructional materials and assessments are delivered in a digital format; students must have access to these materials on and off campus to fully participate in school. When creating lessons, teachers consider ways the device can enhance the learning experience; therefore, it is imperative that students have a device. Should the device become an issue, parents should contact their student's school administrators to see if a solution can be found. If parents have reservations about their student having a device at home, they should work with their school administrator to ensure their student can still participate in home learning activities.

Additional Resources

- For more resources on healthy digital media habits, visit [Common Sense Media](#). As a leading nonprofit, Common Sense provides reliable information and expert guidance to help families navigate technology and media in today's digital world.
- Check out the Richland School District's [Online Safety Hub](#) designed to share digital safety advice for student caregivers.

Student Device Management for Parents

Take advantage of our comprehensive parental control and digital well-being app [Qustodio](#) designed to help families manage and supervise children's online use across school and personal devices.

- Create your free account by visiting <https://qustodio.com/my-school/>
- Connect with your child's school account.

With Qustodio, you'll be able to:

- Manage your child's screen time
- Supervise your child's online activity - Receive blocked search alerts - Manage parental customization features

Troubleshooting and Technical Support

The Richland School District Technology Department provides technical support during regular school hours, with extended assistance available until 4:00 p.m. on school days. To minimize disruptions to instruction, students are encouraged to follow basic troubleshooting steps before seeking help.

Basic Troubleshooting Steps

1. **Student Attempts Initial Fix**
 - Restart the device—this solves many common issues.
 - Ensure wireless connectivity is active and connected to a network.
 - Ask a classmate for assistance if appropriate.
 - If available, ask the teacher for brief troubleshooting help.
 - Avoid disrupting class time, students should not spend excessive time attempting to fix the device during instruction.
2. **Device Swap Procedure**
 - If the issue cannot be resolved, the student should bring the device to the school's library and a replacement device will be issued. The replacement device then will become the student's assigned device for the remainder of the school year.

Students are **not** permitted to seek repairs from outside vendors. All repairs and support must go through the Richland School District Technology Department.

Device Swap Policy

To reduce the impact of technical issues on classroom learning, each school maintains a replacement option within the library. If a device is deemed malfunctioning or damaged, it will be evaluated and, if needed, replaced immediately. The replacement device becomes the student's permanent device. Students should always save schoolwork and files on Google Drive, the district's cloud storage solution.

Accidental vs. Intentional Damage

While accidental damage is sometimes unavoidable, it is important to distinguish between true accidents and intentional acts. Accidental damage occurs even when all care and handling guidelines

have been followed. Examples might include dropping a device during normal use or unexpected hardware failure.

Intentional misuse is not covered as accidental and will result in fines and possible disciplinary consequences. Families will be responsible for the full cost of repair or replacement in such cases. The district acknowledges that laptops are consumable items. As they age, some wear, and an increased likelihood of hardware failure is expected.

Coverage and Benefits

The district protection plan is designed to be affordable while promoting accountability. Benefits include reduced repair costs for accidental damage. The Technology Department will determine the cause of any damage and reserves the right to adjust fees or escalate charges in cases of gross negligence.

Basic troubleshooting steps include restarting the device, checking Wi-Fi, and asking a classmate or teacher for help. If unresolved, the student should visit the technology office or school library for a device swap. For additional help you can start a support ticket by emailing chromebookhelp@rsd.edu or call 509-967-6162 and leave a message. **Do not take devices to outside repair providers.**

RSD Device Protection Plan – Summary of Fine Process

Richland School District offers a Device Protection Plan to cover accidental damage, with fees based on the type and frequency of incidents:

Incident Type	First Claim	Intentional or Second Claim & Beyond
Accidental Damage	No charge	Full cost of repair/replacement
Theft (with police report)	No charge	Full cost
Loss of device	50% of replacement (only if there hasn't been a previous claim on the account)	Full cost

Repair and Damage Guidelines

Cosmetic damage, as determined by district staff, will not be repaired unless there is a reasonable concern it could lead to further functional issues.

The district is responsible for the repair costs related to hardware or software failures caused by manufacturing defects or other technological issues. However, Richland School District is not liable for any lost or corrupted data.

Unpaid fines may result in the restriction of student records or transcripts, in accordance with standard

district policy.

RSD Technical Support is available to assist students in resolving device issues efficiently. If a device requires extensive repair, district staff will issue a replacement device to minimize disruption to learning. **Do not take RSD-owned devices to outside repair services.**

Reporting Damage or Loss

If a district-issued laptop is lost or stolen report it immediately to school staff so it can be remotely disabled, rendering it non-functional until it is returned. Technical issues must be reported to the library to prevent further damage. If the device is later recovered in working condition, any replacement fee previously paid will be refunded. Theft or criminal damage must be reported to law enforcement.

Items Not Covered

The following are not covered and will incur a 100% replacement fee if lost or damaged:

- Charging cords or adapters
- Laptop cases
- Peripheral equipment (e.g., mice, headphones)
- Willful or intentional damage (e.g., missing keys, tampering)
- Failure to return or check in a device when a return is requested

Typical Repair Costs (subject to change without notice):

Repair costs range from \$20-\$300 and include only the cost of the repair parts; the district does not charge labor for repairs. The table below contains costs for the most incurred replacement parts.

Component	Chromebook/Part Price
Complete Replacement	\$300
Screen	\$50
Keyboard	\$50
Charger	\$25
Case	\$20
Keyboard/Screen Bezel	\$25

Equipment Return

All Richland School District-issued devices must be returned when a student withdraws from their school. Students leaving the district mid-year are required to return their device to the building's library or district technology office. As part of the return process, each device will be inspected to ensure it is in working condition and free of damage. Students who withdraw from the Richland School District and fail to return their assigned device will be charged the full replacement cost. Additionally, law enforcement may be contacted to assist in recovering district property. Devices not returned will be remotely disabled, rendering them inoperable until recovered.

Richland School District – Network Information System Policy

The Richland School District provides computer and telecommunications networks to support education, communication, research, and the exchange of information. These resources are intended to enhance learning and student success while fostering responsible, lawful, and efficient use. Access is a privilege, not a right, and all use must comply with District policy, applicable laws, and K-20 network provider requirements. Users should have no expectation of privacy when using District systems.

1. Acceptable Use – Network

- Network use is limited to educational and District-authorized activities.
- District equipment, software, and network resources are the property of the District and are to be used for District purposes only.
- Commercial use, financial gain, political advocacy, union business (unless approved), and illegal activities are prohibited.
- Connecting unauthorized personal hardware/software or using District equipment at home requires prior administrative approval.
- Actions that disrupt the network, damage resources, or harass others—including hate speech, harassment, or offensive material—are strictly prohibited.
- Streaming content is allowed for curriculum purposes but may be restricted during high-demand periods.
- Downloading or installing software requires approval from the Information Systems Department or designated technology staff.

2. Acceptable Use – Security

- Accounts are for individual, authorized use only; sharing credentials is prohibited.
- Users must not attempt unauthorized access, alter or copy others' data, or misrepresent themselves.
- Encryption to avoid security review is prohibited.
- Personal information (student/staff addresses, phone numbers) must remain confidential per FERPA.
- Unauthorized use of Internet chat, messaging services, or similar tools is prohibited unless provided by the District for official purposes.
- Students should report any inappropriate, dangerous, or uncomfortable content to staff immediately.

3. Acceptable Use – Copyright

- Users must comply with copyright laws for all digital content.
- Unauthorized copying, use, or distribution of copyrighted materials (including software, music, video, and graphics) is prohibited.
- Peer-to-peer file sharing and similar technologies are banned on District systems.

4. Acceptable Use – General

- Users should conserve system resources by deleting unnecessary files and emails.
- Appropriate training is required before system access.
- Email must be professional and clear; humor or sarcasm should be used cautiously to avoid misinterpretation.
- All District computers must have active antivirus software.
- Limited personal use is allowed if it does not interfere with District operations; employees should consult administrators if uncertain.
- Employees must have a signed Electronic Mail and Network User Agreement on file; students are governed by an opt-out policy.
- The District may monitor, review, or remove accounts to ensure compliance.

Violation of any of the conditions may be cause for disciplinary action.