

# One to One Technology Use Rules

## TROY CITY SCHOOLS



**PURPOSE:** Troy City Schools will assign students a Chromebook for use both at school and at home as a means to promote achievement and provide flexible learning opportunities. This policy provides guidelines and information about district expectations for students and families who are being issued these one-to-one (1:1) computing devices. In addition to this policy, the use of any district -provided technology or network also requires students to abide by the Troy City Schools Acceptable Usage Policy. Additional rules may be added as necessary and will become a part of this policy.

Our expectation and belief is that students will responsibly use district technology 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.

### RESPONSIBILITIES

The student will:

1. Adhere to these guidelines each time the device is used at home and school.
2. Charge their Chromebook device at home nightly, bringing it to school each day with a full charge (classrooms do not have the capacity for students to charge their devices during the day).
3. Use appropriate language in all communications avoiding profanity, obscenity and offensive or inflammatory speech. Cyber bullying, including personal attacks or threats toward anyone made while using either district owned or personally owned technology, is to be reported to responsible school personnel. Communication should be conducted in a responsible, ethical and polite manner.
4. Respect the Internet filtering and security measures included on the Chromebook.
5. Make sure documents are back up to their Google Drive Application. The Troy City Schools' Technology Department will update and maintain these devices by collecting them at the end of every year. Students will be notified of this maintenance in advance.
6. Use technology for school-related purposes only during the instructional day while refraining from use related to commercial or political purposes.
7. Follow copyright laws and fair use guidelines and only download or import music, video or other content that students are authorized or legally permitted to reproduce or use.
8. Make available for inspection by an administrator or teacher any messages or files sent or received to or from any Internet location using district technology. 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.

### RESTRICTIONS

The student will not:

1. Mark, deface, or place stickers on the Chromebook, or district-issued cases. Students wishing to personalize their Chromebook may purchase an equivalent protective case that meets district guidelines.
2. Reveal or post identifying personal information, files or communications to unknown persons through email or other means through the Internet.

3. Attempt to override, bypass or otherwise change the Internet filtering software, device settings, or network configurations.
4. Attempt access to networks and other technologies beyond their authorized access. This includes attempts to use another person's account and/or password or access secured wireless networks.
5. Share passwords or attempt to discover passwords. Sharing a password is not permitted and could make you subject to disciplinary action and liable for the actions of others if problems arise with unauthorized use.
6. 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 and other malicious software.
7. Tamper with computer hardware or software, attempt unauthorized entry into computers, and/or vandalize or destroy the computer or computer files. Intentional or negligent damage to computers or software may result in criminal charges.
8. 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. The criteria for acceptability is demonstrated in the types of material made available to students by administrators, teachers, and the school media center.

In addition to the specific requirements and restrictions detailed above, it is expected that students and families will do their best to take care and maintain the devices provided by Troy City Schools. In order to keep Chromebooks secure and damage free, please follow these additional guidelines:

- ☒ Do not loan your 1:1 device or charger and cords.
- ☒ Do not leave the 1:1 device in a vehicle or leave it unattended at any time.
- ☒ Do not eat or drink while using the 1:1 device or have food or drinks in close proximity.
- ☒ Keep your 1:1 device away from precarious locations like table edges, floors, seats or around pets.
- ☒ Do not stack objects on top of your 1:1 device, leave it outside, or use near water such as a pool.

# One to One Technology Use Parent Signature Agreement

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**As the student,** my signature indicates I have read or had explained to me and understand this Required Use Policy, and accept responsibility for abiding by the terms and conditions outlined and using these resources for educational purposes.

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

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

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

**As the parent/guardian,** my signature indicates I have read and understand this Device Use Policy, and give my permission for my child to have access to and use the described district-issued technology.

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

Parent/Guardian Signature: \_\_\_\_\_

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