



# Weld RE-1 Student Technology Use Handbook

2018-2019

WELD RE-1 DEPARTMENT OF TECHNOLOGY SERVICES

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## Introduction

By direction of the Board of Education, Weld RE-1 has heavily invested in a 1:1 digital initiative over the course of the last decade. Preschool classrooms and primary grades are supported with technology at a 3:1 ratio with approximately 1500 students utilizing a 1:1 district-issued and internet-ready device during most of their school day. The Weld RE-1 Board of Education's vision is a total commitment to provide an exemplary education and a safe environment. The District and each of its schools have worked to meet state expectations for academics as evidenced by the Colorado Department of Education's published [School Performance Frameworks](#). With no Weld RE-1 schools identified as at risk and five of six schools and the district all being accredited as Performance, the hard work of our students, parents/guardians, teachers, administrators, and staff is being realized. There is always more to do, but we are immensely proud of our academic progress. We believe that by providing access to technology, we close the opportunity gap so that our students can become more critical thinkers, have greater opportunity to demonstrate creativity, and most importantly, they learn to collaborate in our global world.

While technology has the potential to support critical thinking, creativity, and collaboration across all content areas, it also has the potential to become a distraction from academics. To this end, Weld RE-1 enforces Board of Education policy EHC/JS-E, Acceptable Use Policy, for Technology in order to support students as they develop digital citizenship as their digital footprint evolves by making safe, ethical, and smart decisions when using technology.

For the 2018-2019 school year, high school students will be assigned a device that they will carry from class to class as well as take home with them each day. Middle school students will carry a device from class to class but will not take devices home. Elementary students in grades 3-5 will have access to carts of devices for which use is coordinated by school administration. Elementary students in grades K-2 will have access to iPad sets and/or chromebooks for which use is coordinated by school administration.

## Terms of the Laptop/Chromebook Use

### Use Fee

A \$25.00/student technology use fee will be assessed per school year for students in grades 3-12. This fee supports infrastructure growth, maintenance, and the buying of new technology devices, applications, and software.

### Terms

You will comply at all times with the Weld County School District's Parent/Student technology use handbook and Acceptable Use Policy, incorporated herein by reference and made a part hereof for all purposes. Any failure to comply may terminate your rights of possession effective immediately and the District may repossess the property.

### Title

Legal title to the property is in the District and shall at all times remain in the District. Your right of possession and use is limited to and conditioned upon your full and complete compliance with this Agreement and the Parent/Student Technology use handbook.

### Lost or Damage

If the property is damaged, lost or stolen, you are responsible for the reasonable cost of repair or its fair market value on the date of loss. Loss or theft of the property must be reported to the District by the next school day after the occurrence. A table of estimated pricing for a variety of repairs is included in the Parent/Student Technology Use handbook to which reference is hereby made.

### Repossession

If you do not timely and fully comply with all terms of this Agreement and the Parent/Student Technology Use Handbook, including the timely return of the property, the District shall be entitled to declare you in default and come to your place of residence, or other location of the property, to take possession of the property.

### Term of Agreement

Your right of use and possession of the property terminates not later than the last day of the school year unless earlier terminated by the District or upon withdrawal from the District.

### Appropriation

Your failure to timely return the property and the continued use of it for non-school purposes without the District's written consent may be considered unlawful appropriation of the District's property.

## Use of Computers, Laptops, and Devices on the Network

Weld County School District RE-1 is committed to the importance of a student being able to continue with his/her work when his/her laptop is experiencing issues. To assist with this problem the District maintains a small fleet of student devices. Should a student experience a technical hardware or software issue with a device, the device will be exchanged for a similar make and model device. High school students should not personalize their devices or save information to the hard drive for this reason.

### Classroom Computers

The district has desktop computers throughout the school building, including labs, classrooms, the library and the counseling office. These computers can be used by students if they do not have their laptop. They will be able to access their saved work on their network drive.

### Internet Safety

There are many sites on the Internet that can be potentially dangerous to minors. These sites are blocked while students are logged on to the District network. The district utilizes web filtering designed for K-12 Education as a safety feature. Students must keep in mind that use of the District-provided devices and internet is a privilege, not a right. Students found to have willingly or actively attempted to skirt the protective measures that have been put in place will receive appropriate consequences including, but not limited to, appropriate discipline consequences and limited and/or revoked use of district-provided devices and internet access.

## General Device Rules

### Screensavers

- Inappropriate media may not be used as a screensaver.
- Presence of weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures will result in disciplinary actions.
- Passwords on screensavers and power-on screen are not to be used.
- There is a \$15 reimaging charge to remove any of the above.
- Chrome themes and new tab extensions are not allowed.

### Sound

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Use of headphones and earbuds are not allowed except for instructional purposes when permission has been granted by a teacher or administrator.

### Music, Games, Movies, or Programs

- Music, movies, and games may not be downloaded or streamed over the Internet. This may be a violation of copyright law.
- All software loaded on the system must be District approved.
- There is a \$15 reimaging charge to remove unapproved software or files.
- Gaming during school hours is strictly prohibited and may result in the loss of technology privileges. *Note: This does not apply to curriculum-based "games" assigned by teachers and/or administrators.*

### No Loaning or Borrowing Devices

- Do NOT loan laptops to other students.
- Do NOT borrow a laptop from another student.
- Do NOT share passwords or usernames.
- Do NOT share chargers or other cords.

### Unauthorized Access

Access to another person's account or computer without his/her consent or knowledge is considered hacking which is a violation of the Computer Fraud and Abuse Act of 1986 and will result in consequences including, but not limited to, appropriate discipline consequences and limited and/or revoked use of district-provided devices and internet access.

Currently, students are not permitted to connect personal devices (including, but not limited to cell phones, iPods, iPads, personal computers, etc.) to district-provided internet sources without the written permission of district or school administration. Students should not possess or actively disseminate passwords for internet access. The district is exploring options for providing students with access to district-provided internet for personal devices, but until an equitable and sustainable method for providing this service has been identified, tested, approved, and communicated to parents/guardians, students' personal devices will

not be allowed to connect to district-provided internet sources. Students found to have connected a personal device to a district-provided internet source without written permission or those in possession of restricted passwords to district-provided internet sources will receive appropriate consequences including, but not limited to, appropriate discipline consequences and limited and/or revoked use of district-provided devices and internet access.

### Table of Estimated Repair Pricing

With responsible care and treatment, most devices will need not additional repair. However, the District has purchased a warranty for each device allocated for student use. Students should report all concerns with software and hardware to a teacher or a school-based technical support person as the concerning issue may be covered by the warranty. It is the student’s responsibility to communicate hardware and software issues to a teacher in a timely manner. For issues that are caused by obvious irresponsible treatment and lack of care, a fee table is included below.

<b>Repair</b>	<b>Fee</b>
Peripherals/Accessories	fair market value of item
Broken Screen (LCD)	\$100
Keyboard and Top Case	\$50
Individual Key(s)	\$5/key
Motherboard	\$200
Power Adapter + Cord	\$45
Battery	\$50
Sticker or Defacement Removal Fee	\$15/sticker
Re-image of Hard Drive due to violation of Acceptable Use Policy	\$15
Abandonment Fee	\$15
Backpack or Laptop Case	\$25
Loss of Device	fair market value for replacement device

### Student Responsibility

Students are expected to properly care for their district-provided device by adhering to all of the policies set forth in this document. Students who purposefully or neglectfully cause damage to a device will be referred to administration for possible disciplinary consequences. The District and school reserve the right to revoke a student’s access to District-owned technology and internet access at any time.

## Student Use of Technology and The Internet Acceptable Use (Policy JS)

All computers and Internet access must be used in a responsible, efficient, ethical, and legal manner. Failure to adhere to this agreement will result in revocation of access privileges.

1. The use of your Internet account must be consistent with the educational objectives of Weld County School District RE-1. Acceptable uses of district technology and the Internet include but are not limited to:
  - locating material to meet educational and/or personal information needs
  - participating in distance learning activities
  - communicating with other students and individuals
  - asking questions of and consulting with experts
2. Unacceptable uses of district technology and the Internet include but are not limited to:
  - using an account owned by another user
  - posting personal messages without the author's consent
  - posting anonymous messages
  - damaging or destroying technology hardware or software
  - vandalizing the data of another user or school district
  - gaining unauthorized access to resources or entities
  - uploading or creating computer viruses
  - transmission of any material in violation of any U.S. or state regulation including copyrighted material, threatening or obscene material, and material protected by trade secrets
3. Responsible users may:
  - use the Internet for educational research purposes
  - use the e-mail function to collaborate with others for educational purposes
4. Responsible users may not:
  - purposefully access, send or display offensive or inappropriate messages or pictures
  - engage in commercial for-profit activities
  - give their password to another person
  - use another's password or seek unauthorized access to files or networks.
  - Disrupt or modify and network, software or hardware
  - Engage in any illegal activity including copyright infringement, harassment or discrimination
  - Forward any person's e-mail without prior permission
  - use obscene or threatening language
5. The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator(s) may close an account at any time. The administration, faculty, or staff may request the system administrator to deny, revoke, or suspend specific user accounts; however, final authority in this matter rests with the building principal.

6. Security on any technology system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a system administrator. Do not demonstrate the problem to other users. Any user identified as a security risk may be denied access to district technology.
  
7. The Weld School District RE-1 makes no warranties of any kind, whether expressed or implied, for the service it is allowing. Weld County School District RE-1 will not be responsible for any damages you suffer in using the Internet. This includes loss of data resulting from delays, nondeliveries, misdeliveries, or service interruptions. Weld RE-1 does not guarantee or endorse the accuracy or quality of information obtained via the Internet. Electronic information available to students does not imply endorsement of the content by the school district.



# Student Use of Technology and The Internet - Agreement

Student Name: \_\_\_\_\_

(please print)

I have read, understand, and will abide by Weld County School District RE-1 Acceptable Use rules and procedures for Student Use of Technology and the Internet. I further understand that a violation of these rules and procedures is unethical and may constitute a criminal offense. Should I commit any violation, I understand that my access privileges may be revoked and that school disciplinary action and/or appropriate legal action may be taken.

If I am 18 years or older, I hereby release the school district from all costs, claims, damages or losses resulting from my use of district technology devices including use of the Internet and electronic communications, including but not limited to any user fees or charges incurred through the purchase of goods or services.

*Your signature on this Acceptable Use Agreement is legally binding and indicates that you have read the school district's policy on Student Use of the Internet and Electronic Communications and understand its significance.*

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

## Parent or Guardian

*If the user is under 18 years of age, a parent or legal guardian also must sign this Agreement.*

As the parent or legal guardian of the student named above, I have read the school district's policy on Acceptable Use of the Internet and Electronic Communications. I understand that access to the Internet and electronic communications is designed for educational purposes and that Weld County School District RE-1 has taken reasonable steps to block or filter material and information that is obscene, child pornography or otherwise harmful to minors, as defined by the Board of Education. I also recognize, however, that it is impossible for the district to restrict access to all controversial materials and I will not hold the district responsible for materials and information accessed by my child. Further, I accept full responsibility for supervision if and when my child uses the Internet outside of the school setting and certify that the information contained on this form is true and correct. I also understand that once this form is signed, it gives my child permission to access the Internet until he or she finishes the 12th grade or otherwise leaves the district unless the school revokes the privilege or I rescind my permission in writing to the school principal.

I hereby give permission for the school district to provide network and Internet access for my child and certify that the information contained on this form is true and correct.

***Your signature on this Acceptable Use Agreement is binding and indicates you have read the district's policy on Student Use of the Internet and Electronic Communications carefully and understand its significance.***

Parent / Guardian Name: \_\_\_\_\_

(please print)

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