



# Claymont City Schools

## Technology, Computer Network and Internet Responsibility Use Policy (RUP)

### Introduction

Claymont City Schools is pleased to provide access to computing devices within the School District and outside access to the world wide web as a means of enhancing the traditional classroom environment by:

- Allowing teachers to use technology in new and innovative ways
- Preparing our students for college and career readiness by teaching them the skills and behaviors necessary to succeed
- Enabling our faculty to provide district-critical functions in a timely manner

The following Responsible Use Policy (RUP) is created to ensure that the technology available through Claymont City Schools provides a safe learning environment for our staff, students, and community. This policy is reviewed and updated yearly to remain current with changes in federal and state legislation, as well as technology innovations, and is reviewed with students as part of the student handbook. A signed application is required by staff and students for use of the school's computer and networking equipment. If you do not want your student to have access to any school technology resources, you must submit this request in writing to the attention of the technology department.

### Policy Purpose and Scope

The purpose of this policy is to ensure school-level compliance with policies and guidelines concerning the use of Claymont's technology equipment for educational purposes. All activities that use Claymont computer accounts or computer systems, whether they are during or after school, or even off school property, are covered by this policy. Use of a personally owned computing device follows the same guidelines as a school computer when using Claymont's network or accounts.

### Policy Changes

The RUP may be altered by action of the Claymont Technology Department and with approval of the Claymont City School Board of Education at any of its regular monthly meetings.

### Network and Internet Rules & Conditions

Claymont City Schools is granting you access to its network and technology resources. The network and technology resources are one way of enhancing our mission to teach the skills, knowledge, and behaviors our students will need for college and career readiness. These technologies may include but are not limited to, district-provided equipment as well as personal devices (computers, tablets, laptops, e-readers, etc.).

As a Claymont City Schools user, you are expected to use technology in a meaningful, safe, and responsible way. Technology is to be used as a tool to expand learning. Furthermore, as a user of the district's network and technology resources, you are expected to use the system with courtesy, respect, and integrity. You are to practice and maintain safe, secure measures regarding data and privacy.

By accepting this agreement, users acknowledge the following rules and conditions:

- Users will use technology in a meaningful, safe, and responsible way
- Users will use technology resources productively, appropriately, and primarily for school-related purposes
- Users understand that all district owned equipment, the district network, and their district account are the property of Claymont City Schools. Their use can be monitored at any time without their knowledge or consent
- Users will avoid using any technology resource in such a way that would disrupt the activities of other users
- Users will use email and other means of communications (e.g. blogs, wikis, podcasting, social media, chat, instant messaging, discussion boards, virtual learning environments, websites, etc.) responsibly

- Users will not use any type of electronic or internet capable device to post any negative comments or engage in cyberbullying of staff or students. This includes, but is not limited to, posting or sending both threatening and non-threatening messages, pictures, videos, etc. via electronic message or through the access of any type of social media
- Users will protect their personal data as well as the data of their peers. Users will abide by all confidentiality requirements in federal and state law, including but not limited to the Family Educational Rights and Privacy Act
  - Users understand that all externally published content including photographs and information about a student must abide by Board Policy 6.15 - Student Records
- Users understand that the district resources should not be used for the promotion of commercial goods or services for personal gain
  - Users will respect the political views of others by not using district resources for political advertising, lobbying, or campaigning
- Users will conserve district resources through the proper use of printers, server space, video or audio streaming, and network bandwidth. Using the school network to provide any hosted service without prior approval is prohibited. This applies to services such as but not limited to hosting web sites, file servers, gaming servers, SSH, FTP, IRC, email systems, private VPN, etc.
- Users will use technology in accordance with the laws of the United States and the State of Ohio, including but not limited to laws governing the following:
  - Criminal acts – that include, but are not limited to, “hacking” or attempting to access computer systems without authorization, harassing email, cyberbullying (Board Policy 9.29 - Harassment), cyberstalking, child pornography, vandalism, and/or unauthorized tampering with computer systems
  - Libel which includes publicly defaming people through published material on the Internet or in email, etc.
  - Copyright protections that prohibit copying, selling or distributing copyrighted material without the express written permission of the author or publisher or engaging in plagiarism (i.e., using others' words or ideas as your own). Users should assume that all materials available on the Internet are protected by copyright
- Users will use the account assigned to them. Users will not share their password with other persons or use another person's account for any reason
- Users will obtain permission from each individual staff or student before posting any picture, video, or audio of that individual online
  - Students are prohibited from recording staff members and other students in any manner, unless permission is given and it relates to the educational process
- Users will not use technology resources to access inappropriate content. This includes, but is not limited to, content related to pornography, weapons, hate speech, and academic dishonesty
- Users understand that district administrators will deem what conduct is inappropriate use if such conduct is not specified in this agreement

Users understand and will abide by the above Responsible Use Policy. Should a user commit a violation, they understand that the consequences of their actions could include suspension of computer privileges, disciplinary action up to and including expulsion, and/or referral to law enforcement.

### **Consequences of Inappropriate Internet & Network Behavior**

The staff or student's building principal, in conjunction with the District's Technology Coordinator, will reprimand any staff or student who does not comply with Policies and Guidelines accordingly. User infractions may result in appropriate disciplinary action as outlined in the disciplinary policy for the building. Unauthorized use of the network, intentional deletion or damage to files and data belonging to other users, or copyright violations may be termed theft or destruction of school property. In addition to appropriate disciplinary actions, the user may be responsible for any charges, costs, liabilities or damages incurred by Claymont City Schools. This includes (but is not limited to) the cost of time to repair the damaged component, cost of parts to repair the component, or the cost of outside companies to repair damaged components. The district will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any illegal activities conducted using the school's technology. Penalties imposed under applicable federal, state, or local laws will supersede any local penalties.

If a student is found to have visited inappropriate content on their school-issued device or account, Claymont reserves the right to place the student's device in a restricted browsing mode where they may access only whitelisted sites. Repeated access to inappropriate content will result in the following disciplinary actions:

Incident	Action
First	14 days of restricted access
Second	30 days of restricted access and possible disciplinary action
Third	Restricted access for the remainder of the year and possible disciplinary action
Fourth	Collection of school-issued device for the remainder of the year and possible disciplinary action

### **Use of Personal Electronic Devices**

If they choose, students and staff are allowed to use personally owned devices to access the school's wireless network to support education. Anyone who brings their own electronic device is personally responsible for the equipment and must follow guidelines outlined in Appendix D.

It is strongly recommended that staff use the district's wireless access when educating students, keeping in compliance with the Children's Internet Protection Act

Student use of the devices in the classroom is based on the teacher's decision on each given day. The administration reserves the right to determine if the device is being used inappropriately and may take disciplinary action, including but not limited to, confiscation of the device. For this policy, a personal electronic device is defined as a device capable of communication with other electronic devices.

### **Privacy**

Network and Internet access is provided as a tool for your education. Claymont City Schools reserves the right to monitor, inspect, copy, review and store any and all usage of the computer network and Internet access and any information created, transmitted or received in connection with such usage. All such information files shall be and remain the property of Claymont City Schools and no user shall have any expectation of privacy regarding such materials.

Any sensitive information should be kept on district provided encrypted cloud storage. Staff should refrain from copying this information directly to district computers or removable media.

A supervising teacher or administrator may authorize the release of directory information, as defined by Ohio law, for internal administrative purposes or approved educational projects and activities.

### **Student Safety and Children's Internet Protection Act**

Each year the District provides education for students regarding online safety and appropriate use within the District's board-approved curriculum which includes, but is not limited to, appropriate online behavior, interacting with other individuals on social networking sites and cyber bullying awareness and response. In compliance with the Children's Internet Protection Act, Claymont City Schools employs the use of filtering software to prevent children from accessing offensive sites. (See Appendix C for Filtering Guidelines) Yet in a global network, there is the potential to access controversial materials. If a person finds an offensive site, he or she should report this to a teacher or the technology department. The district can then prevent this site from being accessed again. In the event the filtering software is unsuccessful, the District will not be held liable for access to inappropriate content.

### **Third-party Tools for Education**

Claymont Schools utilizes many different computer software applications and web-based services operated by third parties such as Google, Adobe, etc. In order for our students to utilize these services, the service provider often requests the student's personal information in the form of their name and email address. Under the

federal Children’s Online Privacy Protection Act (COPPA), these services must provide parents with notification and obtain parental consent before collecting personal information from children under the age of 13. The law permits Claymont to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent to be given for each website requesting a student’s personal information. The Responsible Use Policy (RUP) will constitute consent for our schools to provide a student’s personal information, consisting of his or her first and last name, email address, and username to the services on file at the District office.

**Important User Information**

Staff and student accounts, including data and email addresses will be removed upon separation from the district. Staff and students planning on leaving the district should migrate any data they want to keep to a personal account before they do so.

**Student Tech Fees**

Each year, students will be charged a \$30 technology fee that goes towards repairing accidental breaks of school-issued devices. This fee can be waived if a student brings their own personal device into school each day, surrendering their school-issued device.

In addition to this \$30 fee, students will be charged the following in the event an accidental break occurs to a school-owned device:

Situation	Fee
1st accidental breakage	All costs covered by the district
2nd accidental breakage	Student will incur a \$10 co-payment
Any additional accidental breakage	Student will incur a \$20 co-payment
Breakage requiring complete replacement	Student will incur a \$50 co-payment
Vandalism	Student will incur full cost to repair/replace device
Lost computer/charger	Student will incur full cost to repair/replace device

The fees in the chart above reset every three (3) years

*If damages occur to school-owned devices while school-supplied cases are not on the device, the damage will be categorized as vandalism and the student will be solely responsible for any charges and costs associated with the damage.*

**District Liabilities**

Claymont City Schools makes no warranties of any kind, whether expressed or implied, for the service it is providing. Claymont City Schools will not be responsible for any damage’s users may suffer. This includes loss of data resulting from delays, non-deliveries, or service interruptions caused by its own negligence or user errors or omissions. Use of any information obtained via the Internet is at the user’s risk. Claymont City Schools specifically denies any responsibility for the accuracy or quality of information obtained through its services. The user and parent(s) or guardian(s) agree to cooperate with the school in the event of an investigation of a person’s use of computer access to the network, whether that use is on a school computer or on another’s outside the district’s network.