Aurora Public Schools

Student Technology Program Policy

Aurora Public Schools is proud to offer our students a diverse offering of technology resources for use at school and at home. The Student Technology Program, which provides computing systems and internet access to all students, has been designed to enhance the delivery and individualization of educational instruction. This policy covers all devices and accessories provided to students that are property of Aurora Public Schools. It also covers any access to school information resources and internet or intranet access. Because of the many challenges associated with this program, it is imperative that all of our students understand the privilege and responsibility that usage and operation of technology involves. In addition, we consider this to be a learning opportunity as our students become adults in our technically diverse culture. The purpose of this policy is to communicate these expectations.

Table of Contents

Section 1: General Specifications

The following information is provided to help everyone understand the expectations and responsibilities for care and use of technology devices.

- Students will receive instruction from school district staff on the proper use of devices.
- 6th thru 12th grade students will be able to take devices home during the school year if the student pays the required home use fee.
- Students will care for and maintain each device as a valuable piece of Aurora Public Schools equipment.
- Students must take all precautions to prevent theft; for example, do not leave devices unattended or in the passenger area of a car.
- Students must take precautions to prevent damage to devices; for example, do not leave devices where there is danger of coming in contact with moisture or excessive heat. This would include protecting devices from inclement weather.
- The district will provide some predetermined apps for student use.
- Students are to use devices to access only socially and educationally appropriate materials and websites.
- Students must not use devices to purchase goods and services via the Internet while on school grounds or at school functions. (Parents/Guardians/Students are charged with full responsibilities for any financial obligations incurred from the inappropriate use of devices.)
- Students are to use devices in accordance with this Student Technology Program Policy, the Student Internet and Computer Access Policy (5037) and other specified documents.
- Device and device accessories are the property of Aurora Public Schools and must be returned at the end of the academic year, upon withdrawal from Aurora Public Schools, or at the request of a teacher or administrator. Willful failure to return devices in accordance with the stated conditions will result in criminal prosecution.
- *****Since devices are the property of Aurora Public Schools, officials of the school have the right to review all material stored on or accessed by any device. School officials may revoke a student's device use privileges for misuse or violation of policies.**

Section 2: Device Specifications

The devices covered by this policy are those devices included in our 1:1 program as well as any other devices students have access to for specific coursework.

Device Restrictions
No personal devices will be allowed in Aurora Public Schools without permission from administration.

Section 3: Receiving Your Device

1:1 Devices will be distributed during designated check out times. However, students may also be granted access to other devices by school staff during required coursework. Before using devices, students and parents must have agreed to and signed the Student Technology Program Consent form.

Take Home
If a student wishes to take devices off school grounds, they will be required to pay a usage fee of $35.

Section 4: Taking Care of Your Device and Accessories

Students are fully responsible for the care of devices and accessories they have been issued by the school. Devices that are damaged or fail to work properly must be immediately taken to designated school staff for an evaluation of the equipment.

General Precautions
- Devices are school property. All users will follow these expectations and the Student Internet and Computer Access Policy.
- Device and its case must remain free of any writing, drawing, stickers, or labels that are not the property of the Aurora Public School District.
- Devices must never be left unsupervised.
- Students are responsible for keeping their Device's battery charged for school each day.

Carrying Device
The protective cases provided with devices have padding to protect them from normal treatment and provide a suitable means for carrying the device. The guidelines below should be followed:
- Device must always be within the school issued protective case.
- Some carrying cases (i.e. backpacks) can hold other objects (such as folders and workbooks), but these must be kept to a minimum to avoid placing too much pressure and weight on the device.

Screen Care
The device screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.
- Do not lean on the top of the device when it is closed.
- Do not place anything near the device that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth. Use of harsh chemicals WILL damage the screen.
- Do not "bump" the device against lockers, walls, car doors, floors, etc. as it could break the screen.

Section 5: Using Your Device at School

Devices are intended for use at school each day. Students are responsible for having their charged device in all classes. Only charge your device with the provided charger.

Supervision
Under no circumstances should devices or other technology equipment be left in unsupervised areas. Unsupervised areas include but are not limited to the school grounds and campus, computer labs, break areas, unlocked classrooms or lockers, bathrooms, buses, and hallways. Any device left in these areas is in danger of being stolen.

Lockers are to be locked when storing any technology equipment. This includes but is not limited to power cords and devices.

Unsupervised devices will be confiscated by staff and taken to the administrative office. Each student is responsible for his or her device once it has been issued.

Cameras
Device cameras are not to be used without the permission of school officials.

Screensavers and Backgrounds
Only school appropriate backgrounds and screensavers may be used on devices.

Examples of inappropriate backgrounds include the presence of weapons-related materials, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols, etc... These types of pictures on devices or within files will result in disciplinary action and where appropriate, referral to law enforcement.

Devices are the property of the school district. Therefore, school staff members have the right to check any material stored on a student's device, including the screensaver at any time.

Sound
Students must have personal earbuds to listen to audio. Sound must be muted unless permission is obtained from the teacher for instructional purposes.

Printing
No printing is allowed on school issued devices unless permission is obtained from the teacher for instructional purposes.

Devices Undergoing Repair
A loaner device may be issued to students when they leave their device for repair at their designated location. This will be at the discretion of the building administrator.

Section 6: Saving Your Work

It is the student's responsibility to ensure that work is not lost due to technical failure or accidental deletion. Device malfunctions are not an acceptable excuse for not submitting work.

Section 7: Device Content

The apps originally installed by Aurora Public Schools must always remain on devices in usable condition and be easily accessible.

Content Supervision
***Student devices will be filtered through the District's Internet content filter. Parents/Guardians are responsible for content supervision off school grounds.**

Inspection
Students may be selected at random to provide their school-issued device for inspection without notice by administration and/or their designee.

Section 8: Protecting and Securing Your Device

Device Identification
Student devices will be labeled in the manner specified by the school. **Under no circumstances are students to modify, remove, or destroy these labels.**

Password Protection
When directed students are required to set a passcode on their device. Tampering with machine security measures is forbidden. Violations of this requirement will result in disciplinary action.

Section 9: Acceptable Use Requirements

Students are responsible for their ethical, socially appropriate, and educational use of the technology resources of the Aurora Public Schools. Access to the Aurora Public Schools technology resources is a privilege and not a right. Each employee, student, and/or parent will be required to follow the Student Internet and Computer Access Policy (see attached).

Under no circumstances should device cases be opened, or devices turned on while in the locker room or restroom areas.

Transmission of any material that is in violation of any law is prohibited. This includes but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and device viruses. Any attempt to alter data, the configuration of a device, or the files of another user, without the consent of the

building principal or his/her designee, will be considered an act of vandalism and subject to disciplinary action in accordance with the Student Internet and Computer Access Policy. Students who violate this may also be referred to law enforcement for criminal prosecution as appropriate.

E-mail

The only email account that students can access while using a school-issued device is that student's Aurora Public Schools Google account (@4rhuskies). Emails sent or received via School provided accounts are not private and may be reviewed at any time and without notice.

Section 10: Responsibilities and Consequences

Responsibility for Damage

The District purchases technology equipment with the standard manufacturer's warranty. These warranties only cover defective equipment during the period of the initial terms of purchase. These warranties do not cover damage to the device under the care of the student. **In addition, the District does not purchase additional extended warranties or insurance to cover damage to devices under the care of the student**.

***Students are responsible for any damage to School issued devices. Costs to fix or replace damaged devices will be the responsibility of the student. If the device is lost or stolen, full replacement cost will be the responsibility of the student.

***Students should not attempt to fix broken devices either themselves or through the use of a third party. Doing so is a violation of the manufacturer's warranty and replacement policies and will result in the student being liable for the full replacement cost.

***Power adapters and cords, device cases or any other school issued accessories are included in this policy as part of the device. If damaged, lost or stolen, the student will be responsible for full replacement cost for the exact same item.

Device Suspensions

Device Suspensions may be administered for students who abuse their device privileges.
Device suspensions are at the discretion of administration and are specified in the appropriate student handbook.

Non-compliance with these policies or the Student Internet and Computer Access Policy will result in loss of privileges, disciplinary action, and/or criminal prosecution as deemed appropriate. (See Student Internet and Computer Access Policy.)

***Electronic mail, network usage, and all files stored on a school-issued device are not to be considered confidential and may be monitored at any time by designated Aurora Public Schools staff. The District will refer student misconduct to law enforcement and will cooperate fully with local, state, or federal officials in any criminal investigation, particularly those concerning or relating to violations of computer crime laws.

Disclaimers

The Aurora School District is not liable for and disclaims any liability arising from any injury or damage caused by or stemming from unauthorized access to the network or inappropriate use of authorized access to the network.

A student and the student's parents or guardians, by submitting the Student Technology Program Consent Form with their respective signatures, agree to release the School District from any liability for physical or emotional harm or damage resulting to the student that is caused by or related to the inappropriate use of the device network.

5037
Student Internet and Computer Access Policy

Students are expected to use computers and the Internet as an educational resource. The following procedures and guidelines govern the use of computers and the Internet at school.

I. Student Expectations in the Use of the Internet
   A. Acceptable Use
   1. Students may use the Internet to conduct research assigned by teachers.
   2. Students may use the Internet to conduct research for classroom projects.
   3. Students may use the Internet to gain access to information about current events.
   4. Students may use the Internet to conduct research for school-related activities.
   5. Students may use the Internet for appropriate educational purposes.
   B. Unacceptable Use
   1. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
   2. Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
   3. Students shall not use electronic mail, chat rooms, instant messaging, or other forms of direct electronic communications on school computers without the direct permission of the building administrator and/or their designee.
   4. Students shall not use school computers to participate in online auctions, online gaming or mp3 sharing systems including, but not limited to Aimster or Freenet and the like.
   5. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.
   6. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
   7. Students shall not publish web pages that purport to represent the school district or the work of students at the school district without the express written permission of the system administrator.
   8. Students shall not erase, rename or make unusable anyone else's computer files, programs or disks.
   9. Students shall not share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.
   10. Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the system administrator.
   11. Students shall not write, produce, generate, copy, propagate or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system or software. Such software is often called, but is not limited to, a bug, virus, worm, or Trojan Horse.
   12. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
   13. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.
   14. Students shall not forge electronic mail messages or web pages.

II. Enforcement

   A. Methods of Enforcement

      1. The district monitors all Internet communications, Internet usage and patterns of Internet usage. Students have no right of privacy to any Internet communications or other electronic files. The computer system is owned by the school district. As with any school property, any electronic files on the system are subject to search and inspection at any time.

      2. The school district uses a technology protection measure that blocks access to some Internet sites that are not in accordance with the policy of the school district. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.

      3. Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research. The system administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.

      4. The school district staff will monitor students' use of the Internet through direct supervision and by monitoring Internet use history to ensure enforcement of the policy.

   B. Consequences for Violation of this Policy

      1. Access to the school's computer system and to the Internet is a privilege, not a right. Any violation of school policy and rules may result in:

         a. Loss of computer privileges;

         b. Short-term suspension;

         c. Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and

         d. Other discipline as school administration and the school board deem appropriate.

      2. Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.

III. Protection of Students

   A. Children's Online Privacy Protection Act (COPPA)

      1. The school will not allow companies to collect personal information from children under 13 for commercial purposes. The school will make reasonable efforts to disable advertising in educational computer applications.

      2. This policy allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for educational purposes.

   B. Education about Appropriate Online Behavior

      1. School district staff will educate students about appropriate online behavior, both in specific computer usage units and in the general curriculum.

      2. Staff will specifically educate students on

         a. Appropriate interactions with other individuals on social networking websites and in chat rooms.

         b. Cyberbullying awareness and response.

      3. The school administration and/or designee shall inform staff of this educational obligation and shall keep records of the instruction which occurs in compliance with this policy

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Please PRINT the following information:

Student Name (first & last): _____ Student Grade: _____

Parent/Guardian Name (first & last): _____

We understand that these policies cover the device(s) and accessories the student receives that are property of Aurora Public Schools described within for one student.

Please check only ONE box:

☐ We **will** pay the school district's home use fee ($35) that will allow my child to take the device and accessories off school grounds (Only grades 6-12).

☐ We **will not** pay the school district's home use fee and we understand that my student will not be allowed to take the device or accessories off school grounds.

By signing this Consent Form, we agree to comply with all stipulations contained within the Student Technology Program Policy, including the Student Internet and Computer Access Policy (5037). With these respective signatures, we agree to release the School District from any liability for physical or emotional harm or damage resulting to the student that is caused by or stemming from unauthorized access or inappropriate use of technology resources.

_____   _____
Parent/Guardian Signature   Date

_____
Student Signature