

IV.C.8. Acceptable Use Policy for Students

Instruction - Instructional Resources and Materials

This policy governs the access and use of all means and methods of communication including but not limited to telephone, voice mail, electronic mail, mail, computers, handheld devices, mobile phone, faxes and the use of the internet, sent by or received by a member of the East Providence School District community (staff, scholar, parents, volunteers, students) using East Providence School District communication and computer systems ("Systems").

The use of these systems is intended for educational use only. Use of these systems for any other reason is prohibited. All information transmitted, received, or stored using these systems is the property of the East Providence School District. The District reserves the right to monitor its systems for compliance with this policy and with federal and state regulations. While the District will take reasonable measures to protect student privacy, users ~~should understand that they~~ should not expect complete confidentiality when using district-owned systems. ~~If information data is not~~ properly stored in Google Drive (the District's only approved cloud storage platform), there is no guarantee that ~~data~~ it will be retained.

Students may not use the District's systems in ways that are unsafe, disruptive, or harmful to others. This includes, but is not limited to:

- cyberbullying or harassment of any kind.
- sending or accessing offensive, threatening, or sexually explicit content.
- accessing or attempting to access violent content, pornography, gambling, or other inappropriate websites.
- attempting to bypass filters or gain unauthorized access to systems or accounts.
- downloading or using pirated, unlicensed, or malicious software.
- sharing personal login credentials with anyone, including other students, or staff.

The East Providence School District reserves the right to restrict website access either through content filtering or written notice. If you feel a website should not be blocked, speak with your teacher and they will reach out to EPSD IT.

Computer software on the East Providence School District systems may not be downloaded, copied, reproduced, altered or used by any student without prior authorization. The violation of copyright laws may result in a fine and imprisonment and other disciplinary action. The East Providence School District will cooperate with software vendors in prosecuting those who violate copyright. The East Providence School District prohibits the use of any "pirated" or "bootleg" software on its systems.

Students may not connect personal devices to district Wi-Fi. ~~Only EPSD issued devices are authorized for use.~~ All devices used by students for educational purposes must be issued by EPSD, and ~~When needed,~~ **students** will be provided internet access by EPSD IT.

Failure to follow this policy may result in disciplinary action at the discretion of building administration while consulting with the Superintendent's Office.

Receipt of Acceptable Use Policy

I understand and will abide by the Acceptable Use Policy. Should I violate this agreement my access privileges may be revoked and I will be subject to disciplinary action including termination and/or appropriate legal action.

Student Name (Print): _____

Signature: _____

Date: _____

Parent/Guardian Name (Print): _____

Signature: _____

Date: _____

The East Providence School District Issued Device Use and Care Guide

A Resource for Students and Parents/Guardian

1. Receiving your Device

a. Distribution Dates/Times

Devices will be distributed on the first day of school to new and transferring students. Students moving between grades should already have a device.

b. Distribution of devices

Any Chromebook/iPad/other device distributed through inventory reallocation has been inspected by the technology department and condition has been noted.

C. Students & parents/guardians must sign the *Device Loan agreement* prior to picking up a device.

2. Returning Your Device

a. End of Year

At the end of each school year, students in K-4 will leave their devices in the charging carts present in their classrooms. Students in grades 5-11 will bring their devices home for the summer for the completion of digital summer work as assigned.

b. Transferring/Withdraw Students

Students transferring out of or withdrawing from the East Providence School District must turn in their district issued devices, power supplies and any other equipment issued with the device by or on their last day of attendance. Failure to turn in their device will result in the student being charged the full replacement cost. There will also be a charge for any missing peripheral equipment such as the power supply. The District may also file a report of stolen property with the local law enforcement agency for equipment not returned.

3. Taking Care of Your Device

Students are responsible for the general care of the device they have been issued by the school. Devices that are broken or fail to work properly must be brought to the Main Office of your school to go through the replacement process as soon as possible. District owned devices should never be taken to an outside computer service for any type of repairs or maintenance. District owned devices should never be repaired by parents/guardians. Students should never leave their devices unattended.

a. General Precautions

- No food or drink should be next to devices.
- Cords and cables must be inserted carefully into the devices
- Devices should not be used or stored near pets.
- Devices should not be exposed to extreme temperatures, such as leaving them in a car overnight during the winter.
- Devices should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Devices must remain free of any writing, drawing or stickers.
- Heavy objects should never be placed on top of district issued devices.

b. Carrying your device

- Always transport devices with care.
- Never lift chromebooks by the screen.
- Never carry your device with the screen exposed, always have the case or lid closed.
- Never slam your device closed especially with something on the keyboard.

c. Screen Care

Your device's screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents and other liquids. The screens are particularly sensitive to damage from excessive pressure.

- Do not put pressure on the top of a chromebook or iPad when it is closed.
- Do not store your district issued device with the screen open.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, ear buds or storage devices).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

d. Asset Tags

- All devices will be labeled with an East Providence School District asset tag. The asset tag indicates the device is property of the East Providence School District and provides information that allows us to determine the name of the student to which the specific device has been assigned.
- Asset tags may not be modified or tampered with in any way.
- Students may be charged up to the full replacement cost of a device for tampering with an asset tag or turning in a device without an asset tag.

4. Using Your device at School

Students are expected to bring a fully charged district issued device to school every day and bring their district issued device to all classes unless specifically advised not to do so by their teacher.

a. If a student does not bring his/her district issued device to school

- There are a limited number of loaner devices available for distribution. Priority for loaners will be given to students that have devices being repaired. A student is not guaranteed to receive a loaner if they forget their device or forget to charge their device.
- Multiple occurrences of coming to school without one's district issued device may result in disciplinary action.

- Students that obtain a loaner will be responsible for returning the borrowed device to the school office prior to leaving for the day.
- Loaners should be returned to where the student picked it up each day, unless otherwise directed by the building administrator (with express written permission of EPSD IT).

b. District issued device being repaired

- Loaner devices may be issued to students when they leave their school issued devices for repair with the Technology Department.
- District issued devices on loan to students who are having their device repaired may be taken home if appropriate for grade level.
- Students must return loaner devices promptly after receiving notification.
- The loaner device will be disabled if not returned within five days of notification.

c. Charging District Issued Devices

- Student devices are expected to be charged and ready for the day each morning
- Students should charge their chromebooks at home every evening if the device is not being left at school in the charging cart.
- There is a limited amount of charging stations available to students.

d. Background and Themes

- Inappropriate media may not be used as Chromebook or iPad backgrounds or themes. The presence of such media will result in disciplinary action.

e. Sound

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones may be used at the discretion of the teachers.

f. Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate. There is no printing available for students.
- Students may set up their home printers to print from their chromebooks at home. EPSD IT cannot offer support for personal printing.

g. Logging into a District issued device

- Students will log into their chromebooks and iPads using their school issued Google Apps for Education account.
- Students should never share their account passwords with others, including faculty and staff.

h. Managing and Saving Your Digital Work With a district issued device

- All student work will be stored in Internet/cloud based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- Students should always remember to save frequently when working on digital media.
- The district will not be responsible for the loss of any student work.

5. Using Your District Issued Device Outside of School

Students are encouraged to use their devices at home and other locations outside of school when in middle school and above. All elementary out of school use should be only on snow or distance learning days. A WIFI Internet connection will be required for the majority of Chromebook and iPad platform use, however, some applications can be used while not connected to the Internet. Students are bound by the East Providence School District Responsible Use Policy, Administrative Procedures, and all other guidelines in this document wherever they use their devices.

Students are responsible for all aspects of network connection and printing outside of school. Students who had a loaner at school that day will leave the loaner (unless they have been put through the Device Replacement Process through EPSD IT by their building administrator or designee and specific permission has been obtained from EPSD IT). Loaner devices will not be able to connect to wifi off campus.

6. Operating System and Security

Students may not use or install any operating system on their Chromebook other than the current version of ChromeOS that is supported and managed by the district.

a. Updates

- The Chromebook operating system, ChromeOS, updates itself automatically. Students do not need to manually update their Chromebooks.
- The iPad operating system (currently called iPadOS) will be updated automatically by EPSD IT.

b. Virus Protection

- There is no need for additional virus protection as EPSD IT manages all cybersecurity needs for the District.

7. Content Filter

The District utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All chromebooks, regardless of physical location (in or out of school), will have all Internet activity protected and monitored by the district. If an educationally valuable site is blocked, students should contact their teachers or a member of the

Technology staff to request that the site be unblocked.

8. Software

a. Google Apps for Education

- Chromebooks and iPads seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings and Forms.
- All work is stored in the cloud.

b. Chrome Web Apps and Extensions

- Students may be allowed to install appropriate Chrome web apps and extensions from the Chrome Web Store.
- Requests for appropriate apps or extensions that may be currently blocked can be submitted to the East Providence School District Technology Department by staff at each school.
- Students are responsible for the web apps and extensions on their Chromebooks. Inappropriate material will result in disciplinary action.
- Some web apps will be available to use when the Chromebook is not connected to the Internet.

c. iPad Applications

- Students may be allowed to use applications present in the Self Service+ application
- Requests for appropriate apps that are not available may be made by staff at each building for EPSD IT review.
- Students are responsible for the apps, extension, and content present on their iPads. Inappropriate content present on the devices may result in disciplinary action.
- Some apps will be able to be used without an internet connection, but this will vary by application.

9. Device Identification

a. Records

- The District will maintain a log of all Chromebooks and iPads that includes the Chromebook serial number, asset tag code, and name and ID number of the student assigned to the device.

10. Repairing/Replacing Your Device

a. Repairs/Replacements

- The District shall repair or replace equipment breakages due to manufacturer defect or mechanical breakdown. All other damage will be handled at the school level.

b. Optional Insurance

- Optional third-party insurance may be purchased by families. Information will be provided by the District.

11. Privacy Expectations

School issued chromebooks have been configured to optimize the educational experience for students and staff as well as protect students from harmful content per federally mandated guidelines.

c. On Campus Device Use

- All devices on the school network go through a content filter that prevents students from accessing harmful content. The filter also logs user activity, including those websites accessed by the end user. The filtering policies are a requirement of the Children's Internet Protection Act (CIPA).

d. Off Campus Device Use

- Devices will be filtered for the purpose of preventing students from accessing harmful content in a similar way they are filtered on school grounds.

At no time will any member of the East Providence School District staff have the ability to manipulate the device in any way. The webcam or microphone will never be remotely activated by the East Providence School District.

Remote access to student devices off campus will be limited to the following:

- There is reasonable suspicion that the student has engaged in a specified misconduct and there is reasonable suspicion related to the health and safety of a student.
- Access is necessary to address technological threats to the school computer system or to update or upgrade the device's software.
- A warrant will be obtained if the search is designed to look for evidence of criminal activity.
- The parent has given consent to search on an individualized basis

A physical search of the contents of a student's device will be limited to the same reasons stated to obtain remote access, or for legitimate educationally related reasons.

12. Appropriate Uses and Digital Citizenship

School issued chromebooks should be used for educational purposes and students are to adhere to the East Providence School District Responsible Use Policy at all times.

- Students must take precautions against phishing attempts and other cyber threats.
- Passwords must remain private and secure.
- Students should not share personal or private information online.
- All device usage must reflect principles of good digital citizenship.

East Providence Public Schools Device Loan Agreement

The East Providence School District has initiated a program to loan each student who is actively enrolled in the East Providence School District a Google Chromebook or iPad, as well as related peripherals.

Participation in this program is subject to the following terms and conditions:

- The chromebook and related peripherals are on loan and remain the property of the East Providence School District.
- Both student and parent/guardian agree to adhere to the terms and conditions of the *Device Use and Care Guide*.
- The student shall be the exclusive user of this device and shall not grant access to any other individual.
- The student must comply with all applicable software license agreements.
- Chromebooks and peripherals must be returned at the time of transfer or withdrawal from the East Providence School District.
- Chromebooks and peripherals will be returned in good condition with reasonable wear and tear as outlined in the *Device Use and Care Guide*.
- The East Providence School District may take disciplinary measures if the device and peripherals are not returned on or before the return date.
- The care and maintenance of the device and related peripherals are the responsibility of the student and parent/guardian while in their care.

I have read the Acceptable Use Policy and the Chromebook Use and Care Guide, both available on the East Providence School District website at www.epschoolsri.com and agree to abide by the terms and conditions contained within these policies.

STUDENT NAME: _____ YOG: _____
(Please Print)

PARENT/GUARDIAN NAME: _____
(Please Print)

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Please return the completed form to your Principal