



Acceptable Use for Technology Policy  
Dayton Independent Schools  
Instructional Device User Agreement Terms

**STATEMENT OF PURPOSE** Dayton Schools has initiated a 1:1 device initiative. We view the use of electronic resources central to the delivery of our educational programs, and as such expect that all students will use electronic resources as an essential part of learning, working, and interacting with the community. Students will be using devices in the classroom as a part of routine instruction. After reading and returning the required agreement, students will be allowed to take their designated device home to continue school work. Remember that devices are the property of the District and their contents may be viewed at any time. Access to these resources is permitted when exercised in an appropriate and responsible manner as required by this policy and related procedures, which applies to all parties who use District technology

**Goals for Student Users**

- To prepare students for similar learning platforms they will use at higher education institutions
- To streamline processes for teachers, increase productivity and organization
- To increase collaboration among stakeholders
- To increase engagement for students with the learning process
- To increase the time a teacher has for working with students in a class
- A tool, to help the learning process
- Increase 21<sup>st</sup> Century Learning Skills
- Enhance learning and improve communication
- Increase student ownership of their learning and the learning process
- Connect users to both our local and global community
- Utilize a wide array of digital educational materials
- To reduce paper use

Dayton Independent Schools and its Board of Education (hereafter referred to as “the District”) provides its student, staff, and community reasonable access to a variety of “district technological resources”. These resources provide opportunities to students and employees while remaining within the bounds of safe, legal and responsible use. Accordingly, the District establishes this policy to govern student use of school district technological resources. This policy applies regardless of whether such use occurs on or off school district property, and it applies to all school district technological resources, including but not limited to computer networks and connections, the resources, tools and learning environments made available by or on the networks, and all devices that connect to those networks.



## **A REQUIRED EXPECTATIONS FOR USE OF DISTRICT TECHNOLOGY (GENERAL)**

School district technological resources may be used by students, staff, and others only with authorization by the District. The use of district technological resources is a privilege, not a right. Individual users of district technological resources are responsible for all behavior and communications when using those resources. Responsible use of school district technological resources is use that is ethical, academically honest, supportive of student learning, and respectful. General student behavior standards, including those prescribed in applicable board policies, school handbooks, and other regulations and school rules, apply to the use of the Internet and other school technological resources.

Additional rules are outlined below for Students (Section B). These rules are intended to clarify expectations for conduct but should not be construed as all-inclusive. Prior to assignment of devices, all students and their parent/guardian must receive initial training about appropriate online behavior and prohibited use (initially provided at device deployment). All students will also receive additional training about appropriate online behavior, including but not limited to, interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

Prohibited use includes using digital resources to establish third-party email accounts not administered by the District, as well as accessing sexually explicit materials. District materials shall not be used for any purpose prohibited by law, including those relating to copyrights and trademarks, confidential information, and public records.

Individuals shall reimburse the District for repair or replacement of District property lost, stolen, or damaged while under their care. Individuals are responsible for turning in all district technology including, but not limited to, devices, chargers, cases, etc. to their school or the District's central office in a timely manner at the end of each school calendar year or when they are no longer students of the district. This technology should be in at least as good condition as when it was taken possession by the user, accommodating for normal wear and tear over time.

Before using school district technological resources, students and their parent/guardian must sign a statement indicating that they understand and will strictly comply with these requirements. Failure to adhere to these requirements will result in disciplinary action, including revocation of user privileges. For students that take-home district devices, a violation may result in the user becoming a "day-user" who must check out their device every morning and return it every day at the end of school. Willful misuse may result in disciplinary action and/or criminal prosecution under applicable state and federal law, up to and including expulsion (students) for violating this policy and responsible use rules and regulations established by the school or District. Dayton Middle/High School reserves the right to change its rules and procedures at any time without notification.

## **B RESPONSIBLE USE OF TECHNOLOGY BY STUDENTS**

1. Students will initiate digital citizenship requirements (obtain their Digital Driver's License) before being given access to district technological resources. This begins with the orientation about digital citizenship at the device deployment. Additional training will be conducted during the school day and school year as needed.
2. School district technological resources are provided for school-related purposes only. Acceptable uses of such technological resources are limited to responsible, efficient and legal activities that support learning and teaching. This regulation of use includes the use of a district device in all environments, including but not limited to school, home, or extracurricular functions.
3. Students should not attempt any installation of programs or maintenance to district-owned devices without the permission of the District IT department or its designees. Students may not install or use any Internet-based file sharing program designed to facilitate sharing of copyrighted material. The use of anonymous proxies to circumvent content filtering is prohibited. Under no circumstance may software purchased by the school district be copied for personal use. Students are prohibited from engaging in unauthorized or unlawful activities, such as “hacking” or using the computer network to gain or attempt to gain unauthorized or unlawful access to other computers, computer systems or accounts.
4. No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally viewing, accessing, downloading, storing, printing or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages or other material that is obscene, defamatory, profane, pornographic, harassing, abusive or considered to be harmful to minors. All uses must comply with policy on harassment when using district technology.
5. Users of technological resources may not send electronic communications fraudulently (i.e. by misrepresenting the identity of the sender).
6. Students must respect the privacy of other students and staff members. When using emails, chat rooms, blogs or other forms of electronic communication, students must not reveal or store personally identifying information (PII), or information that is private and confidential, such as the home address or telephone number, credit or checking account information or social security number of themselves or fellow students. Users also may not forward or post personal communications without the author’s prior consent.
7. Students should not capture audio, video or still pictures of other students and/or staff members, nor share such media in any way, without the consent of the students and/or staff members and the approval of the appropriate Principal or designee. (Note that

exceptions to this may include settings where students and staff cannot be personally identified beyond the context of a sports performance or public event.)

8. Students may not intentionally or negligently damage computers, computer systems, electronic devices, software, computer networks or data of any user connected to district technological resources. Students may not knowingly or deliberately try to degrade or disrupt system performance, including streaming audio or video for non-instructional purposes.
9. Students may not create or introduce games, network communications programs or any foreign program or software onto any school district computer, electronic device or network without the express permission of the district IT department or its designee.
10. Students are prohibited from using another individual's ID or password for any technological resource; they also are not allowed to read, alter, change, block, execute or delete files or communications belonging to another user without the owner's express prior permission.
11. If a student encounters a security or other problematic issue on a technological resource, he or she must immediately notify a teacher, administrator, or IT department technician.
12. Personal devices will not be supported by District staff. Students will not connect to the Internet via their personal mobile device and non-school network (e.g. cellular services) The District is not responsible for the content accessed by users who connect to the Internet via their personal mobile device and non-school network (e.g. cellular services).
13. Students are responsible for backing up data regularly. If using a cloud-based system to save work, students must be aware of when, or if, the Wi-Fi is not functioning.
14. Students who use district-owned and maintained technologies to access the Internet at home are responsible for both the cost and configuration of such use. For more on home use of district technology, see Section D below.
15. Students who are issued district-owned technologies must also follow and agree to these specific guidelines:
  - a. Charge the devices nightly at home before returning to school, so they are fully charged (100% battery) for the beginning of the next school day.
  - b. Bring the device every day to school for instructional use.
  - c. Have the device always available to present to District staff. If a student is unable to present their device for three (3) consecutive school days, the device will be considered lost and appropriate action will be taken, including but not limited to compensation for the cost of the device.
  - d. Keep the device secure and damage free

- e. Use a district-approved protective case or sleeve at all times. - If a protective case or sleeve is lost or cracked, it is the student's responsibility to replace it with a district-approved case, so the asset tag is visible.
- f. Do not loan out your issued device, charger, case or cords.
- g. Use district approved chargers and a standard outlet to charge your device
- h. Do not deface the device itself with excessive drawings, stickers or other permanent adornments on the device itself. The device will have a cover and stickers may be affixed to the cover only. Make sure that stickers do not cover the asset tags that identify the device.
- i. Make sure to back up files regularly (via a cloud-based system like OneDrive or via a storage device like a thumb drive) as crashes may occur and the device may need replacing or re-imaging.
- j. Do not modify or alter the asset tag or markings with the serial number and/or model number in any way.
- k. Do not clear or disable the browsing history on the device unless instructed to do so.
- l. Devices may be monitored by the administration at any time.
- m. Administration reserves the right to take a device at any time.
- n. Teachers reserve the right to limit device use during class.
- o. Failure to follow these guidelines may result in becoming a "day-user" who must check out their device every morning and return it every day at the end of school.

### **Reporting Technical Issues**

Errors or problems should be reported as soon as is possible. This can be done by informing school personnel, so the issue can be addressed in a timely manner. Damage due to a determined accidental cause will be addressed by the school through normal procedures. Damage due to negligence or carelessness will result in the student assuming the financial responsibility of the replacement/repair of the device. Students taking the device from school property must sign and submit the User Agreement Application. Student use of the device off school grounds may be revoked at any time by the administration.

### **Security**

Students should only use the District supplied applications for the educational account. Students should never share their account passwords with others unless requested by an administrator, teacher, parent or guardian.

Students are responsible for following the guidelines and rules set forth in the District Acceptable Use Policy.

### **Damage, Loss, or Theft**

If a device is damaged, lost, or stolen, please report to school administration as soon as possible. Users should develop a complete timeframe with all details of the incident. If theft is suspected, a police report must be filed immediately. If an incident happens in the evening, please inform school administration by 8:00 AM the following school day. Responsibility and repercussions of damage, loss, or theft will be at the discretion of the Principal or designee.

Theft of a device will be prosecuted to the full extent of the law and stolen devices will be locked/shut down remotely by DHS technology staff

### **Day Users**

Day Users include students who do not have permission to leave school with a device. Day-users will collect their instructional device in the morning and turn their instructional device in at the end of the school day.

Parents/Guardians have the option to have their students be a day user at any time. Parents must provide the school written notification of this decision and make sure the device and all device components are turned into the school or District. Failure to provide written notification will result in a student being a home user and having a \$25 insurance policy charge added to the student obligations.

The Principal or designee has the right to make a student a day user upon their discretion at any time.

### **Digital Citizenship**

All students will complete digital citizenship coursework. This educates students on appropriate online behavior, including but not limited to, interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response. Student access to device resources is subject to student completion of digital citizenship courses and student demonstration of digital citizenship.

The Principal or designee has the right to restrict and assign digital levels of access upon their discretion at any time.

## **C PARENTAL CONSENT**

The Internet and electronic communications offer fluid environments in which students may access or be exposed to materials and information from diverse and rapidly changing sources, including some that may be harmful to students. The District recognizes that it is impossible to predict with certainty what information on the Internet students may access or obtain. Nevertheless, the District shall take reasonable precautions to prevent students from accessing material and information that does not serve a legitimate educational purpose or is otherwise harmful to minors. These precautions include (but are not limited to) filtering software, maintaining a secure usages log, and educator monitoring and mindfulness of student Internet access in school. The District is not responsible for the content accessed by users who connect to the Internet via their personal mobile device and non-school network (e.g., cellular/home services).

The District recognizes that parents/guardians of minors are responsible for setting and conveying the standards their children should follow when using media and information sources. Students may require accounts in third-party systems for school-related projects designed to assist students in mastering effective and proper online communications or to meet other educational goals. Accordingly, before a student may independently access the Internet and/or use district technological resources, the parents/guardians must sign their student's Responsible Use Policy form.

## **D PRIVACY**

No right to privacy exists in the use of technological resources. Users should not assume that files or communications accessed, downloaded, created or transmitted using school district technological resources or stored on services (such as the district applications for education cloud-based Drive) or hard drives of individual computers will be private. School district administrators or individuals designated by the superintendent may review files, monitor all communication and intercept e-mail messages to maintain system integrity and to ensure compliance with board policy and applicable laws and regulations. School district personnel may monitor the online activities of individuals who access the Internet via a school-owned computer.

Under certain circumstances, the District may be required to disclose such electronic information to law enforcement or other third parties; for example, as a response to a document production request in a lawsuit against the board, as a response to a public records request, or as evidence of illegal activity in a criminal investigation.

## **E DISCLAIMER**

The District makes no warranties of any kind, whether express or implied, for the service, it is providing. The District will not be responsible for any damages suffered by any user. Such damages include, but are not limited to, loss of data resulting from delays, non-deliveries or service interruptions, whether caused by the school district's or the user's negligence, errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically disclaims any responsibility for the accuracy or the quality of information obtained through its Internet services.

## **F OBLIGATIONS**

An annual technology non-refundable insurance charge will be collected from students for access to their issued devices. The charge amount will be set annually by the district and added to student obligations by the school at the issuance of the instructional device. Upon payment, the school designee will use a multiple receipt form to collect the fees from the student. The designee will then submit the collected charge along with the multiple receipts form to the school bookkeeper who will then deposit the funds into the School Activity Fund account. The funds will be remitted to the district for deposit into the appropriate district account.

Charges will NOT be prorated for early withdrawal from the district or for students that enroll after the school year has begun. No child shall be denied full participation in any educational program due to an inability to pay for, or rent, necessary instructional resources.

## Dayton Independent Schools Student Instructional Device Pledge

1. I will bring my device to school each day I am in attendance.
2. I am responsible for the care and protection of my device at all times.
3. I will always supervise my device or leave it in a secure location.
4. I understand my device is for educational use.
5. I will charge my device's battery daily.
6. I will keep my device away from food and drink.
7. I will report loss, theft, and/or malfunction immediately.
8. My device will always be in the provided case or one from the approved list.
9. I will practice good digital citizenship.
10. I will not cover vent openings or barcodes/serial numbers of my device. I will keep barcodes on my device.
11. I understand that my device is subject to inspection at any time without notice and remains the property of Dayton Independent Schools.
12. I will follow the policies outlined in the Acceptable Use Policy at all times.
13. I agree to return the device, case, and power cords in good condition at the end of the school year or I terminate enrollment at Dayton Independent Schools for any reason.

We understand that accidents happen. Dayton Schools will cover the first incident\* (with the exception of loss). On the second incident, a fee will be assessed up to the full cost of the device.

\*First incident would not be intentional damage to the device.